

**Faculty Senate**  
**Wednesday, September 20, 2017**  
**4:00 – 6:00, JCK 880**

Minutes from previous meetings are available at  
<http://www.txstate.edu/facultysenate/about/59th-senate-minutes.html>

**Attending senators:** Rebecca Bell-Metereau, Janet Bezner, Elizabeth Bishop, Scott Bowman, Natalie Ceballos, Michel Conroy, Jesse Gainer, Dana Garcia, Vince Luizzi, Benjamin Martin, David Nolan, Shane Smith, Ting Liu, Alex White, Diego Vacaflores

**Senate Initiative:**

- Subcommittee Report
- Initiative to improve faculty community approved by acclamation
- FS will seek best practices in creating faculty and graduate student community

**FAQ website:** Questions will be sent to an updated FAQ site, with log of concerns. Issues resolved will be logged. Senate may develop simple form for faculty to submit requests. Written recommendations (as opposed to verbal requests or complaints) may be handled electronically by amending standing rules. Senate website may use a drop-down menu accessible to faculty website, including answers to FAQs. In cooperation with IT, Senator Luizzi will draft forms for contacts and resolutions with assistance from Senators Conroy, Garcia, Bowman, and Liu.

**Faculty concerns:**

- Difficulty in acquiring logo, which was then handled by athletics. Faculty member wishes to know if there is a request form. Systematize our response and process. The chair will look at possibilities for an electronic form
- Difficulty in locating Change of Grade App, which faculty believes needs to be publicized and more readily accessible for faculty. Senate will contact Melissa Hyatt in the registrar's office to request improved faculty access to electronic change of grade.

**College Research Enhancement Committee:**

Agriculture has not yet identified an elected representative.

**Timeline for Faculty Development Leave (FDL) policy:**

The PPS for FDL states there should be six years between leaves. Current FS process appears to be 5 and ½ years. Departments in Business and other schools have questioned the timing. The timeline concerns departments with fewer faculty members and the policy is under review. The Council of Chairs Committee Chair wishes to change calendar for this faculty development leave. Because FDL is included as part of compensation of the employment package, along with salary, the senate counts that year in the total. C of C requests a change in wording instead of a change in time required. Assistant Provost Thorne wants the law to be followed in compliance

with the education code of Texas. The application is once a year and the timing affects whether one is ready to apply at six or five and a-half years, with two dates listed (depending on fall or spring for the last leave). The option to take a half leave for the whole year affects timing as well. The senate will invite Associate Provost Thorne and perhaps the chair of Council of Chairs.

FS chair met with Bill Stone, chair of Committee on Committees to work out a timeline for appointments and senate recommendations, amending, and approval. A new timeline will send out surveys earlier, return results to the chair of Committee on Committees, three weeks in advance, and get a report in advance to confirm new appointments. Survey will indicate willingness to serve and the committee will appoint people to not more than one committee (or two in exceptional circumstances).

### **Nontenure Line Faculty Reception:**

Reception had approximately 90 attendees, with funding provided by colleges and departments and two publishers. The NLFC is seeking ways to honor Andrew Marks.

### **Procedure for faculty concerns:**

The chair recommended and senate approved procedures to address faculty concerns:

1. Written concerns will go to FS Chair before FS meeting, and chair will select a response:
  - a. If a concern can be easily addressed, the chair will email the faculty member.
  - b. If further clarification is needed, the chair will email for more information.
  - c. If a faculty member still requests further discussion, it will be on the next agenda.
  - d. If a concern was sent to a senator and forwarded to a chair, the senator will be cc'd on email communication between the chair and faculty member.
2. When faculty concern is on the agenda, Senate will choose one or more courses of action:
  - a. Senate will take no action.
  - b. Request information from faculty member for future consideration.
  - c. Issue a statement or send a request to a unit of the administration.
  - d. Request someone with influence over the issue to speak with senate.
  - e. Place the issue on the next PAAG agenda.
  - f. Request revision of an existing policy to address the issue.
  - g. Draft revisions or a a new policy and propose changes to the administration.

After the senate decides the course of action, the chair will inform the faculty member.

RTA Approve Minutes

6:05 Adjournment

Minutes submitted by Rebecca Bell-Metereau