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Faculty Senate Minutes

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Faculty Senate Minutes - November 1, 2019

USM Faculty Senate

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The University of Southern Mississippi
Faculty Senate Meeting Minutes
Friday, November 1, 2019, 2:00p.m.
Scianna Hall 1048 (Hattiesburg)
IVN to North Academic Building 125 (Gulf Park) and
Stennis Building 1020, Room 118

Present: Micheal Davis, Shahid Karim, Tom Rishel, Charlie Scheer (proxy), Lindsey Conlin-Maxwell, Jae-Hwa Shin, Leffi Cewe-Malloy, Damon Franke, Nicolle Jordan, Brian LaPierre, Kevin Greene, E. Susan Howell, Jeremy Scott, Richard Perry, Timothy Tesh (proxy), Jennifer Courts, Louis Rackoff, Bob Press (Kate Greene interim), Amber Cole, Shinhua Liu, John Lambert, John Miller, Michelle Jeanfreau, Lilian Hill, Anne Sylvest (proxy), Gary Krebs, Catharine Bomhold, Michael Madson, Joe Olmi (proxy), Susan Hrostowski, Tamara Hurst (proxy), Susan Mayfield-Johnson, Bonnie Harbaugh, Lisa Green (proxy), Kimberly Ward, Robert Leaf, Donald (Don) Redalje, Jennifer Brannock, Lin Agler (proxy), Westley (Lee) Follett, Kalyn Lamey, Whitney Martin, Sharon Rouse (proxy)

Absent: N/A

1.0 Organizational Items

1.1 Call to Order The meeting was called to order by Susan Hrostowski at 2:04.

1.2 Roll Call

1.3 Recognition of Quorum (22)

1.4 Recognition of $\frac{2}{3}$ membership for voting on Bylaws and Resolutions (29)

2.0 Adoption of Agenda

- Correction by Jeremy Scott: 7.4.2 should read “The old **faculty** handbook...” rather than “The old employee handbook...”
- Approved unanimously by voice vote.

3.0 Program

3.1 Thomas Deus, Associate Dean of Students, CARES Team

- Sirena Cantrell has been hired as Associate Vice President for Student Affairs and Dean of Students. The position of Ombudsman was renamed Assistant Dean for Student Outreach and Support and Delores McNair was hired to fill this position.
- The CARES Team is in place to respond to behavioral issues with students. It is made up of twelve individuals including four faculty members and staff members from the police department, counseling center, and the Moffitt Health Center, among others. The team members are selected from such a wide variety of areas to increase the possibility that a team member will either know the applicable student or be closely tied to something in which the student is involved.

- CARES reports are submitted through the Division of Student Affairs' website (<https://www.usm.edu/student-affairs>) . The narrative portion of the report is the most important. Dr. Deus reviews the report and determines the team member best able to respond. That team member then determines which resources would best help the student. The team member normally contacts the student within 24 hours. One of the goals of the team is to help students accept responsibility and do things themselves.
- The reporter is not identified to the student; however, the student often figures it out.
- The team works with graduate students as well.
- Sometimes the student does not want help and the team respects that decision.
- Every two weeks, the team meets and discusses open cases.
- Faculty should report anything that doesn't "feel right" (depression, hygiene issues, etc.). Faculty shouldn't report if a student is performing academically poor. Instead, the faculty member should reach out to the student and see if there are other issues that should be reported.
- It is very helpful if the reporter is willing to communicate with the team after reporting.
- A faculty member does not need the student's permission to report.
- This resource is not meant to help with financial issues faced by students (such as the cost of course materials).
- A list of warning signs is included on the CARES form. However, they will consider including these warning signs on the website outside of form.
- They are working on minimizing wait time in the counseling center.
- Reports can come from information gathered from course assignments; however, the faculty member should talk to the student before the report is submitted so he/she is aware.
- Their offices are located in the Union, suites 219 - 222.

3.1 Kate Howard, Assistant Vice President & Dean of Admissions (for enrollment)

- Faculty involvement in undergraduate recruiting was the topic of discussion.
- J.R. Gerhart was also present. He is the assistant director in the office of admissions and oversees 8 territory managers (admission counselors).
- Student recruitment by faculty is encouraged as long as these efforts parallel with the office of admissions and enrollment services.

- Faculty can go through the office of admissions to send out program-related marketing materials (contact Susan Scott). Faculty do not have access to potential student email addresses. However, admissions will email on behalf of others. Also, faculty can be given access to mailing addresses of potential students.
- Admissions would not want faculty to visit high schools or community colleges without working with them. Contact Alden Bennett for more information, including if a faculty member is interested in being a guest lecturer.
- Recruitment efforts are not focused programmatically (partly because at least 75% of students change their major at least once).
- They are recruiting for all of USM (Hattiesburg, Gulf Coast, and online). There are some recruitment opportunities on the coast that are not offered in Hattiesburg.
- The office of admissions' recruitment budget doesn't allow for funding assistance for school/program-level recruitment efforts.

4.0 Approval of Minutes

4.1 ~~June and September, 2019~~ October 2019

- Approved unanimously by voice vote.

5.0 Officer Reports

5.1 President

In President Bennett's cabinet meeting, Vice President for Student Affairs, Deedee Anderson gave a presentation on E-Sport, which is quickly becoming a varsity sport in universities around the world. E sports clubs attract students and help many find a place to fit in on campus. This is an extremely fast-growing sport and extremely lucrative. Dr. Anderson is working to develop e sports at USM from clubs to a competitive university sport.

In accordance with Initiative #6 of Vision 2020, the Provost held the inaugural meeting of the Council of Academic Excellence. This council is "comprised of the chairs and chairs elect of the Undergraduate Council, the Graduate Council, Faculty Senate, Council of Directors and the Dean of the Graduate School (*ex officio*).” In that meeting, I was named chair and tasked with setting agendas and maintain communication between the members. The council discussed the need for more emphasis on service in faculty evaluations and for the recruitment of more faculty into service opportunities.

Other items discussed include:

- Schools should take ownership of electing their representatives to grad and undergrad councils

- IR should not be involved in elections, except to provide the necessary information
- Faculty Senate should manage its own elections with assistance from IR
- Clarification is needed on the responsibilities of senior faculty with regard to service

Excellence for Southern Miss Fund was another major topic. The Council will define programming and adjudicate submissions. Awards will be announced in the spring for implementation in the fall.

In response to a request from Allison Gillespie, I re-appointed Ann-Marie Kinnell and appointed Shahid Karim to the Sabbatical Review Committee.

5.2 President-Elect: No report

5.3 Secretary: No report

5.4 Secretary-Elect: No report

6.0 Decision / Action Items

7.0 Standing Committee Reports

7.1 Bylaws: No report

7.2 Elections: No report

7.4 Faculty Handbook

7.4.1 The current handbook in 5.8.1.2.1 says "The director may be invited, after a majority vote via secret ballot by the members of the committee, to attend promotion and tenure proceedings and provide information." Should this be removed?

- Sense of the Senate: This statement should remain in the handbook.

7.4.2 The old ~~employee~~ faculty handbook outlined that faculty are allowed to take free courses. It has been removed. Should we add it back?

- Sense of the Senate: Yes, the handbook should indicate that faculty are allowed to take free courses.

7.4.3 Should we change the language on the first page after the cover page to be more explicit about contradictions with the employee handbook? This is leading the way for a better contractual obligation policy. Something like "Policies outlined in the University of Southern Mississippi Employee Handbook also apply to the faculty. The policies and procedures in the Employee Handbook take precedence over any and all other policies that might exist throughout the University, except those supplanted by specific provisions of the Faculty Handbook applicable to faculty only."

- Sense of the Senate: Yes, the language on the first page after the cover page should be more explicit about contradictions with the employee handbook. Something like, "Policies outlined in the University of Southern Mississippi Employee Handbook also apply to the faculty. The policies and procedures in the Employee Handbook take precedence over any and all other policies that might exist throughout the University, except those supplanted by specific provisions of the Faculty Handbook applicable to faculty only." should be added.

7.4.4 A paragraph describing the libraries' procedures for annual evaluations was omitted from the current handbook and should be reinstated.

- Sense of the Senate: Yes, this paragraph should be reinstated.

7.5 Academics: No report

7.6 Administrative Evaluations: No report

7.7 Awards

The committee is working on evaluating nominations for the Headwae Award, and we should have those finalized by the end of next week.

7.8 Finance

We had a meeting with the VPFA, Allyson Easterwood, on Friday, October 18th and we discussed the following:

- Human Resources has been working to implement recent changes to the Fair Labor Standards Act. The implementation date is January 1, 2020 and HR will be meeting with all affected staff. HR will begin notifying impacted people no later than November 1 which should give them time to plan for the transition.
- Human Resources is still working on a Compensation Policy; however, the timing of completion and implementation is unknown.
- Student Payment Plan: Cash receipts are up and the student receivable balance is down compared to last year. In the Spring semester, the payment plan will be revised to allow students to pay installments over a four month period (January – April) rather than three (January – March). Students will be able to enroll in classes for the following semester as long as their payment plan account is current. Historically, we have had hundreds of students at the end of the fall term who could not return to school in the spring because of balances owed. We hope to see this number decrease this spring because of the new payment plan, as well as a reduction in bad debt write-off for the fiscal year.
- Capital projects are moving forward as planned.
- End of year E&G surplus will be impacted by the decline in enrollment for the fall term and projections at this time indicate it will be less than the prior year.

- The state economy is doing well because of increases in state revenue collections which are currently at levels above estimates.

7.9 Governance: No report

7.10 Gulf Coast

- COLT committee is finalizing goals. Due date is today. Should be moved forward in next meeting on Wednesday, November 6.
- GCFC met this morning and last Friday to prepare feedback to COLT on submitted proposals. That feedback will be sent to COLT early next week.
- Dr. Chris Foley will be joining COLT from English as an additional member of COLT.
- Faculty-Staff committee will be meeting with COLT this Wednesday prior to the regularly scheduled COLT meeting.

7.11 University Relations and Communication: No report

7.12 Welfare and Environment: No report

8.0 Outside Committee Reports

9.0 Reports from Other University Advisory Bodies

10.0 Consent Items

11.0 Unfinished Business

12.0 New Business

13.0 Good of the Order

14.0 Announcements

14.1 Next Senate Meeting December 6, 2019

15.0 Adjourn