

**Minutes of the Faculty Senate Meeting
Held on January 15, 2015**

2) Enrollment: numbers are good so far (record turnout for Preview Day, record # of applicants for next fall), and they are working hard to get these applicants to enroll. A recent meeting with a marketing consultant confirms that the emphasis needs to be on *retention* (as opposed to recruitment only) 3) COAD is currently reviewing a number of policies to do with faculty salary, promotion, etc.: the aim is to simplify processes and make the employment climate friendlier. Senate can expect to see some recommendations coming via SGEN in the coming months.

VII. Reports

A. Standing Committees

1. Faculty Attitude Survey Committee: Senator Purser reported that the survey is completed. It will be sent to all Faculty Senators shortly, for review. After that it can go live.
2. Faculty Affairs Committee: Senator Maddox reported that the FAC is working on the two projects it was tasked with (department chairs' stipend and summer pay negotiations).
3. Academic Affairs Committee: Senator Brommer indicated that the AAC had nothing to report except for what is on the agenda under Unfinished Business.

VIII. Unfinished Business

- A. Faculty Handbook Chapter 5 Addition re:

- B. Report from the Teaching Evaluation Committee: Senator Carrasco reported that the committee intends to send out a short questionnaire to faculty to get their perceptions on the subject of teaching evaluation so that they can build on a foundation of respect for faculty concerns. This survey should go out to faculty within two weeks. Senator Carrasco asked all Senators to encourage the faculty in their departments to participate.
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- XI. Senator Lee moved the meeting be adjourned. Senator Statom seconded. The motion passed unanimously. The meeting adjourned at 4:08 p.m.

5.1 CREDIT HOUR POLICY

The University of North Alabama employs sound, standard practices for determining the amount and level of credit awarded for courses, regardless of format, location, or mode of delivery. The University of North Alabama endorses the basic definition of a credit hour as determined by the Southern Association of Colleges and Schools.

CREDIT HOUR A unit of measure that represents the equivalent of an hour (50 minutes of instruction) that can be applied to the total number of hours needed for completing the requirements of a degree, diploma, certificate or other formal award.

At the University of North Alabama the academic department determines the number of credit hours and level of credit to be awarded for the course and assigns a course number. Graduate level courses require additional research and application beyond the undergraduate level.

The department completes a formal proposal for a new course. The proposal is reviewed and approved by: departmental faculty, the Department Chair, Dean of the College, and the Undergraduate Curriculum Committee or Graduate Council depending on the level of instruction.

Fall and spring semester courses are scheduled for 15 weeks, excluding holidays and spring/fall break, but including a week for final exams, resulting in roughly 14 weeks of class meetings or 2100 minutes of instruction for ~~to~~ credit-hour courses. Courses follow the guideline of 700 minutes of instruction per credit hour.

Studio art courses meet 110 minutes per credit ~~hour~~ associated with natural

With the advance approval of the chair of the department, a limited number of field trips or similar out-of-schedule class activities may be permitted for ~~related~~ purposes. Faculty members planning such activities must recognize that participation may not impinge on the student's obligation to other classes and commitments. Formal request to other faculty members to approve the absence of the participating student is made through the Office of Vice President for Academic Affairs and Provost, as described under Student Absences above. The request should list the students in alphabetical order by recorded name and L+last two digits of student ID number. The faculty member sponsoring the activity also must advise the students to seek advance permission from the concerned faculty member for their absence.

5.67 EVALUATIONS AND ASSIGNMENTS

The nature of assignments and of tests, papers, projects, performances, and other measures of student evaluation is established for the particular course by the faculty member. Multisection course requirements are coordinated by the chair of the department. Evaluations should be sufficient in number to assure appropriate attainment and to permit students to gauge their standing at various points during the term. At least three major evaluations, including the final examination, should be used. Except for special classes for which papers, performances, or ~~projects~~ justifiable substitutes, a final examination is to be held for each class according to the schedule. Comprehensive term examinations are not required, but a final examination should carry distinctive weight in determining final grades.

The faculty member shall make a course syllabus available by the first day of the semester that includes information about the nature of class assignments, evaluations, attendance policy, and grading system. The syllabus should also include the university policy on accommodations under the Americans with Disabilities Act and the university policy on Academic Honesty. Good practice also requires that evaluations are properly

recommended in section 5.2 of the Faculty Handbook. Appeals on allegations of academic dishonesty shall follow the steps in the Academic Honesty policy (see Undergraduate Catalog)

The faculty member is the sole determiner of the grade awarded in a course and is responsible for the justification of the grade. Students are entitled to an appropriate grade review on request, and students who question the grade received are referred directly to the faculty member for review. Should a student wish to continue further grade review, the following process should be followed.

1. The student should submit the Final Grade Appeal form indicating the nature of the complaint to the department chair in the department where the course is housed and request a

normally cover four days in a semester and one day in a summer session. Faculty and students are expected to comply with the schedule unless exception is approved by the dean of the college. The schedule of examinations is prepared with a view to a reasonable spread in examinations for students on normal schedules. Necessary deadlines for grade reporting also must be accommodated.

5.910 STUDY DAY

The intent of Study Day is to provide students with a period of time to study before final exams. Consequently, classes that begin before 5 p.m. during the term are not to meet on Study Day, and faculty are requested not to schedule this day as a deadline for papers, projects, or tests. Student organizations are likewise requested not to schedule mandatory events or activities for this day. Final exams may be given on Study Day in classes that begin at or after 5 p.m. on that day, or the final exam in these classes may be scheduled for the last class meeting prior to Study Day. Academic departments requesting exceptions to this policy should consult with the appropriate college dean.

5.101 TERM GRADE REPORTS

Official grades for the semester or summer session are available for students to view via their UNA Portal accounts. Expedite the preparation of graduation lists, names of candidates for graduation in a class are printed and forwarded to each faculty member along with instructions for entering grades online and deadline dates/times. Grade report sheets are also forwarded to each faculty member listing all Early College students registered in his/her classes. The included instructions require numeric grades to be entered for these students. These grade report sheets must be signed by the faculty member and returned to the Office of the Registrar. Numeric grades for Early College students are then forwarded to the appropriate high school counselors. It is the responsibility of the faculty member to notify the Office of the Registrar if some unforeseen circumstance may require delay in reporting. Such contact should be made prior to the deadline. Instructors can print the online grade screen after entering all grades to keep for their records.

5.112 PROPER CLASSROOM DECORUM

Faculty members have the right and responsibility to create and maintain a classroom environment in which optimal learning can be achieved. Student behavior which intentionally interferes with the right of other students to learn will not be permitted. Faculty members may include the standards above within the class syllabus. Resolution of conflicts arising from student behavior should begin with a private conversation between the faculty member and student. Any continuing problems should be discussed with the department chair and a course of action agreed upon before implementation by the faculty member. For additional guidance, please refer to the university's policy on threats in the workplace.

PROPOSAL TO ESTABLISH A NON-TRADITIONAL AND INTERDISCIPLINARY CURRICULUM COMMITTEE (NTICC).

Curriculum CommitteeTheNTICCChair will be responsible for convening theNTICCs needed and will report to the COAD. After review by the NTICC and the COAD, curriculum proposals will then be forwarded to the appropriate universitywide curriculum committee (UCC or Graduate Council) for review. Proposals will then follow the same procedure as those originating within traditional academic departments.

ATTACHMENT B

~~Recommended practices for full-time faculty at the Instructor rank to apply for reappointment (the Faculty Handbook)~~

A non-tenure-

