

## Approved Minutes for the Faculty Senate Meeting

October 26, 2016

Meeting called to order at 2:00 PM by President Margaret Gnoinska.

**Members present:** Brittany Armstrong, Joel Campbell, Sherrionda Crawford, Tonya Conner, George Crowley, Dianne Eppler, Margaret Gnoinska, William Heisler, Jeffrey Ickes, Byrd Jennings, John Jinright, Kelly Johnson, Robert Kruckeberg, Gina Mariano, Paige Paquette, Jeff Simpson, Michael Slobodchikoff, Michael Stewart, Joe Teng, Jacqueline Jones, and Zhiyong Wang.

**Members absent:** Catherine Allard (no notice), Gary Manfready (notice), Jonathan Taylor (notice)

**Others present:** Ms. Vickie Miles, Dr. Christopher Shaffer, Ms. Maria Frigge, and Dr. Earl Ingram

**Guest Speaker:** Ms. Vickie Miles, Assistant to Provost, University Registrar

- I. The course substitution form is the most widely used electronic form.
  - a. Set up to allow for feedback from the advisor.
  - b. The challenge with the student submitting the form is assuring that it is routed properly via email addresses.
  - c. Because the students often have trouble identifying the proper contact people and emails, the advisor now initiates the form.
    - i. It seems reasonable to start with the advisor so he or she can attach students' transcript which validates course substitution.
    - ii. One suggestion for student submission possibility is to use a generic department email and then have someone within the department properly direct emails.
- II. Abby Peters is responsible for working on the course substitutions. She is open on recommendations on how to improve and make the process better.
  - a. Dr. Slobodchikoff asked if there is a way students could initiate the form and send to the advisor. Then the advisor could supply the other necessary emails. Ms. Miles stated that many students do not ever know their advisor. Between 400-500 students do not have an advisor; however, this situation is improving.
  - b. Ms. Miles shared that it might be possible to redesign the current course substitution policy if 100% departments used generic department email.
  - c. Dr. Teng asked if it would be possible for the students to have a dropdown list of advisors to select the proper one.
  - d. Dr. Crowley proposed that further consideration be given to the department [name@troy.edu](mailto:name@troy.edu) email.
  - e. Dr. Stewart expressed a concern for the amount of paperwork faculty members are expected to complete. He also shared that when advisors do not help students, those who will help are given more to do. Dr. Stewart asked if there was a possibility to return to a paper form.
  - f. Ms. Miles reminded the senators that we are working in a less-paper environment, and she assured that there are staff members who will help both students and faculty with any challenges they face.
  - g. Dr. Wang suggested the online form allows easier tracking, gathering data, etc. Advisors need to connect with students so the students are aware of their advisor. He proposed that students initiate the form with the first email being to the advisor.
  - h. Ms. Miles cautioned that Echosign could end up being "messy." She also reassured student planning is encouraging students to know important email addresses.

- i. Dr. Heisler asked what an advisor should do if he or she received a course substitution form that didn't belong to one of his advisees. Ms. Miles said the faculty member should "disapprove" the course substitution and provide the reason (e.g., not one of my advisees) which will reinitiate the whole process.

**Guest Speaker:** Dr. Chris Shaffer, Dean of Library

- I. Dr. Shaffer shared that there is an increase of people coming to the library.
- II. The building is 47 years old and designed for 3400 students. The building had a mildew problem. After removing that, it needed painting and new carpeting.
- III. Just two years ago there were only 35 computers, three had Microsoft Office. The library has added 30 computers and will soon add 18 more.
- IV. The library now has more collaborative and brighter furniture.
- V. Dr. Shaffer stated that if a faculty members finds the library does not have something he or she needs, contact him.
- VI. Dr. Shaffer requested that faculty help assure things that are requested and found in the library are being used.
- VII. The rooms have been redesigned, including modern computer tables which require less space and produce less noise. There have been other innovative renovations to include the bike room, white board painted walls, and glass boards. Other information on the spaces in the library are included:
  - a. 583 seats; usually one-third are taken
  - b. From a chair perspective, we can accommodate 7% of the student population at any given moment
  - c. From a station perspective, there are 209 spaces. Usually these are 60%-75% in use
  - d. Six study rooms; soon to be eight
  - e. Innovation lab with 4 nodes
- VIII. Dr. Shaffer shared details about resources now available and other interesting facts.
  - a. 400,000 physical books. \$110,000 spent annually
  - b. 180 databases: Slightly over \$1,000,000 spent annually
  - c. 275 print journals: \$140,000 annually
  - d. Databases increase 5% annually in cost
  - e. 68 public access computers
  - f. Since 2008 the Libraries have successfully applied for 47 small grants that have led to the book purchases, lectures, film series, and the creation of a traveling exhibit.
  - g. 5,200 students attended library events this year.
  - h. Library usage has been at record levels for the past 2 years
  - i. 15 faculty and staff at the Troy campus
  - j. System wide, there are 15 fewer full-time employees than there were 3 years ago at the Libraries.
- IX. Dr. Jones requested more resources for nature and sciences. Dr. Crawford recommended Psychiatry Online which allows Counseling and Psychology students and professors to have access to APA resources.
- X. Dr. Gnoinska suggested a continued effort to foster community between the faculty and the library. Dr. Shaffer recommended that faculty members visit the library page and view the staff directory. The librarians are assigned by college. Dr. Gnoinska stated it would be beneficial if the librarians visited departments. The librarians have "Get out of the building days," but it is still more effective for faculty to contact the librarians. Mr. Simpson said

emails were sent to the deans and chairs in the fall, reminding each college of the assigned librarian.

- XI. Dr. Crowley recognized many journals are in multiple databases and asked if there were some way to better determine where they are located. Mr. Simpson offered to attend faculty meetings to demonstrate Citation Linker.
- XII. Dr. Gnoinska reminded the Senate Dr. Wang serves on the library advisory committee.

**Guest Speaker-** Maria Frigge, Director of Study Abroad

- I. Ms. Frigge shared the efforts the program is making to encourage more students to study abroad.
  - a. Study abroad fairs
  - b. Class presentations (i.e. TROY 1101)
  - c. International Education Week
  - d. Study abroad club (new) for students who have been abroad, want to go, or are an exchange student. Providers often attend to discuss non-traditional study abroad places.
  - e. Scholarship for \$750.00 are available to study abroad students
  - f. Social media has been successful to the program. Ms. Frigge shared an example of using Facebook to connect students who are studying abroad with those who are planning to go or interested in doing so.
- II. Ms. Frigge shared several ways the faculty can work with the Study Abroad program.
  - a. Faculty-led programs (Financial provisions toward faculty for study abroad)
  - b. Advising- discussion of Study Abroad opportunities, class options, and encouraging students to plan for Study Abroad early in their academic careers so they are prepared to go.
  - c. Ms. Frigge will try to get a list to faculty of the Study Abroad opportunities students have.
  - d. The Study Abroad program has seen an increase of students participating over the last few years. They are also building a catalogue listing courses students can take while traveling abroad.
- III. Dr. Gnoinska asked what colleges are usually represented in the program. Ms. Frigge shared business and English students often participate.
- IV. Ms. Frigge provided other possibilities such as faculty exchanges which could even be short term. She wants to continue to encourage both faculty and students. Lives can be transformed through Study Abroad programs.
- V. Dr. Gnoinska emphasized Study Abroad programs are not just for American students. Our international students can participate in these programs also. Dr. Paquette asked if Ms. Frigge had considered reaching out to TROY Online students and those attending the other three campuses. Many of them may not realize this is an option for them as well. Dr. Gnoinska suggested traveling abroad can re-energize our students.

**Committee Reports**

- I. Executive Committee: Dr. Gnoinska explained the committee is still sifting through and examining the data from the faculty survey. There is much information available in the results.
- II. Committee on Committees: No report
- III. Elections Committee: No report
- IV. Academic Affairs Committee: Dr. Heisler provided the following information in his report:

- a. Dr. Gnoinska sent a request for comments senators might have about the Administration's desire to eliminate textbooks and asked they submit their comments to Dr. Heisler. The results are as follows:

**Response – 8 responses from Senate members – mostly negative with regard to approach but agreed with intent of reducing costs to students**

1. Faculty should have the freedom to present their course in the best format for their students
  2. Students need a convenient, central source of material
  3. Potential for inconsistent content across sections
  4. Concerns for the quality, validity, and accuracy of the information
  5. Potential issues with reading level of OER materials vs. texts
  6. Increased faculty workload for course development and administration
  7. Lack of supplemental publisher materials such as study guides and PP presentations
  8. OERs are already used as supplemental materials to the text in many courses
  9. Lack of evidence of the need for change as other lower-cost alternatives exist such as used texts and rentals (used costs about ½ of new; 90-day rentals about ½ of used)
- b. Dr. Heisler also discussed the concern that the Student Acknowledgement and Graduate Reference Form does not contain a **provision for students to waive their right to see the recommendation submitted** by a faculty member. He contacted Jessica Kimbro, Director of Grad. Admissions. She replied that the form is an Echosign form and was in place when she took over her current position. She has agreed to contact IT to get the name of the person who manages the form and see if Echosign is able to revise the form. In the interim, she said that faculty could submit their recommendations by letter to her office if they desire to do so. Dr. Heisler will follow up in November.

V. Faculty Welfare Committee- No report

VI. Educational Technology Committee- Dr. Wang provided the following information in his report:

- a. The Technology Committee discussed the problems with Course Substitution Form and invited Ms. Vicky Miles from our Records Office to present to the Faculty Senate. We proposed that the current process could be modified so that students initiate and fill out the form instead of their academic advisors.
- b. Based on our experience of using WebEx to conduct meetings, we found that there are various issues with either desktop office computers or personal laptops. The sound quality is sometimes good but occasionally terrible. The Technology Committee would like to make the recommendation to all our colleagues to acquire a headset equipped with a microphone if you ever need to conduct a WebEx meeting. Additionally if your computer does not have a webcam you should get one too. With proper equipment we found that sound quality has been great, and your voice will be clear to other meeting participants. We assume that your department chair would be willing to provide funds for such equipment since it is for conducting official university business, but if that's not the case we recommend that the Faculty Senate President should communicate with the department chair to address the issue.
- c. As another technology-related advice, if you have never run WebEx on your computer before, we recommend that you try it before the actual meeting. Certain things need to

be installed on your computer and you may run into problems. If it has worked once, it should continue to work later.

- VII. Ad Hoc Student Appreciation Day Committee- No report

### **College and Campus Committee Reports**

- I. **Dothan**- No report
- II. **Global Campus**- Faculty members in Global Campus gave feedback about the proposal for open source materials to replace textbooks. The faculty reported that this should be an option but they were very much against it being mandated. Last month an accreditation team visited 10 Troy campuses to review the counseling program. The review team indicated they were very satisfied with the program, faculty, and assessment plan. However, they reported noncompliance from the administration with regards to hiring new faculty and providing resources, especially to sites outside of Alabama. The Global Campus Faculty encourages the university to address these concerns so that we can maintain accreditation for one of the largest programs.
- III. **Montgomery**- No report
- IV. **Phenix City**- A Retention Vector Team Meeting will be held on October 25, 3:00-4:30 at Riverfront Campus. A QEP Listening Session will take place Nov 1 at 1:30 pm. Dr. David White will hold his annual Strategic Planning Conference for the Phenix City Campus and Columbus/Fort Benning site on November 2 at the Riverfront Campus. The five strategic vector teams will provide updates and plans for the upcoming year. On October 9 at 2:00 pm, Dr. Jack Hawkins will be gifting a beautiful Phoenix statue created by artist Huo Bao Zhu of Xi'an, China to the citizens of the Chattahoochee Valley as a symbol of Troy University's commitment to international education and service. The statue is just over seven feet tall and will be placed on the Phenix City Riverwalk between the Riverfront Campus and the Marriott Courtyard.
- V. **Troy**- Dr. Hawkins, Jr. Chancellor was inducted into the Alabama Academy of Honor at the State Capitol on Monday October 24, 2016. The dedication of Janice Hawkins Cultural Arts Park will be November 4, 2016. On November 12<sup>th</sup> – Troy takes on Appalachian State, Military personnel can receive free admission to game but tickets must be obtained in advance, 3 hours prior to kick off TROY for Troops has sponsored “The Drop”. Tickets for \$20 per square. A parachutist will land on a square on the football field. \$1000 for winning square. The 22<sup>nd</sup> Helen Keller Lecture series will be November 14<sup>th</sup>.

### **Old Business**

- I. Dr. Gnoinska hosted a discussion about the faculty survey results, providing a few findings of interest. The information provided is listed below:
  - a. The total number of faculty members that responded was 561.
  - b. The number of faculty members that opted out was 108.
  - c. The following represents the breakdown according to rank: 47 full professors, 106 associate professors, 93 assistant professors, 67 lecturers, and 87 adjuncts responded. 18 preferred not to answer.
  - d. The following represents the breakdown according to college: 101 from Arts and Sciences, 37 from Communication and Fine Arts, 41 from the College of Education, 39 from the College of Health and Human Services, 44 from Sorrell College of Business, and 36 preferred not to answer.
- II. Dr. Gnoinska updated the committee on the special elections. She introduced us to Dr. Jacqueline Jones who is replacing Dr. Gompa in Arts and Sciences. Dr. Carolyn Russell is the

new Faculty Senate member for the College of Education. We are still awaiting information on a nominee from the College of Business for the Graduate Council.

- a. Dr. Gnoinska reminded the Senate about the International Education week and discussed the Senate's participation on November 1<sup>st</sup> and 2<sup>nd</sup>. The event is a "Panel Discussion: Polish, Hungarian, and Suez Crises of 1956: 60 Years On." It will be held on November 1, 2016 from 1:00pm - 2:30pm in HAL Hall. The participants for the panel discussion are the following:  
Major General Walter D. Givhan, Senior Vice Chancellor of Economic Development  
Dr. Margaret K. Gnoinska, Associate Professor of History  
Dr. Doug Davis, Associate Professor of Political Science  
Dr. Michael Slobodchikoff, Assistant Professor of Political Science
- b. A Faculty Senate roundtable will be held on November 2<sup>nd</sup> at 10:00 a.m. in Patterson 330. The topic will be centered on major issues faced in teaching international students. The following faculty members will participate:  
Dr. Jamie Todhunter, Assistant Professor of Political Science (College of Arts and Sciences)  
Dr. Jeff Spurlock, Professor of Journalism (College of Communication and Fine Arts)  
Dr. Kelly Johnson, Assistant Professor of Nursing (College of Health and Human Services)  
Dr. Scott Bailey, Associate Professor of Quantitative Methods (Sorrell College of Business)  
Dr. Gina Mariano, Associate Professor of Psychology (College of Education)  
**This event will be available via WebEx to Troy University faculty. Dr. Margaret K. Gnoinska, Associate Professor of History and Faculty Senate President, will introduce the speakers and moderate the roundtable.**

#### **New Business**

- I. Dr. Gnoinska welcomed Dr. Ingram back from a 30-day trip overseas. Dr. Ingram briefly shared about his travels to universities in Georgia, India, Malaysia, Saigon, and Hanoi.
- II. As a conclusion to the meeting, Dr. Gnoinska asked Dr. Ingram what would be next for the Senate after presenting the findings from the survey. Dr. Ingram stated that surveys shouldn't be done if something wasn't going to be done about the findings.
  - a. Dr. Ingram explained that he takes the communication piece very seriously as well as advising.
  - b. He said that we will work on anything of substance that is found in the survey data.

The meeting was adjourned at 4:30.