

Approved Minutes for the Faculty Senate Meeting

February 21, 2017

- I. Meeting called to order at 2:00 PM by President Margaret Gnoinska.
- II. **Members present:** Brittany Armstrong, Joel Campbell, Sherrionda Crawford, Dianne Eppler, Trey Fitch, Margaret Gnoinska, William Heisler, Jeffrey Ickes, Byrd Jennings, John Jinright, Kelly Johnson, Jacqueline Jones, Robert Kruckeberg, Dabney McKenzie, Paige Paquette, Jeff Simpson, Michael Slobodchikoff, Michael Stewart, Joe Teng, and Zhiyong Wang.

Members absent: Catherine Allard (no notice), Tonya Conner (excused), George Crowley (excused), Gary Manfready (excused), Gina Mariano (no notice), and Jonathan Taylor (excused).

Others present: Mrs. Darlene Schmurr-Stewart, Dr. Lee Vardaman, Dr. Mary Anne Templeton, Mr. Chris Wade, and Dr. Earl Ingram

Guest Speaker: Mrs. Darlene Schmurr-Stewart
- III. Dr. Gnoinska made note that the minutes from the January meeting have been approved and are available on the Faculty Senate website.
- IV. Dr. Gnoinska stated that in light of much anxiety brought about by the travel ban proposed by President Trump, she invited Mrs. Darlene Schmurr-Stewart, Dean of International Student Services, to speak to the Faculty Senate about the work of the International Programs and how it can help Troy faculty with questions and concerns they may receive from international students during these uncertain times.
- V. Dr. Gnoinska stressed that Troy faculty were very pleased with the message from Chancellor Jack Hawkins, which assured Troy University's commitment to international students and faculty who are an important part of the Troy community.
- VI. **Guests and Speakers:**
 - a. **Mrs. Darlene Schmurr-Stewart, Dean of International Student Services** (Mrs. Schmurr-Stewart shared major aspects of the work of the International Programs at Troy University, including social adjustment, immigration services, and building academic bridges.
 - Social Adjustment
 - Banks, housing, initial shopping, roommates, etc.
 - Orientations
 - Visa regulations
 - Academic expectations
 - Troy Campus life
 - Troy communication
 - Social adjustment
 - Health insurance, Medical support
 - Social activities, campus clubs, SGA, regional and national trips
 - Safety concerns
 - Court issues
 - Crises management: death, natural disasters,

- Immigration Services
 - F = Standard US student visas
 - J = Troy Partnership visas sponsored directly through the US Department of State
 - Monitor full-time status, online course load, courses taken at other campuses
 - Approve reduced course load (based only upon government approved reasons)
 - Process SEVIS several functions on behalf of students
 - Register students with SEVIS each semester
 - Reinstatement due to visa status termination
 - Change of visa statuses
 - Curricular Practical Training (internships)
 - Optional Practical Training
 - Port-of-Entry issues
 - Deportation
 - Legal referrals
 - Interpreting the current U.S. immigration environment
- Building Bridges for Success
 - Faculty
 - Explain SEVIS rules (Reduced course loads, Full-time enrollment, etc.)
 - Provide cultural awareness of educational differences
 - Assist with problem cases
 - Recommendation
 - Annual seminar or round table on best practices for teaching international students
 - Undergraduate
 - Advise and register all first semester undergraduate student
 - Confirm major interests
 - Explain General Studies concept (Liberal Arts)
 - Student Planning – RECORDS
 - Track transfer credits
 - Explain full-time rules (AGAIN!)
 - Hand second semester undergraduate students to faculty advisors
 - Recommendation
 - Explain the syllabus
 - Explain where to get tutorial assistance
 - Create specific TROY 1101 with culture emphasis
 - Graduate students
 - Meet with all graduate suspended graduate students
 - Discover the reason for failure
 - Assist students to develop an improvement plan
 - Instruct students how to appeal for readmission
 - Recommendation
 - Build individualized remedial plans for suspended students

- Include completion expectation as one requirement for readmission
- Shorten the 12-month rule to one semester

Mrs. Schmurr-Stewart asked the members of the Faculty Senate what challenges they have experienced.

- Dr. Slobodchikoff asked if we have online international students. Mrs. Schmurr-Stewart replied international students are allowed to take one online course per semester.
- Dr. Ingram reminded the Senate that we have international students who are taking courses all over the world, not just in Troy. He praised Mrs. Schmurr-Stewart's accomplishments and success in the International Student Services over the last ten years. Dr. Ingram mentioned the program will miss Mrs. Schmurr-Stewart when she leaves in May.
- Mrs. Schmurr-Stewart replied by saying whatever success she has experienced, she did not do alone. There were six hundred international students when she started, and there are over one thousand reported now. The goal is to push this into the community. She said the desire is to make the Troy Campus a "melting pot." She finished by saying, "I feel like there are so many people who support us. I am honored to go into retirement, leaving a job I loved."

b. **Dr. Mary Anne Templeton** (Associate Dean, Graduate School) **and Mr. Chris Wade** (Records, Troy campus)

- Dr. Gnoinska said that there has not been a clear process or policy regarding the use of student data for faculty research. The Academic Affairs Committee has been pursuing clarity of this procedure since last fall. Today, we are pleased to be able to present a proposed process and protocol to the Faculty Senate for your consideration (materials have been provided both in hard copies and electronically via e-mail to faculty senators). We have representatives from the various university divisions here to respond to any questions or suggestions you may have, including Dr. Mary Anne Templeton and Mr. Chris Wade.
- Dr. Templeton explained IRB's role is approving protocol. It does not matter who the participants are. IRB cannot approve what information will be given to the researcher. One request researchers often make is for information about the TROY student body. A newly developed handout is included which explains protocol on receiving access to more sensitive information. The protocol is also available on the IRB website and the Faculty One Stop website. The first step for researchers is IRB approval, and then the appropriate people will make the decision on the release of the requested data. Dr. Templeton emphasized the importance of understanding the decision to release data must be made by both IRB and those responsible for that area at the university. She asked the senate to assure faculty is notified about this protocol and understands each office makes decisions on the data.
- Mr. Waid explained the protocol flowchart demonstrates the way the request works. Researchers can request the information through an IT helpdesk ticket.
- Dr. Gnoinska asked if financial aid information has been released in the past. Mr. Waid replied he had no knowledge of that happening.

Committee Reports

- VII. **Executive Committee**-Dr. Gnoinska
- a. The Executive Committee has been hard at work for the past several months pouring over the faculty senate survey data to produce a detailed report, which was submitted to Dr. Ingram - the Senior Vice Chancellor of Academic Affairs, and an aggregate data report, which will be presented later in the meeting (please see below).
 - b. Dr. Gnoinska thanked all faculty members for taking the time out of their busy schedules to participate in the Faculty Senate Survey.
- VIII. **Committee on Committees**- Dr. Slobodchikoff
- a. Arts & Sciences has a new committee for graduation programs.
 - b. The MPA/MSIR position on the senate will be one representative.
- IX. **Elections Committee**- Dr. Paquette
- a. Elections will be coming up in the Spring.
 - b. Dr. Vardaman has verified the available positions.
 - c. Dr. Paquette will contact Deans and Department Chairs to notify them of positions opening this year.
 - d. Faculty members will receive information about elections mid-end of March, and elections will be in April.
- X. **Academic Affairs Committee**- Dr. Heisler
- a. Qualtrics Proposal
The Faculty Senate has been asked to support the purchase of a university-wide license for Qualtrics to support faculty research and departmental data analysis. Some colleges and departments already have individual Qualtrics licenses.
 - b. Student Waiver of Right to See Recommendations for Graduate Study
The Faculty Senate President and Chair of the Academic Affairs Committee met with Mary Anne Templeton and others on January 26 to explore ways forward in permitting students to waive their right to view faculty recommendations for graduate school. The Graduate School is supportive of this change and is working with IT to see what can be done. They will report back by the end of February. However, any final action will first have to go before the Graduate Academic Council for approval.
- XI. **Faculty Welfare Committee**- Dr. Jinright- No report
- XII. **Educational Technology Committee**- Dr. Wang-
The Technology Committee is still working on a number of issues including the presence of multiple websites for our university, reduced parking for adjunct faculty, and some facility issues. We are contacting appropriate departments and will update our findings in the next Faculty Senate meeting.
- XIII. **Ad Hoc Students Appreciation Day Committee**- Dr. Conner
Student Appreciation Day Committee Report
Wednesday, April 5, 2017 is Student Appreciation Day. The planning and preparation is well under way. We have many people working to make this event special for our students and I would like to thank the Ad Hoc Committee and all Senators for their help and support. Each campus and site will provide specific information on what activities are scheduled. This information will be included on the website along with a photo gallery of last year's event and the essay contest information. We hope to have the website up by the end of the week.

The student essay contest will begin with the site activation. Please encourage your students to participate. Once the site has become active, I will share the URL. As a reminder, the Ad Hoc Committee will have a meeting by WebEx on Wednesday, February 22 at 12 noon. Please be prepared to provide specific activities for campuses and sites. Thank you again for all of your hard work on this very special project.

Dr. Slobodchikoff stated he will contact the faculty on the Troy campus. The committee needs volunteers from various colleges. Meredith Welch is planning events. Breakfast muffins and pizza will be provided.

XIV. **Faculty Excellence Award-** Dr. Eppler

The award, which will be presented at Convocation, is for non-tenure track faculty only. A letter will be distributed soon with the details of the award. Dr. Jones and Dr. McKenzie are also on the committee. The deadline is April 3. A link is available through the Faculty Senate website.

College and Campus Committee Reports

- I. **Dothan-** No report
- II. **Global Campus-** Dr. Fitch- no report
- III. **Montgomery-** Dr. Taylor

The TROY, Montgomery SGA met about two weeks ago and are currently planning to organize a Troy team for the MS walk on March 25th. They are also planning to help with this years' Student Appreciation Day, and the post-commencement reception on May 15th.

IV. **Phenix City-** Dr. Crawford

An American Sign Language Workshop will be offered at the Adams Building (3rd floor, Room A302) on the Phenix City 431 Campus. RSVP with Dr. Kori Babel at khansing@troy.edu. The cost is free and the actual dates/days are March 22nd and 29th, April 5th, 12th, 19th, and 26th, May 3rd and 10th

TROY will be hosting a Transfer Fair on-campus at CVCC on Tuesday, March 21st from 9:00 a.m.-1:00 p.m. in the IPAC Atrium. CVCC is one of our largest feeder colleges and it's important we have a presence on-campus. Please consider attending to represent your department.

V. **Troy-** Dr Johnson

TROY Online will be providing Canvas Town Hall Meetings in the colleges on campus this week.

VI. **Old Business** - None

VII. **New Business**

a. **Resolution 1-2016-2017 re: Troy University-wide purchase of Qualtrics**

- i. The Faculty Senate voted on and unanimously passed Faculty Senate Resolution 1-2016-2017, which can be found on the Faculty Senate's Website at <http://trojan.troy.edu/employees/standingcommittees/fc.html>
- ii. Dr. Ingram stated there is more than one licensed survey product like Qualtrics. If a product is purchased to be used university-wide, Troy may need to bid on this. If it exceeds a certain amount, it must be bid out. This means that Qualtrics might not be the final product. He had spoken with Dr. Dew, and the two agree that a representative will determine path forward and move in this direction.

- iii. Dr. Gnoinska mentioned some programs have individual licenses. Will they have to get rid of those? Dr. Ingram said no, but it will be investigated. Dr. Vardaman stated it could be cost-effective for everyone to use the same product. Dr. Heisler explained we would like to see a university-wide move to Qualtrics, but we understand it might not be possible.

b. Faculty Survey Results, 2016-2017

- i. Dr. Gnoinska read the Aggregate Data Report prepared by the Executive Committee of the Faculty Senate, which is included below:

Aggregate Data – Faculty Survey Results, 2016-2017

Introduction

From Sept 15-30th, 2016, TROY University faculty were surveyed using two survey instruments created during the previous academic year (See Resolutions 1-2-15-2016 and 2-2015-2016). This survey was uploaded online with the aid of Student Services and Administration and a link to the survey was emailed using the All-Faculty email listserv (which includes **989** active TROY faculty plus faculty who are not actively teaching during the Fall 2016 semester). **108** faculty members responded by opting out of survey participation. A total of **453** faculty chose to participate in the survey (46% sample response rate). Out of 453 respondents, **148** faculty provided over 300 written comments in the survey (33% response rate).

Of the faculty who identified their college affiliation, the response rates were:

27% - Arts and Sciences,
 32% - Sorrell College of Business,
 24% - College of Communication and Fine Arts,
 21% - College of Education,
 22% - College of Health and Human Services.

Respondents by rank included:

Professor (11%),
 Associate Professor (25%),
 Assistant Prof. (22%),
 Instructor/Lecturer (16%),
 Adjunct (21%),
 Prefer Not to Answer (4%).

Any information which could be used to identify participants was redacted.

A detailed report was prepared by the Executive Committee of the Faculty Senate and provided to the Senior Vice Chancellor for Academic Affairs as per Resolutions 1-2015-2016 and 2-2015-2016. The Faculty Senate has been assured that the feedback provided by faculty will be given due consideration.

Per Resolutions 1-2015-2016 and 2-2015-2016, the following is the feedback in its aggregate

form provided by the faculty that highlights common themes across all colleges regarding areas such as: communication, leadership, academic freedom, fair pay, teaching and research, tenure and promotion, adjunct issues, advising, and other:

Communication: effective communication is key at any institution to ensure the welfare of its employees and that the goals and objectives of that institution are met through a process of shared governance. Faculty members have expressed the need to increase their participation and engagement in the shared governance of our University. In particular, they suggested more frequently held, more inclusive, and more discussion-based meetings, especially at departmental levels. Such meetings would allow for faculty's greater participation in crucial areas such as hiring new faculty, curricular/catalog changes, and recruiting. Such meetings would facilitate faculty's input and feedback regarding the vision, priorities, and initiatives of each college to better serve our University.

Leadership: as with effective communication, effective leadership is key to any institution's success. Faculty members have expressed the need for their deans, associate deans, and chairs to provide an environment that is more inclusive and focuses on two-way communication regarding crucial decisions such as hiring new faculty, travel support, teaching schedules and overloads, and recruiting. Faculty expressed concern that some leadership positions tend to overlap. Faculty suggested that faculty input be taken into consideration when selecting departmental and divisional leadership.

Academic Freedom: academic freedom is one of the main building blocks of a successful university. While, for most part, faculty expressed satisfaction regarding academic freedom, some were concerned about their right to freely discuss and share their views on controversial issues. As far as assigning textbooks, faculty members expressed that they should be able to choose their own textbooks for lower division classes just as they are able to do for upper level courses.

Fair Pay: faculty expressed that faculty who have been with the University earn significantly less than new hires despite their contributions and experience. Many faculty pointed out that they are paid significantly less than faculty at peer institutions even though they, too, are expected to shoulder a high load of teaching, research, and service, for which they should be adequately compensated.

Teaching Support: teaching is a core function of the university. Many faculty expressed that more consideration be given to faculty interests or qualifications when assigning courses. Faculty reported being overloaded with increasingly large class sizes, requests to teach overloads, advising, service demands, and increased pressures to publish. Some expressed concern that their departments/programs are understaffed.

Research: involvement in research has become a growing expectation of faculty. Faculty expressed that the standards set for research are too high and have changed too rapidly, considering teaching loads, class size, changing schedules with new course development, and the level of university support provided (e.g., inadequate funding for conference attendance, lack of sufficient lab space). Faculty pointed out that new research expectations have not been clearly defined and set without significant faculty involvement in some colleges, making it more difficult to obtain tenure and promotion.

Tenure and Promotion: tenure and promotion are critical to the morale of faculty. Many faculty, especially those not on the Troy campus, want to receive more mentoring and

support for tenure and promotion from both the department and the college. This includes: better orientation for new hires; more timely and valuable feedback on annual reviews encompassing both online and onsite teaching; more openness to different teaching methodologies; more fair distribution of opportunities to serve on committees; more recognition and financial support for their scholarly activities; and more faculty self-governance related to the T&P process. Faculty pointed out that since T&P requirements are changing, they would like to receive reports from the CRC and URC to keep abreast with any new changes.

Adjunct Issues: adjunct faculty are an important part of the faculty body. Adjunct faculty desire more communication from department chairs and deans, transparency in class assignment, more teaching opportunities, same pay raise that other full-time faculty receive, support for research and conference attendance, and merit pay.

Advising: faculty advising is an integral part of students' academic success. Many faculty are concerned about advising online students when they are not familiar with teaching online courses. Faculty members expressed the need for more fairness in assigning advising loads and requested more training to provide better quality advising. Faculty members also emphasized the importance of having updated lists of advisees in WebExpress.

Other: there were several concerns listed in the category "other." They include the following feedback: the need for more inclusion of faculty when decisions are made regarding their colleges; more senior faculty's interaction with faculty/students on all campuses; lesser teaching loads for chairs to allow for more effective leadership; more professionalism among colleagues when it comes to advising students on each other's courses; and the need for more lab and office space.

Again, the Faculty Senate would like to thank all faculty members who took the time out of their busy schedules to participate in the survey.

Dr. Gnoinska asked if there were any questions regarding the Survey Results:

Dr. Slobodchikoff asked what the next steps are now that Dr. Ingram has received the information regarding the survey results.

Dr. Ingram assured the Faculty Senate that the results of the survey will be used as instruction and feedback. He recognizes communication is a problem. Dr. Ingram plans to meet with each dean one-on-one about the survey results. He will ask the deans how to reduce concerns among the faculty. He will discuss the information with the department chairs. For the last four years, Dr. Ingram has been holding a Department Chair one-day training session. The focus on this year's training will be three aspects on improving levels of effectiveness in departments and colleges. Other topics included in the training will be conducting effective meetings and improving intra-departmental and inter-departmental communication. The survey results will be used as Dr. Vardaman plans the conference for department chairs and deans.

Dr. Ingram said Mr. Andy Ellis will work on improving communication. Mr. Ellis will work with Dr. Ingram and his division to create a rubric or template department chairs can use to improve intra-departmental communications. Dr. Ingram also asked Mr. Ellis to work on identifying a range of the most relevant topics about communication such as scheduling, teaching loads, and support for research. He asked Mr. Ellis to create a rubric so department chairs can regularly create dialogue on these topics.

Dr. Ingram asked Dr. Gnoinska to provide a Faculty Senate Focus group to help define other topics in the area of communication between faculty, department chairs, and deans. Dr. Ingram reminded the senators there are some faculty unalterable issues such as salary for new hires.

Dr. Ingram suggested the possibility of a mandatory faculty post-tenure review. The post-tenure review would encompass mentoring of un-tenured faculty and improving effectiveness of teaching. Successful post-tenure review might result in a salary increase. Dr. Ingram said the vast majority of the departments use mentoring for new faculty, junior faculty, unranked and adjunct faculty.

Dr. Ingram hopes to engage the teaching faculty in growing enrollments. Graduates and undergraduates over the last year have been asked, "What brought you to Troy?" The number one reason students picked Troy is because of the quality of academic programs, followed by cost, and availability (#2 and #3 opposite for graduate students). Graduate students reported they received their information from the Troy website and their peers, demonstrating the good work of the faculty. Dr. Ingram wants faculty to be more actively involved such as assuring graduate students have submitted all documents, and undergraduate faculty should focus on students eligible for leadership scholarships. By increasing the number of these students, we increase the quality of our programs. He does not want faculty to leave all of this to Admissions.

Dr. Gnoinska asked if more power will be given to the departments to select students. Dr. Ingram replied every program has admission standards established by the departments. The College of Health and Human Services found many applicants had not completed packets. Once the packets were completed, they increased the number of students in their programs. Dr. Gnoinska commented on how faculty involvement might help with retention since some students are not ready for graduate school and need mentoring.

No other topics were introduced during the meeting.

The meeting was adjourned at 3:45 pm.