

Minutes  
Faculty Council Meeting  
Wallace Hall

Date: September 25, 2007

Time: 3:05

Members Present: Dr. Scout Blum (T)  
Dr. Cindy McCoy (T)  
Dr. Sam Shelton (T)

Dr. Sandra Harris (M)  
Dr. Dianne Eppler (UC)  
Ms. Alyssa Martin (Lib)  
Dr. Steven Taylor (T)

Dr. Timothy Buckner (T)  
Dr. Jim Davis (T)  
Dr. Nirmol Podder (T)

Dr. Jim Ryan (PC)

Dr. Catherine Allard (T)

Dr. Andrew Creamer (T)  
Dr. Frank Hammonds (T)  
Dr. Chan Roark (T)

Dr. Sue Hayden (T)

Absent: Dr. Dick Williams (D)  
Dr. Al Glover (T)  
Dr. Bud Borders (D)  
Dr. James DeLoach (M)  
Dr. Tish Matuszek (M)  
Dr. Mark Walker (T)  
Dr. Jeanne Wright (T)

1. Roll was called by Sam Shelton
2. The minutes were reviewed. The location for Dr. DeLoach was corrected from Troy to Montgomery, Dr. Hayden was corrected to excused absence, and the meeting for March was corrected to 2008. Dr. McCoy moved approval of the minutes as corrected; Dr. Podder seconded; approved.

### 3. Old Business

- a. Dr. Eppler presented the report of the Faculty Welfare Committee.
  - i. Americans with Disabilities Act standardized language for the syllabus. The University is proposing a change in the standardized ADA language to be included in course syllabi. Dr. Eppler discussed several issues, including adding ADA contacts on the syllabi, the contact link online needs to be a little more in-depth so that it would include contact information for all campuses, the link provided to the Personnel Department is too difficult for the students, and the information for Phenix City needs to be added.

Dr. Eppler recommendations

- ✓ Make the link simpler
- ✓ Add Phenix City's information
- ✓ Add names and information for each campus to site
- ✓ Check information for correctness
- ✓ Web link to be a little more specific

Dr. Taylor moved to recommend the website information be clarified, checked and updated and that the syllabus language include the University's required language as well as site-specific ADA contact information to be on syllabus; seconded by Dr. Allard; approved. Dr. Eppler is in charge of getting the information.

- ii. Policy for Use of Electronic Devices in the Instructional Environment  
The Faculty Welfare Committee reviewed the "Policy for Use of Electronic Devices in the Instructional Environment" as proposed by the University. The Committee recommended that the Faculty Council support the proposal; approved.

The Policy as presented states:

Use of any electronic device by students in the instructional environment is prohibited unless explicitly approved on a case-by-case basis by the instructor of record or by the Office of Disability Services in collaboration with the instructor. Cellular phones, pagers, and other communication devices may be used for emergencies, however, but sending or receiving non-emergency messages is forbidden by the University. Particularly, use of a communication device to violate the Troy University "Standards of Conduct" will result in appropriate disciplinary action (See pp. 42-52 of the *Oracle*).

In order to receive emergency messages from the University or family members, the call receipt indicator of devices must be in the vibration mode or other unobtrusive mode of indication. Students receiving calls that they believe to be emergency calls must answer quietly without disturbing the teaching environment. If the call is an emergency, they must move unobtrusively and quietly from the instructional area and notify the instructor as soon as reasonably possible. Students who might receive emergency calls should inform the instructor before the start of the instructional period.

iii. Textbook Issue

eCampus is requiring only one textbook per course in both general studies and upper level classes. The choice of textbook is selected by eCampus, students are direct to IDS to purchase the text and are only able to purchase from the text's that they have listed. It is the understanding that this is because of the number of adjunct instructors that come in and change the textbook and the inability of the bookstore to keep up the demand.

Dr. Taylor suggested the need to find out more information about the policy and its rationale. Dr. Blum suggested that she contact Dr. Roach and request this information.

Dr. Taylor moved that Dr. Blum write a letter to Dr. Roach, the Provost, to get a clarification of this policy; Dr. Eppler seconded; approved.

b. Dr. Allard presented the report of the Academic Affairs Committee.

i. Faculty Needs by College

Dr. Allard reported on the Committee's efforts to obtain updated information from the Deans concerning faculty needs. This project was started in 2006; the results were incomplete plus the information needs to be updated to reflect recent faculty decisions. She is also trying to work on a list of faculty at various colleges to be used for several projects that are in the works:

- To be able to contact constituents
- Constitutional purposes
- Online elections

Dr. Allard sent the survey out to committee members, subcommittee members and to the various deans of the colleges. She asked them to update the information. Some of the colleges have replied and she is in the process of collating the data. Dr. Allard is also comparing the number of

full-time faculty to the number of adjunct, or the number of faculty that is teaching adjunct hours. This is to check to see if another full-time faculty position would be justified to cover the hours.

Dr. Allard also mentioned that in the School of Music, no faculty would be allowed to teach more than 18 hours next semester, including 6 adjunct hours. University College wants to know if this would include online classes or just face-to-face hours.

Dr. Blum suggested that a formal report be postponed until the October meeting.

Dr. Roach commented that the responding deans at the time of the 2006 survey were Dr. Pullen, Dr. Jacobs, Dr. Ingram, Dr. Jeffrey and Dr. Cochran. At this time the only dean still in the same position is Dr. Cochran in the School of Music.

c. Dr. Shelton presented the report of the Election Committee

i. There are three vacancies on the Faculty council: Phenix City (at large), Sorrell College of Business (all campuses) and College of Arts and Sciences (all campuses)

Nominees were solicited with the following nominations:

Phenix City – David Hollingsworth

Vice Chancellor Pitts will conduct the election.

Sorrell College of Business – Mary Catherine Colley  
Jim Murphy  
Larry Fogelberg  
Hal Shoemaker

Dean Hines will conduct the election.

College of Arts and Sciences – Allen Dennis  
Jun Zhang  
Bob Abbey  
John Clark  
Regina Gaillard

Dean Jeffrey will conduct the election.

ii. Dr. Shelton spoke to Barb Patterson, who is the student involvement/leadership director. The Student Senate at the Troy Campus recently conducted its elections online election. Ms. Patterson has a program leased for one year; there may be the possibility that the Faculty Council could tag into that program to run its elections. Dr. Shelton is going to pursue this matter to see if it is possible to run the spring elections university wide. The program has protections so you can make sure that the person is voting in the election that is appropriate for them, since we have both site at-large and college-wide positions on the Council. This may depend on how the faculty is coded through personnel because there must be some unique factor to identify the individual person.

d. Dr. McCoy presented the report of the Committee on Committees.

No activities yet in this semester.

e. Dr. Blum reported on the Vision 2010 request.

Dr. Blum sent a letter to Dr. Roach at the Faculty Council's request in regards to the Vision 2010 goal to increase faculty salaries to the southeast average. Dr. Roach has asked for an extension until the October meeting. He will discuss the goal with us at that time.

f. Dr. Blum noted that the annual Faculty Council Luncheon with Chancellor and Mrs. Hawkins has been scheduled for October 3<sup>rd</sup> at noon at the Chancellor's residence.

#### 4. New Business

a. Student on-line evaluations of faculty

Dr. Barron discussed the online evaluation. The online version of the faculty evaluation was first tested during the Spring Semester. The evaluation has three sections:

1. Instructional Evaluation: A sub-committee of the Faculty Council submitted the questions, the questions were then put into an electronic form and sent out to students in an email. There was a link in the email that took them to the evaluation. Once the evaluation was submitted it is sent to an electronic counter.
2. Course Evaluation
3. Other Information: This area needs more work. It is to be determined what to say in this category. This section will not affect the faculty evaluation but would be used to improve the college or department.

Dr. Barron also presented examples of the summary reports that will be available. In the Dean's report, the faculty is listed in alphabetical order, but it can also be sorted by campus.

There will probably be a test run in the near future with the information on Datatel for the faculty to confirm the courses that they teach. If the faculty member can not pull up a class list or the class shows the instructor as "staff," a master schedule change with instructor information will be required.

The faculty will need to encourage the students to take this evaluation. The instructor can make arrangements with a computer lab to have the class complete the evaluation as a class. Once a student has submitted an evaluation they are locked out so that they can not cast multiple evaluations

b. OGU Draft Year End Evaluations and Professional Development Plans

Dr. Jeffery discussed the Year End Evaluation and the Professional Development plan. The forms are not identical at each site. The change falls into the Year End Evaluation. Because the vast majority of the faculty fall into the 10-month contract, it would be easier for the chairs to do their evaluations in the month of May. Faculty members that are on a 12-month contract will not be affected.

This is to get all Troy University sites on the same schedule. The intent is to run this system for two years and then review and make any necessary corrections or adjustments.

Dr. Blum referred any recommendations on this issue to the Academic Affairs Committee.

c. Dr. Podder raised a potential problem with physics courses and the summer schedule. The item was deferred to the October meeting.

d. Because the meeting ran longer than expected, Dr. Blum deferred the last two items on the agenda - Discussion of Town Hall Meetings/Blog comments/ Constituent concerns and the Plan of Action for the future - to the October meeting.

5. The meeting adjourned at 4:20.