**FACULTY SENATE MEETING MINUTES**

**North Carolina A&T State University**

**108 Academic Classroom Building**

**Tuesday, October 22, 2019**

**3:00 p.m.**

**Dr. Julius Harp, Chair Presiding**

**Senate Members Present:** Mohd Anwar, Leila Beni, Narayan Bhattarai, Stephen Bollinger, Dewayne Brown, Nicole Dobbins,Yewande Fasina, Galen Foresman, Julius Harp, Elizabeth Hopfer, Sherrell House, Shanthi Iyer, Abebe Kebede, Hyung Kim, Anna Lee, Daniel Limbrick, Nicole McCoy, Ahmed Megri, Devang Mehta, Shona Morgan, Cephas Naanwaab, William Randle, Thomas Redd, Philip Rubio, Amy Schwartzott, Jacqueline Williams.

**Departments Not Represented:**  Agribusiness, Applied Economics and Agriscience Education; Business Education, Computational Science and Engineering; Mechanical Engineering; Counseling; Leadership Studies and Adult Education; Kinesiology; Social Work and Sociology; Nursing; Journalism and Mass Communication; English; Biology; Applied Engineering Technology; Graduate College.

The meeting was called to order by Chair Julius Harp at 3:10pm.

**Roll Call**

**Approval of the September Faculty Senate Minutes**

* It was moved and properly seconded to approve the September minutes.
* Senators approved the minutes by unanimous vote. There were no corrections or additions.

**Statement from the Chair Dr. Julius Harp**

* Committee updates:
	+ Three committees do not have a chair (Nominating, Constitution, Welfare).
		- Dr. Anwar volunteered to serve as Co-Chair of the Welfare Committee, but the committee still needs a Chair. Senator Randle volunteered to be the Co-Chair of the Welfare Committee.
	+ To facilitate high-functioning committees Dr. Harp made the following recommendations:
		- Meeting schedules for each committee should be shared with Mrs. Ingram so that they may be distributed.
		- Committees are asked to record minutes from each meeting using the template that Dr. Harp created. They should be shared with Mrs. Ingram after each meeting.
		- Committees should develop standard operating procedures.
		- Committees should track attendance at each meeting. Meeting attendance will be shared with Deans and Department Chairs so that faculty are recognized for their service. Dr. Harp will attend an upcoming Dean’s Council meeting to discuss the importance of Senate Service.
* Dr. Harp has invited the Board of Governors liaison, Pearl Burris-Floyd to an upcoming NC A&T Senate meeting to discuss salaries.
	+ Senator Limbrick shared that the state of Maryland was recently sued due to inequity in funding to HBCU’s.
	+ Senator Limbrick questioned whether NC A&T salary concerns are a Board of Governors’ issue or an internal institutional issue? This brought up a question about how funds are distributed at NC A&T, particularly vs. peer institutions.
		- The Senate body is in favor of collecting data to compare fund distribution at A&T and peer institutions. Senators would like a pie chart to show our funding distribution against other institutions. The group is also interested in longitudinal data showing distribution over time.
		- Once data is collected, Senator Foresman will invite the Vice Chancellor of Finance to discuss funding from the UNC System. During the data collection process, senators can send questions to Dr. Foresman, Dr. Harp, or Dr. Newcomb.
		- Senator Foresman also formally brought up the formation of a committee to regularly evaluate faculty salaries. Senators were unanimously in favor of creating such a permanent committee.
			* Previous Senate discussions about this committee suggested that the Welfare Committee take up this issue through sub-committee. Senator Dobbins, a current member of the Welfare Committee, shared that the current committee is made up of a majority of new members. She requested that any information from previous salary equity studies be shared with the current group.
			* Senator Randle suggested that a salary committee be formed on an ad-hoc basis to start work immediately. Senator Redd made a formal motion to form this ad-hoc committee, and it was unanimously approved.
			* Work can then progress to the Constitution and Handbook Committees to establish a Salary Committee as a standing committee.

**Other Business**

***Senate Concerns***

* New syllabus template
	+ Senator Rubio shared his concern that the new syllabus template introduced a grade distribution that has not been approved by the Faculty Senate. While some senators understood that this template was editable (and the grade distribution optional), other senators said they felt pressured/required to use the new distribution. Dr. Pride said that the intent behind the template was to encourage consistency for students and that course-specific information was not required in the format shared in the syllabus.
		- There was a general concern that any attempt to standardize the numerical ranges assigned to each letter grade should move through the Educational Policy Committee.
* Administrator evaluations
	+ On behalf of a faculty member from her department, Senator Fasina asked what happened to the previous evaluation process used by faculty to evaluate university administrators?
	+ Senator Foresman said that other faculty have asked about this same process. It was recommended that the Welfare Committee look at this concern.

***Guest Speakers***

Office of Accessibility Resources (OAR) Ms. Wanda Kellyman, Director

* Ms. Kellyman shared information about recent changes and updates to accessibility services as administered by her office. Access Coordinator Timothy Covington was also on hand.
	+ Approximately 400 students are currently registered with OAR, which is a substantial drop since previous years. This is because students are required to submit documentation before receiving accommodations.
	+ Policies and procedures are found on the website. The Faculty Guide will be shared through the faculty senators. Senator Dobbins asked if this information could also be embedded in all Blackboard course shells.
	+ Test proctor exam forms and exam materials should be shared at least 48 hours in advance of the test day to the OAR.
	+ Senators expressed concern about maintaining the integrity of the testing process in the OAR office space. Ms. Kellyman said that any student accommodations can be met in departmental spaces. During midterms and finals, proctors will be available from 8AM until 5PM, which is extended from the 9AM-2PM hours.
	+ OAR does not offer accommodations for pregnancy, which is a Title 9 issue. The office also does not process withdrawals, waivers, and class substitutions. They do not write excuse notes on behalf of the student without documentation in advance.

Student Government Association (SGA) Ms. Allison Gilmore, President, SGA

 Ms. Courtney Baskerville, VP Internal Affairs, SGA

* SGA representatives shared a presentation on the major concerns expressed by students, in the hopes of being able to collaborate with the Faculty Senate.
	+ *Attendance Policy*
		- Students believe it is too strict and does not account for mental health.
		- SGA would like to work with counseling services to allow students who make an appointment to be serviced to be able to receive an excuse note for their mental health.
		- Senators recommended that the Student Senate work to establish clear definitions of excused absences. This should take into account students who have accommodations through the OAR. Senators would like the Student Senate to work on improving student engagement (attendance, on-time arrivals, etc.). Senators also suggested providing longer amounts of time between classes.
	+ *Printed Assignment Policy*
		- To be more sustainable and environmentally friendly, SGA would like professors and departments to adopt a paperless and/or colorless assignment policy.
		- Senators suggested that this issue may be resolved as a departmental level; the departments who require color printing can facilitate it.
	+ *Career Fair Diversity*
		- SGA will be working with departments to write letters and reach out to their alumni for career fair representation.
		- Senators would like SGA to investigate ways to encourage students to stay in touch as alumni.
	+ *Advising and Advisors*
		- SGA has asked advisors to make their students aware of options that will help them graduate on time (consortium or summer school).
		- Transfer students feel unsupported in advising.
		- SGA is asking that professors be held more accountable for physically meeting with students for advisement. They would like to encourage uniformity in advising across departments, an advisor evaluation form and signatures on curriculum guides.
			* Senators have asked the Student Senate to keep track of advisors who are not meeting with students.
		- Senators suggested that the Student Senate propose a way to notify faculty if a student is enrolled in their course for the third (and final) time.
	+ *Outdated Teaching Styles*
		- Students suggested that they prefer immersive and interactive teaching styles over lecture-based teaching.
		- Senators said that students need to do work outside of class and collaboratively in order for modern techniques to work.
	+ *Blackboard Teaching Evaluations*
		- Some students are concerned that the evaluations are not being utilized.
		- Senators shared that the faculty evaluation form has recently been redesigned for use this semester.
	+ *Inequity in Resources and Staff*
		- Some departments lack access to tutors, scholarships, internship opportunities and more. Some departments are understaffed, affecting course availability.
* Senators have requested that this same presentation be shared at College meetings.
* Senators suggested that the SGA collaborate with other student organizations and honor societies to support their efforts.
* Senators shared that there is another concern related to food insecurity on campus. The Student Senate should work to help reduce the stigma of food pantry use.
* Contact: ajgilmor@ncat.edu

Peer Institution Selection Dr. Muktha Jost

* Dr. Jost is requesting suggestions for the selection of NC A&T’s peer institutions. NC A&T currently has 20 peer institutions and is currently undergoing peer selection for the next 5 years. The final group will be approved by the Board of Governors, but NC A&T can provide input, which Dr. Jost is collecting. She would like to know how faculty might want to use the peer group. Feedback indicated the following possible areas of comparison:
	+ Workload
	+ Faculty structure (non-tenure track vs. tenure-track distribution)
	+ Salary
	+ Academic performance (graduate rates, enrollment, student success numbers)
	+ Course offerings within departments
	+ Academic calendar and scheduling of sessions (mid-semester sessions, winter sessions, etc.)
	+ Facilities (space and teaching technology)
	+ Student/faculty ratios
	+ Teaching methodologies
	+ Budget expenditures and distributions

The meeting adjourned at 5:55pm

Dr. Elizabeth Newcomb Hopfer

Secretary