

FACULTY SENATE MINUTES
SAM HOUSTON STATE UNIVERSITY
December 6, 2012
3:30 p.m. – 5:00 p.m.
Austin Hall

Members present:

Helen Berg (COE); Tracy Bilsing (H&SS); Don Bumpass (COBA); Kevin Clifton (FA&MC); Donna Cox (COE); Tom Cox (H&SS); James Crosby (H&SS); Mark Frank (COBA); Randall Garner (CJ); Debbi Hatton (H&SS); Richard Henriksen (COE); Joan Hudson (COS); C. Renée James (COS); Bill Jasper (COS); Gerald Kohers (COBA); Hayoung Lim (FA&MC); Paul Loeffler (COS); Dennis Longmire (CJ); Sheryl Murphy-Manley (FA&MC); Joyce McCauley (COE); Debra Price (COE); Lisa Shen (NGL); Tracy Steele (H&SS); Stacy Ulbig (H&SS); Doug Ullrich (COS); Walton Watkins (FA&MC); Ricky White (COS); Pam Zelbst (COBA)

Members not present:

Nancy Baker (H&SS); Diane Dowdey (H&SS); Dwayne Pavelock (COS)

Called to order: 3:30 p.m. in Austin Hall by Chair Tracy Steele

Approval of Minutes: November 1 minutes were unanimously approved.

Special Guests: Norma O'Bannon (Travel), Molly Curry (Travel), Aaron LeMay (Controller) & Marsha Harman (PACE)

Ms. O'Bannon and Ms. Curry were available to discuss several issues dealing with travel, requests for both fund encumbrance and reimbursement. They outlined several common problems and issues that

8. Whenever “bundling” is used (e.g. on Priceline for hotel + airfare + car), the faculty member is expected to produce an itemized breakdown of what the unbundled charges would have been. The reimbursed amount will be the lesser of the bundled/unbundled charges.

9. When traveling with students, the travel request needs to note this. Faculty members must provide a list of students and keep faculty and student expenses separated, even if meals or other expenses are group expenses. In the event that, for example, groceries for a group meal are purchased, one need only divide the total by the number of people (faculty + students), and place the appropriate amounts into the proper columns. For foreign travel, faculty members must provide a liability waiver for each student.

If funds have been encumbered for travel that was not taken, departments need to release those funds. The assumption in the travel office is that all travel is being done and that reimbursements will be requested. Releasing funds will free up the money for other departmental travel. A new policy is being developed that might include a deadline for requesting reimbursement (60 days, perhaps, but this number is not firmly set). Departments should be mindful of this.

Whenever travel is done on state-appropriated funds, state policies are followed. It is possible to change travel done on grant funds to reflect less restrictive rules, but these need to be discussed before travel funds are encumbered. Paperwork for grant travel must be routed through grants office for *prior* approval.

If a faculty member is on a grant, he/she -3 (n) 6 0.24 0 -3 (l(o)1 (u) 1 (h-3 (e) -2 (n) -1 (d))1 (u-3 (t)-1 (h) -3 (e,) 2 ())

arranged. Representatives from IDEA will be on campus on February 25 and February 26. Faculty members are encouraged to voice their concerns at these meetings. In addition, IDEA training in San Antonio will be attended by Senators Longmire and Steele.

The current wording of the communication from Bill Angrove dealing with the various MyLabs gives the impression that

Provost Hebert is now preparing a presentation to the entire University faculty at the start of the spring semester of 2013. The purpose will be to update Faculty on progress and programs in Academic Affairs.

PACE/IDEA: Chair Steele informed the Provost that Dean Tayebi had offered to pay for a representative from the Senate to attend the "2013 IDEA Train the Trainer" in San Antonio and that Dennis Longmire would be the representative (Senator and member of the Faculty Evaluation Committee reviewing IDEA). The Provost supported this and offered funds to send another representative from the Senate. The Provost believes it is important to have two representatives listening and participating in important meetings. For example, he will take 12 people to the SACs meeting so that two SHSU representatives will attend each meeting. Needless to say, we agreed to send a second Senate representative

Expansion of PACE: I mentioned that the Senate hoped that PACE would expand as a result of this review of IDEA and how it is used on campus. It is intended to assist with Faculty Development, but not everyone knows what it is. The Provost was very much in favor of this. He recommended that the Senate work with Dean Kandi Tayebi and Marsha Harman. They would each be required to put the request to expand PACE into the Strategic Plan along with a budget request.

The Provost noted that 12.9% of student credit hours for the Fall of 2012 were generated from Online Courses. Senate has been given a number of 14% from Vice President Angrove of DELTA, but the Provost thought that was overall for the year which would include numbers from summer school. Apparently enrollment in online courses is highest during the summer terms. In relation to this topic, the Provost noted that he thought we were approaching the point when SHSU should not simply focus on growing online p

Committee Reports:

Faculty Affairs - The FA committee provided 3 handouts (see attached): Teaching overloads survey, independent studies, enrollment caps. Motion to accept policy change recommendation passed .FA also presented survey results on independent studies and discipline specific enrollment caps. SHSU has a large number of independent studies classes, but no policy on it.

University Affairs – no report

Academic Affairs – The AA committee is currently organizing the IDEA visit.

Committee on Committees – CC is handling the wording for the “permanent” Texas Council of Faculty Senates representative from SHSU. Faculty Senate might need more funding for travel depending on THECB meetings/TCFS meeting schedules.

Faculty Affairs Committee Report
Report on Instructional Overload Assignments.
December 6, 2012

Overview of the Issue:

Recommendation:

DETAILED REPORT

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DEMOGRAPHIC OVERVIEW

The online survey was conducted between November 26 and December 2, 2012. A total of 329 faculty members responded to the survey.

Faculty from all colleges on campus (except Newton Gresham Library) participated in the survey:



Faculty of all ranks responded to the survey:

The “other” ranks reported are:

Chair (2), Clinical Assistant Professor, early retiree (2), pool lecturer, University Supervisor for Student Teachers, Visiting Assistant Professor (3)

RESULTS FOR ALL COLLEGES

“In the past academic year, did you teach a class that was an overload?”

“Which of the following best describes how you were contracted for this overload class?”

I volunteered to do it	35.9% (28)
I was asked and agreed to do it	42.3% (33)
I was pressured to do it	6.4% (5)
Other (unrelated to any of the above)	15.4% (12)

“Other” means of contracting reported:

I have a one course release as director of the program. I teach one doctoral course in the spring and fall, so I never get credit for the 1/3 research part of my job. Either that or I always teach an overload.

Small number of students in the class therefore the class was not counted as part of my load

It needed to be taught at this time.

Since I am the new director of the graduate program who designed the curriculum, I must teach those over load courses.

I was told to do it with no other option

I did not know any better. I found this out as the semester was half way through.

was needed by the dept

Was a course used in a new program, nobody was available to teach it

Not contacted

There is no other faculty available teaching those courses in my department.

It just needed to be done

I was to receive a course reduction the following semester, but this was not possible given the number of our majors and those needing my courses.

RESULTS BY COLLEGE

“In the past academic year, did you teach a class that was an overload?”

	Yes	No
College of Business Administration	28.2% (11)	71.8% (28)
College of Criminal Justice	12.0% (3)	88.0% (22)
College of Education	10.8% (7)	89.2% (58)
College of Fine Arts & Mass Communication	31.6% (12)	68.4% (26)
College of Humanities & Social Sciences	25.3% (19)	74.7% (56)
College of Science	35.8% (24)	64.2% (43)

“Which of the following best describes how you were compensated for this overload class?”

	Income above normal pay	Course load reduction	No compensation	Other
College of Business Administration	50.0% (5)	30.0% (3)	10.0% (1)	10.0% (1)
College of Criminal Justice	0.0% (0)	66.7% (2)	33.3% (1)	0.0% (0)
College of Education				

RESULTS BY FACULTY RANK

“In the past academic year, did you teach a class that was an overload?”

Yes

No

- 3.04 An instructional overload should not be assigned during the semester or summer session in which a faculty member has organized research support.

APPROVED: _____/signed/
James F. Gaertner, President

