

Faculty Senate Meeting
Tuesday, November 18, 2008
3:00 p.m. – 5:00 p.m., Lee Hall Auditorium
Dr. Maurice Holder, Faculty Senate President, presiding

Agenda

Officers (Present)

Dr. Maurice Holder, President
Dr. Dreamal Worthen, Vice President
Mrs. Jeneice Williams, Secretary
Dr. James Muchovej, Parliamentarian

Senators (Present)

Dr. Edward Jones	Dr. Frances Stallworth
Dr. Kyle Eidahl	Dr. Arthur Washington
Dr. Rufus Ellis	Prof. Beth Lewis
Dr. Matthew Powers	Dr. Mary Diallo
Dr. Almeta Washington	Dr. Hudson Nwakanma
Dr. Velma Roberts	Ms. Della Daniels
Dr. Marcia Owens	Dr. LaRae Donnellan
Mrs. Ernestine Holmes	Dr. Maurice Edington
Dr. Deidre Powell	Prof. Thomas Pugh
Dr. Charles Ervin	Dr. Larry Wright
Dr. Kinfe Redda	Dr. Angela Thornton
Dr. Elizabeth Davenport	Dr. Ngozi Ugochukwu
Dr. Kandy Woods	Dr. Lawrence Carter
Dr. Gwendolyn Singleton	Dr. Primus Mtenga
Prof. Crisarla Houston	Dr. Shawnta Friday-Stroud
Dr. Roscoe Hightower	Dr. Renee Reams
Dr. Ebenezer Oriaku	Dr. Janelle Baker
Dr. Janet Marshall	Dr. Alice Rozier
Dr. Clyde Ashley	

Ex-Officio (Voting) (Present)

Dr. Lauren Sapp
Dr. Donald Palm

Senators (Excused)

Dr. Raymond Hix
Dr. Uche Ohia
Dr. Bidhan Saha
Ms. Linda Williams

Senators (Absent)

Dr. David Jackson
Mr. Sylvester Peck Sr.
Ms. Raquista Claitt
Dr. Eric Kalu
Dr. Joseph Johnson
Dr. Michael Abrams
Dr. Ashvini Chauhan
Dr. Christopher Ikediobi
Dr. Lekan Latinwo
Dr. Narayan Persaud
Dr. Charles Magee
Prof. Rhoda Cato
Dr. Roland Gaines

I. Call to Order

The meeting was called to order at 3:30 p.m. by Dr. Maurice Holder, President of the Faculty Senate.

II. Opening Remarks

Dr. Holder made the following remarks to the Senate:

Yesterday, November 17th, the Teacher of the Year, the Advanced Teacher of the Year and the Adviser of the Year nominations were at an end. This is due in the Provost's Office by December 5th. Individuals can submit up until December 5th.

There are a number of handouts today. Included is a press release from the Tallahassee Democrat, "FSU, FAMU mulling a split of the College of Engineering". This will be discussed further. Another handout to mention is entitled "The Challenge of Developing an Institutional System that serves the 21st Century". This article will be discussed on Wednesday on a conference call by all Faculty Presidents. Subject: Securing the Campus as an academic campus. Please call the Faculty Senate Office for information on the conference call.

Faculty Senate Presidents will also discuss the Policy on Classified Research. FIU has such a policy and UF also has a policy.

The BOT meeting will be held on December 2, 2008. The agenda is on FAMU's website.

The promotion/tenure procedures are now going to the University Wide Committee. This is the next step in the process.

The Law School called and cannot be here for that meeting. Professor Abrams asked how to handle the meeting for the Law faculty.

Dr. Holder concluded his remarks by announcing that the President will not be here today.

III. Approval of November 18, 2008 meeting agenda

President Holder asked the Senate to approve the November 18, 2008 meeting agenda. It was moved and properly seconded that the agenda be approved. The agenda was approved.

IV. Approval of the October minutes:

President Holder stated that the minutes from the October Faculty Senate meeting had been sent out electronically and hard copies are available in the back today. Time was given to review the minutes. Dr. Holder asked for approval of the minutes. It was moved and properly seconded that the minutes of the October 21st Faculty Senate meeting be approved with the necessary corrections. The call for questions was given. With no questions raised, the motion to accept the October minutes, with the necessary correction, was approved.

V. President's Remarks – omitted**VI. Unfinished Business**

Travel Awards -Dr. Roscoe Hightower reported that the committee had solicited input from across the campus. Awards will not exceed \$1,500.00. The committee will make a follow-up report the Senate.

Book Report – Dr. Thornton and Dr. Holder

Dr. Ammons' inauguration will have a one-time publication of writings, essays and articles from the faculty will be published. Submission of papers or topics on a subject of your choice is open to the entire University. Items must be submitted before the close of this semester. Presently, there are 15 completed works and 10 additional works in progress. Dr. Charles U Smith, Dr. Holder and Dr. Thornton expressed interest in getting this book together. A plaque was presented by Dr. Worthen on Friday at the gala. Also, a certificate of a work in progress (the book) was presented. The Preface will be by someone special. If there are any questions, concerns or advice, please feel free to communicate with Dr. Thornton or Dr. Holder.

VII. New Business**Curriculum Committee – Dr. Edington**

The Senators were asked to review the handout on Procedures for approval of online distance/hybrid course request submission. Dr. Edington then asked for approval of the procedures for offering online courses. He explained that a hybrid course is both face to face and online while Distance Learning is online. It was motioned and properly seconded to accept the procedures for offering online courses. Dr. Palm wanted to clarify that in step 1, the unit or department curriculum committee's approval is given, then the University-wide curriculum committee. Dr. Edington added that the language can be added and also an item 6 can be added for clarification.

Professor Tom Pugh asked that the definition of Hybrid be included on the form and also how frequently would training be held and if a schedule had been submitted. Dr. Edington responded that training dates and deadlines for paperwork will be posted each semester. He also stated that the definition of hybrid is on the form. The distance learning office will contact individuals about training. Joe Roache commented that training is going on constantly through the IMC workshops.

Dr. Palm emphasized that the form was discussed at the Distance Learning meeting and the point was to make sure that issues were dealt with before placing a course online, issues like withdrawing and late registration. With the necessary changes noted, the motion was approved.

There were 28 course requests for approval, 14 are online courses requested for the spring semester. Items 1-8 are traditional courses. It was motioned and seconded to accept items 1-8. The motion passed. Items 9-22 are online courses selected out of the group of 28 for a pilot study in the spring. It was motioned and seconded to accept items 9-22. Dr. Donnellan corrected the name of the School of Journalism and Graphic Communication. With one opposing vote the motion to accept items 9-22 passed.

There was a request for two BS Degrees submitted last spring for the College of Education/Department of Health, Physical Education & Recreation. Dr. Chandler was invited to present a brief description of the courses. Afterwards, it was motioned and seconded to approve the request for the two BS Degrees in the College of Education. The motion was approved.

As a follow-up, Dr. Cynthia Hughes-Harris asked if the two new degree programs had been reviewed by the New Degree Program committee. Dr. Chandler responded that the two new BS degree programs in question had not been reviewed by that committee, however, if the concern was budgetary or additional faculty, in their planning, the College of Education anticipated the building of the new teaching gym for classroom space and additional faculty will not be required. Dr. Holder asked the Provost what would be her preference for future procedures. The response was that the New Degree Programs come to the New Degree Program Committee before being voted on.

After conferring with the Parliamentarian, Dr. Muchovej, the motion to approve the two new BS Degree Programs in the College of Education/Department of Health, Physical Education & Recreation was tabled until the next meeting.

Items 14-17 were approved the University Curriculum Committee before being approved by the Unit's Curriculum committee. Dr. Edington made a motion to amend the previously approved motion on Items 14-17 until approval from the SBI unit is received. The motion was properly seconded and approved.

QEP Updates were presented by Dr. Maurice Edington referring to the SACS QEP handouts for today's meeting. He highlighted the three specific goals established to achieve the aims of the FAMU QEP. He also pointed out the QEP timeline. Spring 2009: SACS on-site visit and Fall 2009: Implementation of the FAMU QEP is scheduled to begin.

Dr. Edington concluded with two announcements on English and Afro-American Courses and a Logo Design Contest with student designs was underway.

Dr. Holder stated that he would entertain a motion to present an Honorary Doctorate Degree to Professor Roosevelt Wilson. It was motioned from the floor and seconded. The motion was approved. Dr. Holder said that a letter would be sent to the president.

Professor Emeritus Committee. Dr. Maria Hinds gave an overview of the Professor Emeritus Committee stating first that she had served as chair person for three years. Dr. Ballard-Ferguson serves as Co-Chair. The process starts in the schools. The committee sends recommendations to the Dean's office. Recommendations are then forwarded to the Faculty Senate President. Some of the benefits include names listed in the graduation programs and in the University Catalogs, Library Cards, and reserve seating at Convocation. Applicants must meet the minimum standards listed in the criteria. There are 18 applicants from June 2006 – 2008 of these that will be presented for review today. The names presented were Barbara Barnes, Adeline Evan, Henry Lee, Hugh Lunan, Dr. Soronnadi Nnaji, Robert Scarborough, Charles Stanley and Bill Tucker. There was a question raised concerning a name that had been presented a year ago and the status has not been determined.

There was also a question concerning the list of benefits and whether or not office space was included in the benefits. Dr. Diallo stated that the document does not allow for office space. Others questioned this because sometimes different departments have provided office space for a professor emeritus to work. Dr. Hinds said that it was not written as a benefit.

Dr. Holder stated that he would entertain a motion to accept the eight names presented for Professor Emeritus status. It was moved and seconded to accept Dr. Barbara Barnes, Dr. Adeline Evans, Dr. Henry Lee, Dr. Hugh Lunan, Dr. Soronnadi Nnaji, Dr. Robert Scarbough, Dr. Charles Stanley and Dr. Bill Tucker for Professor Emeritus status. The motion passed. The names will be included in the next commencement program.

Review of Hiring Procedures- Dr. Hughes-Harris thanked everyone for their participation in game day. She said it was huge publicity for FAMU.

The Provost will meet with Deans, Department Chairs, Department Heads and Associate Deans on Thursday, December 4th at 3:00 p.m. The Location is TBA.

A reminder the system will be down December 17th – January 5th

We have a new Director for the Office of Retention, Dr. Bill Hudson, Jr.

Linda Barge-Miles was asked to respond to the question on the College of Law representative coming to Tallahassee to attend the Promotion and Tenure committee meetings. It was stated that the Law representative could be involved through a conference call.

Dr. Shawnta Friday-Stroud came forward to speak on Hiring Procedures and Faculty Credentials. She stated that the PowerPoint presentation she was speaking from would be sent to all Faculty Senators. She continued by commenting on the qualifications needed by faculty to teach and be credentialed. She spoke of other acceptable credentials such as a record of research service, Honors and Awards. She emphasized that it was better to hire a person who already has the proper credentials to teach. The actual offer of a position was emphasized. The Departments and Deans make recommendations to the Office of Academic Affairs. The Provost's office makes the actual offer for hiring. Dr. Merlin Langley asked if there was a timeline to get through the process. The response was that there is no specific timeline. There are procedures to be followed including advertising, making sure there is money on the line, interviewing, checking references and credentials, etc. Questions for the Provost followed the presentation

Dr. Primus Mtenga came forward to comment on Engineering expenditure and FTE. It was stated that the BOT would meet and discuss the issue of the Engineering School. The question asked was if a task force could be established to look into this issue. It was so moved and seconded. During the question, Dr. Bill Tucker also came forward to speak about the article from the Tallahassee Democrat and the issue of the Engineering School. He said that the idea of forming a task force was fine- he supports this. With no further discussion the motion to form a task force on the Engineering School issue passed.

International Hires-Dr. Joseph V. Jones spoke on hiring Foreign Internationals. He highlighted the need to have a visa for admission to the United States. There are four visas for employment. A foreign International must have a legal basis to work. He stated that the cost

associated with this ranges from \$320.00 - \$1,820.00. Also if a student is here and you want to offer a fellowship or a grant this must also come through the International Office. If you are considering hiring foreign International they must come through this office.

Dr. Maria Hinds reminded everyone that hiring can only be made by the Provost's office- problems are caused when offers are made otherwise.

VIII. Announcements

Ms. Gina Kinchlow, Journalism Faculty advisor for the Prodigy P. R. Firm, announced a 12 hour celebration of a Healthy Campus campaign to be held on January 29, 2009. Activities on campus will involve faculty, staff and students. HBUC campuses are trying to get individuals to live more healthy lives. Live Smart is the name of the campaign. Due to the hour, Ms. Tiffany Watts, a top P.R. student was introduced but would not make a presentation today.

Dr. Deidra Powell made a presentation on bereavement issues. She began by stating that her comments were personal and not from a unit. She further states that the University does a poor job in recognition of deceased employees. She requested that a policy be put in place to recognize deceased employees. Some suggestions were to put the deceased person's picture and a write up in the FAMUAN, send a resolution without being contacted, and send a campus representative or other forms of condolences. She concluded by acknowledging that she didn't know if this is a faculty senate issue or not.

Dr. Holder suggested that we might form a committee to discuss how the university handles bereavement issues and that the Provost, Dr. Worthen and Dr. Holder would serve and select a committee chair. It was so moved and seconded. The motion passed.

Dr. Hudson from SBI announced the South Regional competition.

IX. Adjournment

With no other announcements the meeting adjourned at 5:06 p.m.

Respectfully submitted by,

Ms. Jeneice Smith
Faculty Senate Secretary

Ms. Rebecca Bruce
Office Manager