

Faculty Affairs Committee

MEETING MINUTES

Date: October 11, 2022

Time: 3:00 PM

Place: ZOOM

I. Call to Order

The meeting was called to order by Chair Vernita Morgan at 3:01 p.m.

- **Nominations and Voting on the positions listed below:**
 - **Vice Chair:** Keith Everett was unanimously selected as Vice Chair on a nomination by Carolyn Langston and a second by Andy Newman.
 - **Secretary:** Carolyn Langston volunteered to continue as Secretary. There being no other nominations or volunteers, the selection was approved.

II. Roll Call and Introductions

Members present: Carolyn Albritton, Dr. Sam Allen, Keith Everett, Mandi Haynes, Dr. Carolyn Langston, Vernita Morgan, Andy Newman, Curt Socia.

Guests present: Lillian Ellen and Mary Kate Sumner.

All those present introduced themselves by stating their name, their position, and their length of service at the college.

III. Approval of Minutes

Minutes of the previous meeting had been approved by email vote and forwarded to Mary Kate to be posted at the appropriate site.

IV. Old Business

- a. **Mary Kate reviewed the updated membership, purpose and functions of the Faculty Affairs Committee for the group. That information is provided in these minutes as Attachment A.**

Vernita reviewed the procedures for changes to these functions as described in the APM in case there is a need to do so. Mary Kate explained that any proposed changes would be submitted to the Academic Affairs Council, the Planning Council, and the Executive Cabinet for approval.

- b. **Vernita reminded the committee that a questionnaire was sent to faculty following a previous meeting. The results were listed and discussed by committee members. The results may be found in Attachment B.**

Vernita will ask members by email to serve on one of two subcommittees to study the concerns and make recommendation.

- c. Vernita informed the members that a previous subcommittee including Dr. Cindy Meyer and Dr. Carolyn Langston discussed with Benjamin Cagle the provision of virtual office hours for those faculty members who teach online courses. Dr. Tully-Dartez recently sent the members of the committee the results of a survey of other colleges regarding office hours held virtually. Those results are included in these minutes as Attachment C.**

Vernita asked for volunteers to continue to explore the issue. Mandi offered to serve. (In a conversation subsequent to the meeting, Dr. Meyer agreed to serve as a guest member.)

V. New Business

Vernita described for the members an impending decision to eliminate some committees to streamline the governance process and to reduce the number of meetings required of faculty and staff. The Academic Standards Committee is being considered as a likely candidate whose functions would be absorbed by other committees.

Vernita and Mary Kate provided the following information concerning membership and functions of the Academic Standards Committee along with a list of matters handled by Academic Standards Committees in past years:

ACADEMIC STANDARDS COMMITTEE

Purpose/Function

- Make recommendations on matters relating to the academic policies of the College;
- Hear and advise on academic appeals; and
- Perform other duties assigned by the Vice President for Academic Affairs or the President.

Membership

- Career & Technical Education Division (2 representatives)
- Health Sciences Division (2 representatives)
- Liberal Arts Division (4 representatives)
- Continuing Education Staff Member
- Dean of Enrollment Services
- Vice President for Academic Affairs (ex-officio)

| 1 | Month and Year | Description |
|----|----------------|---|
| 2 | March 2014 | Appeals Process for Academic Suspension |
| 3 | March 2014 | Early Alert Prior to Excessive Absences |
| 4 | April 2015 | Credit For Prior Learning |
| 5 | February 2016 | Absence Policy |
| 6 | March 2017 | Accept WAGE certificate of meeting Basic Skills/ College Readiness Requirements |
| 7 | May 2017 | Accelerated Route to Careers Program |
| 8 | November 2016 | Accuplacer Scores |
| 9 | November 2016 | Honor Roll |
| 10 | April 2018 | APM 3.03 |
| 11 | April 2018 | APM 3.06 (Syllabi) |
| 12 | March 2018 | Incomplete Grade Policy and Contract |
| 13 | February 2018 | Faculty Evaluation |
| 14 | May 2018 | Student Course Evaluation |
| 15 | November 2018 | Placement Scores |
| 16 | November 2018 | APM 3.03 |
| 17 | November 2018 | APM 3.06 (Syllabi) |
| 18 | April 2019 | Class Absence Report |
| 19 | February 2020 | Grading Scale - Master Syllabi (Also in 2018) |
| 20 | February 2020 | Basic Studies to Remediation Lab transition |
| 21 | April 2020 | Mutiple Measures |
| 22 | April 2020 | APM 3.06 |
| 23 | April 2020 | Mutiple Measures |
| 24 | April 2020 | APM 3.06 (Syllabi) |
| 25 | May 2020 | Academic Appeals Process |
| 26 | April 2022 | APM 3.06 (Syllabi) |

Some members of the Faculty Affairs Committee suggested that Student Course Evaluation and Faculty Evaluation could be two functions that could be acquired. Vernita asked members to think about those and other functions that might be added to the Faculty Affairs Committee functions.

VI. Adjournment

The Committee adjourned at 3:51 on a motion by Keith and a second by Mandi.

Minutes submitted by
Carolyn Langston

ATTACHMENT A

COMMITTEE MEMBERSHIP AND FUNCTIONS

From Mary Kate Sumner's September 8, 2022 email with the subject, "Faculty Affairs Committee 2022-23":

Just a reminder, that as a member of this shared governance committee, you are responsible for the following:

To attend every committee meeting.

- a. If you are unable to attend any meetings, we ask that you notify the chair of the committee that you are unable to attend. You should also notify your supervisor in case a question arises.*
- b. If at any point you realize that you are not able to attend the meetings regularly as requested (the time doesn't work at all with your schedule, etc.), please reach out to the chair and myself so we can discuss options.*

To be actively involved with the committee.

- c. If motions are presented, we ask that you vote.*
- d. It is also requested that you provide feedback in discussions when a discussion might affect you directly.*

| FACULTY AFFAIRS COMMITTEE | | | |
|--|---|-------------|-----------|
| CHAIR: Vernita Morgan | | | |
| Meeting Schedule: Second Tuesday of each month at 4:30pm. Via Zoom or Microsoft Teams (2021-22 schedule) | | | |
| Member | Title/Department | Term Begins | Term Ends |
| Dr. Ken Bridges | Faculty Representative, Arts & Sciences | 2021 | 2025 |
| Keith Everett | Faculty Representative, Arts & Sciences | 2021 | 2025 |
| Vernita Morgan - Chair | Faculty Representative, Arts & Sciences | 2021 | 2025 |
| Dr. Carolyn Langston | Faculty Representative, Arts & Sciences | 2020 | 2024 |
| Dr. Sam Allen | Faculty Representative, Health Sciences | 2022 | 2026 |
| Mandi Haynes | Faculty Representative, Health Sciences | 2022 | 2026 |
| Curt Socia | Faculty Representative, Career & Technical Education | 2022 | 2026 |
| Dean of CTE recommended not adding a 2nd faculty representative this Fall. | Faculty Representative, Career & Technical Education | 2022 | 2025 |
| Andy Newman | Division of Workforce and Continuing Education (1 representative) | 2022 | 2026 |
| Carolyn Albritton | Adjunct Faculty Member | 2021 | 2025 |
| | Previous Past Chair (advisory) - as needed | N/A | N/A |

*Full time Faculty members must have completed a minimum of one (1) full academic year of service at SouthArk to be appointed to this committee by the Nominating Committee.

**Adjunct Faculty (1 representative – appointed from Adjunct Faculty pool volunteers) – Must have served a minimum of 4 semesters at SouthArk to be eligible for appointment.

Purpose and Functions

The committee may develop recommendations affecting faculty in the areas of employment, compensation and benefits, professional responsibilities and development, and institutional governance and submit them for consideration to the Academic Affairs Council.

The committee chair may make a report at each general meeting of the faculty/professional staff. This report may include advice on standing committee proposals as well as recommendations developed by the Faculty Affairs Committee.

In order to ensure effective communication, the committee chair will meet regularly with the President as a member of the Academic Affairs Council to discuss faculty-related issues.

At the recommendation of the committee and notification and scheduling through the Vice President for Academic Affairs, the committee chair may convene a meeting of the faculty.

Perform other duties assigned by the Vice President for Academic Affairs

ATTACHMENT B

CONCERNS SUBMITTED BY FACULTY RESULTING FROM A SURVEY IN SPRING 2022

Faculty Evaluations

- 1) Any employee may request any annual evaluations or course observations be performed by a neutral third party at the college.

Faculty Academic freedom

- 1) As professors are recognized as experts in their respective fields, professors will have the full authority to determine the required list of books for their courses. This may not be superseded by any administrator unless no professor of record exists for a particular section.

Facilities

- 1) Classroom Security - Faculty cannot lock the classrooms and several doors swing outward making it easy for someone to enter a classroom. What can be done to insure the safety of individuals in the classrooms?
- 2) No room scheduling request by a professor may be refused provided that no conflict over room availability exists.

HR and employee relations

- 1) All employees shall be informed of all job openings at the college by e-mail by the human resources department as these jobs become available and on a monthly basis.
- 2) Any employee may request any instructions from a superior to be put in writing by e-mail and may request that any meeting with a superior, aside from convocation meetings, to be conducted by e-mail. Any employee may request that a third person of their choosing be present at any in-person meeting with a supervisor.
- 3) There shall be no time limitation into the investigation of the physical assault of one employee by another employee on the college campus.
- 4) To avoid the appearance of favoritism or corrupt intent, all policies and regulations of the college shall be applied as evenly as possible.

Professional Behavior

- 1) As integrity and honesty is a vital part of the functioning of any institution of learning, no administrator or supervisor shall mislead or lie to any employee under any circumstances.
- 2) No athletic coach or athletic staff member shall ever attempt to persuade any professor to change a grade for a student and shall never inquire whether an individual student can improve his or her grades.
- 3) Trust and respect are an indispensable part of the administration of an institution of higher education. Some meetings by their very nature require confidentiality. As such, administrators may not require employees to provide proof of conflicts with other meetings on campus.

Semester Course Scheduling

- 1) As professors are recognized as experts in their respective fields and are most knowledgeable on student needs by virtue of their work with students, the full-time professors shall develop the course schedule for each successive semester.
 - As part of this course development process, the appropriate administrators shall inform professors of the budget for the semester and the number of courses available for the courses they regularly teach.
 - If multiple full-time professors exist for a particular subject, these professors shall collaborate collegially and devise an equitable schedule for each professor.
 - If no full-time professor exists for a particular course or no full-time professor wishes to teach a particular section, then the program chair or division dean may appoint adjunct faculty, but the wishes of the full-time for a course professor must take precedence.
 - Full-time professors must ensure that they are scheduled at a minimum for the required number of course hours and contact hours as defined by the APM.
 - Full-time professors shall submit their schedules to the appropriate representative(s) of the Faculty Affairs Committee.
 - The Faculty Affairs Committee shall compile these courses as quickly as possible and e-mail the proposed course schedule to all professors and administrators for review. There shall be a period of comment and review of no less than two full work weeks. Professors and administrators may make suggestions to colleagues regarding changes in this proposed schedule during this time.
 - After compiling any additional changes, the Faculty Affairs Committee shall send the schedule to the president of the college for final approval with no less than two weeks before the deadline for publication for each semester.
 - The schedule shall be made available to the public on the college webpage, by e-mail to the faculty, and by any additional means the college deems appropriate to the general public by the following dates:
 - For the Fall Semester: By the second full week of March.
 - For the Spring Semester: By the second full week of October.
 - For the Summer Semester: By the second full week of March.
- 2) Course sections with low enrollment shall only be cancelled with the express written consent of the professor of record.
- 3) If a course section has excessive enrollment after the schedule has been approved and published, the division dean or vice-president of academic affairs may open an additional course section. Priority shall be given to full-time professors in choosing a professor of record for any additional section so created.
- 4) Full-time professors and their requests regarding scheduling shall always take priority over adjunct faculty.

ATTACHMENT C

COMPILATION OF OFFICE HOURS REQUIRED BY OTHER COLLEGES

| Faculty Work Requirements | | | | | | | | |
|---------------------------|--------------------------|---|--|--|--|--|--|--|
| Campus | Course Load Per Semester | Campus Office Hours Per Week | Additional Hours on Campus | Online Courses Part of regular load | Virtual Office Hours | Days on Campus | Total Required Hours on Campus | Notes |
| ANC | 15 per semester | 15 | | | As approved by Dean & CAO | 5 | 30 | Fridays are meeting days. |
| ASU Midsouth | 15-18 Per Semester | Full-time - two hrs per course Adjuncts - one hr per course. | | Unwritten expectation that in-person classes will comprise the bulk of full-time faculty load. | No policy | 5 | 10 month instructors - 30 hrs. 12 month instructors - 40 hrs. | Lead faculty in technical programs get one off-load. No lead faculty in gen ed. |
| ASUTR | 15 per semester | 10 | | Yes | No policy | | 25 | |
| EACC | 15 per semester | 20 | | Yes - No more than 50% of load. Instructors may choose to teach low-enrollment courses based on generated SSCH | limited number only with approval of administration. Documentation is required. Most faculty virtual office hours during regularly scheduled on-campus hours. | 5 - only two hours required on Friday unless a campus-wide meeting is scheduled. | 35 | |
| NorthArk | 14-16 per semester | 10 | | Yes | Accessible hours are allocated proportionally to type of classes being taught. Example: 9 credit hours of face-to-face classroom instruction and 6 credit hours of online instruction is expected to schedule at least 60% of student contact hours on campus. | | Classes plus 10 office/accessability hours | Office hours/accessability hours can be fulfilled as follows: •Managing lab hours for student learning •Holding virtual office hours or online discussions •Conducting special review sessions outside of scheduled class times •Conducting student advising |
| OCCUA | 18 per semester | 12 | | | Must be done on campus - not from home. | 5 unless 30 hrs have been completed M R | 30 | Time in committee meetings cannot count for Office Hours Faculty that are 100% online must be in their office 30 hours. Faculty who have completed 30 hours before Friday are only required to be on campus if there are meetings on Friday. |
| PCCUA | 30 pts/15 Credit hrs. | 10 | 3 + 30 minute break each day. | Yes. Typically no more than two courses. | No policy | Usually 5 unless instructor is teaching a night class. Meetings on Friday | 30 | 15 instructional+10 office+3 additional on campus+30 min lunch or break each day. Most faculty are on campus 5 days a week for Friday meetings. *See policy worksheet. |
| SAU Tech | 15 per semester | 10 | Number required to maintain 24 hrs on campus per week. | Yes. No current limit for number of online courses allowed. | Up to 3 of the 10 office hours can be completed virtually | 4 | 24 | Meetings may be scheduled on Friday. Virtual hours may be completed off campus, but must be on campus 24 hours per week. |
| SEARK | 15 per semester | 10 | | Yes - No faculty teach exclusively online | No policy | 4 + Friday when there are meetings | 30 | Online teaching load does not reduce the number of hours faculty must be on campus. |
| UA Rich Mountain | 15 per semester | 15 - must have at least two hrs on Friday | | Yes | No change in on-campus requirement for teaching virtually | 5 | 30 | |
| UACCB | 15 per semester | 10 - Must have office hours at least 4 days a week | | Yes | No policy | 4 | 25 | Teaching online does not reduce the number of hours faculty are to be on campus. |
| UACCHT | 30 pts/15 Credit hrs. | 10 | | No more than 2 online classes per FT 5 instructor | No policy | 5 | 30 | |
| UA-PTC | 15 per semester | 5 | | Full-time load = no more than two online courses. | Virtual office hrs not included in 5 required office hrs. | 5 | 25 | Classes can only be cancelled or rescheduled with approval of Dean. Forty hours of work expected each week. Full-time faculty duties include serving as academic advisors. |