

**FACULTY SENATE MINUTES**  
**March 14, 2013**

The Faculty Senate of the University of North Alabama met March 14, 2013 in Room 102 of Floyd Science Building at 3:30 p.m.

President Lee called the meeting to order and recognized the following proxies:

Alaina Patterson Shockley for Senator Kingsbury from English,  
Joon Lee for Senator Martin from Communications, and

3. Construct a 5000 sq. ft. training facility for athletics funded by donations
4. Bids for the Science Building have been received.

accounts.

Vice-President Thornell discussed the Distance Learning Seminar with national speaker David Pogue on April 4 and training to convert face-to-face courses to online courses on April 11. He stated that we have taken a twelve million dollar cut from state funding and must consider revenues more carefully. We could possibly lose students if we do not embrace online courses but we must embrace them in a good way. We must consider quality assurance efforts and how to ensure the quality of online courses.

Dr. Thornell reported that the university had recently completed the promotion process and he was proud of all the work displayed within the portfolios.

**RsC P RsC RTET EM5a**



## ATTACHMENT A

### 5.7 GRADING PRACTICES Grade Appeals Process

The grades awarded by a faculty member are expected to be based on sound academic standards, on sufficient and appropriate evaluations, and through orderly procedures announced to ~~and understood by~~ the student. Faculty retention of coursework records is recommended in 5.2 of the Faculty Handbook. The university grading system is defined in the Undergraduate and Graduate Catalogs. Appeals on allegations of academic dishonesty shall follow the steps in the Academic Honesty policy (see Undergraduate Catalog p. 67)

The faculty member is the sole determiner of the grade awarded in a course\* and is responsible for the justification of the grade. Students are entitled to an appropriate grade review on request, and students who question the grade received are referred directly to the faculty member for review. Should a student wish to continue further have a grade reviewed, the following process should be followed.

~~Should the student, after eConsultation with the faculty member from whom the grade in question was received.~~

1. If the student, wishes to continue further review of the grade, he/she The student should contact

Faculty members are expected to exercise proper care in the determination and recording of grades. Once submitted, a grade may be changed by the instructor only for correction of clerical or recording error. Change for other reasons requires review and approval of the Vice President for Academic Affairs and Provost.

~~2. To coincide with the grade appeals procedure, faculty members are required to keep all coursework records (see section 5.2 for description of course records) one full semester year after each course is taught. These records may include but are not limited to: examinations and answers; quizzes and answers; homework assignments; course papers; term papers; and essay assignments. Following this time period, these course records may then be disposed of properly. Not part of grade appeals process.~~

\*Amendment proposed by the Faculty Senate Executive

## **ATTACHMENT B**

### Information Item Only

TO: Dr. T. Calhoun (Vice President for Enrollment Management)

FROM: Dr. T. Hubler (Chair, Academic Affairs); Dr. M. Lee (President, Faculty Senate)

Date: February 21, 2013

RE: Recommendations from the Academic Affairs Committee on New Faculty Orientation

As discussed in our meeting last week the following suggested changes to new faculty orientation are recommended by the Academic Affairs committee following a thorough investigation of the current practices.

1. Orientation should be undertaken over a period of one or two days. The days that are most likely appropriate would be the Monday that faculty return to work before classes begin on Wednesday or the Thursday before faculty return to work on Monday. This would be in lieu of a weekly meeting on Friday afternoon for several weeks during the fall semester.
2. Provide only most essential information in this one day orientation, e.g., parking, health services, mail, computer information, Banner, UNA portal, campus police, faculty senate and shared governance committee information, etc.
3. Discuss faculty handbook information especially, tenure and promotion procedures at the university level and ask departments to provide information about departmental guidelines.
4. Include information on Angel e.g., how to post syllabi, lessons (PPT), set up grade books, check class rosters, etc.
5. Include a tour of the campus.
6. could be at the end of the day in which orientation occurs.
7. Establish a dedicated website for Faculty Orientation, possibly on Angel (LMS). This will include all information presented at the session as well as some that is not . It could include videos of personnel presenting information. The information should be updated at least annually.
8. Invite several new faculty member from the previous year to speak before the dinner and discuss
9. Develop an evaluation form and ask faculty to complete an evaluation in January following the orientation in August.
10. Encourage departmental faculty mentorship of new faculty

Perceived as not beneficial: procedures for billing, purchasing, fax, and phone usage.

## **ATTACHMENT**





**ATTACHMENT D**

See separate file

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## *Academic Honesty*

Students of the university academic community are expected to adhere to commonly accepted standards of academic honesty. Allegations of academic dishonesty can reflect poorly on the scholarly reputation of the University including students, faculty and graduates. Individuals who elect to commit acts of academic dishonesty such as

## ATTACHMENT F

### Transient Enrollment at Another Institution

1. A student who wishes to enroll at another institution in temporary transient status and transfer credits back to UNA should secure advance approval from the **academic advisor and the dean** of the college in which the major is housed. ~~Students on academic probation or suspension are not permitted to transfer credits earned at other institutions back to UNA.~~ In order to secure approval, the student must complete a "Transient Approval Form" which is available on the UNA Registrar's Office website. In consultation with the advisor, the student must list the course(s) for which s/he is seeking approval for transient credit. The advisor will determine the equivalent course(s) at UNA, and sign the form approving the student's request. The student must then submit the form to his/her college dean for final approval. ~~A student considering temporary enrollment at another accredited institution should first consult the dean of the college in which the major is housed at UNA to determine whether the proposed courses will be accepted by UNA for the purpose intended. If the planned courses are satisfactory the dean's office will issue a "Transient Approval Form" listing the approved courses at the other institution and the equivalent UNA courses.~~ Upon completion of **approved** study at the other institution, it is the student's responsibility to have an official transcript sent by ~~the other~~ that institution to the UNA Admissions Office ~~to record credits and grades so that the transient credits and grades may be recorded on the student's UNA transcript.~~ Grades earned at other institutions will affect the student's overall grade point average but **will not** be calculated into the UNA grade point average. ~~Students must be in good academic standing at UNA in order to be approved for transient study at another institution.~~ Courses taken ~~elsewhere~~ at another institution may not be used in UNA's Repeat/Recompute Policy.
2. If a UNA student takes courses at another institution without advance written approval ~~from the dean of the college in which the major is housed~~ **appropriate personnel**, ~~the student runs the risk that the courses taken at the other institution will not be accepted by UNA or will not apply in the student's curriculum~~ the course(s), upon receipt of the official transcript, will be recorded on the student's UNA transcript with a grade of NC. A student seeking retroactive approval for a course that was not approved in advance ~~by the dean of the college in which the course is housed~~ may be required to provide a syllabus for each course taken at the other institution. There is no guarantee that UNA will accept any course taken at another institution ~~without~~



receive overload payment for supervision of student teachers until the

## **ATTACHMENT H**

Dr. Brenda Webb

Chair of Shared Governance

Joan Smith, CAP

Chair of Academic and Student Affairs Committee

Proposal to revise Additional Major and Second Degree

February 26, 2013

On February 26, 2013 the Academic and Student Affairs Committee approved by e-business to adopt the proposal to revise #7 Additional Major and #8 Second Degree. Attachment 1. This policy will be reflected in the University catalog.

cc: Marilyn Lee  
Chair of Faculty Senate

Jim Eubanks,  
Chair of Staff Senate

Renee' P. Vandiver  
Assistant to the Vice President for Academic Affairs and Provost

Kelly Ford, CAP-OM  
Assistant to the Vice President; Student Affairs

been observed...  
evaluation...

which graduation is planned...

b. Degree Application: Candidates for...

Question

...in the University of Colorado Applications...

...in computing...

...in the course...

...in the course...

...in the course...  
...transferred to another university...

...in the course...





## ATTACHMENT I

February 12, 2013

Dr. Thornell

Box 5041

Florence, Al 35632

Dear Dr. Thornell,

Earlier this semester, you raised the subject of a change in our deadlines, as candidates have difficulty planning for the following year. I raised this issue at our decision-making meeting. The committee recommended the following change:

Sept. 1: Provost's office advises campus community of deadline of developmental leave applications

Oct. 1: Candidates submit their applications online.

Nov. 1: Dean's approval deadline

Dec. 1: Committee makes decision on candidates.

The committee members were in agreement that our process would be expedited if all of the parties involved could access files online. Moreover, since it is difficult for so many members to meet on a given day, members could

- A. Advanced education. Advanced education **not** to be applied to a degree. A leave proposal should emphasize how the leave will update or improve knowledge in a field that will be taught in the immediate future as certified by the faculty member's department chair and dean.
- B. Scholarly research. A leave proposal should explain why the research necessitates leave from the applicant's other assigned duties (teaching, service, etc.). The Faculty Development Leave Committee may appoint a select panel to review and advise the Committee on the merits of the candidate's proposed research. The panel should submit its findings and recommendations in writing to the Faculty Development Committee.
- C. Scholarly writing. A leave proposal should emphasize the probability of subsequent publication. The Faculty Development Leave Committee may appoint a select panel to review and advise the Committee on the merits of the candidate's proposed writing project. The panel should submit its findings and recommendations in writing to the Faculty Development Leave Committee.
- D. Candidate Potential. In case there are candidates of equal merit according to the above areas, the decision to recommend recipients should be based on the Faculty Development Leave Committee's confidence in the candidate's potential for success.

#### Application Process and Deadlines

The annual deadline for **online** application submission is ~~November~~ **October** 1 of the academic year prior to the academic year of the proposed leave (e.g., a proposal for a leave during the spring semester must be submitted by ~~November~~ **October** 1 of the previous semester). If that date falls on a weekend, the due date is the Monday following ~~November~~ **October** 1.

The applicant will submit a completed application to his/her department chair. The chair verifies the \_\_\_\_\_ provides the required information including an evaluation of the request, and forwards the application to the dean on or before ~~November~~ **October** 10. If that date falls on a weekend, the due date is the Monday following ~~November~~ **October** 10. Comments from the chair should address program and curriculum matters only.

#### Dean

The dean adds an evaluation of the application and statements concerning the chair's  
 plan to o41 184.85 198.74 Tm( )JTJETBT1 0 0 1 388.75 1 184.85 198.14 Tm 0.0451 Tc(an)JTJ( )JTJ802 0.0374 Tc

Comments from the dean should address academic



## FACULTY ATTESTATION

I certify that the information included with this faculty development leave application is true and correct. I shall return to UNA at the termination of the leave to serve for at least one academic year. Further, should I receive a faculty development leave, I agree to all the terms and conditions in the University of North Alabama Faculty Development Leave Policy.

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Applicant's Signature

Date

Application is to be sent to Department Chair ~~and Faculty development Committee~~ by **October 1** November, 20 ~~(the dates and years correspond to that academic year)~~.

I recommend this application for faculty development leave be approved/disapproved (circle one). If disapproved, please explain and attach documentation. Chairs will attach documentation verifying applicant's eligibility and

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ATTACHMENT J

**MEMORANDUM**

To: Shared Governance Executive Committee

From: Dr. John G. Thornell, Vice President for Academic  
Affairs and Provost

Date: February 14, 2013

At the February 13 meeting of the Strategic Planning and Budget Study Committee, Dr. David Muse asked that the dates for resignation and retirement notification be reviewed. As a former department chair, he spoke to problems that the current deadlines create for faculty searches. The proposed revision is attached.

rv  
Enclosure

OFFICE *of the* VICE PRESIDENT *for* ACADEMIC AFFAIRS *and* PROVOST

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## **2.6.1 Resignation**

A faculty member who wishes to terminate employment by resignation must notify the President, in writing, of this intent not later than April **February** 1 immediately preceding the expiration of the contract period. Resignation will be effective at the end of the contract period unless, by mutual agreement, an earlier date is established. Since after April **February** 1 a faculty member is on contract renewal status or continuing contract status for the next academic year, resignation after April **February** 1 is predicated on securing, in writing,