

Faculty Senate Meeting Minutes
Tuesday, January 18, 2010
3:00 p.m. – 5:00 p.m., Lee Hall Auditorium
Presiding, Dr. Maurice Holder, Faculty Senate President

Officers (Present)

Dr. Maurice Holder, President
Dr. Gwendolyn Singleton, Vice President
Mrs. Jeneice Smith, Secretary
Mr. James Muchovej, Parliamentarian

Senators (Present)

Dr. Ngozi Ugochukwu	Dr. Gloria Aguilar
Dr. Bettye Grable	Dr. Kinfe Redda
Dr. Ebenezer Oriaku	Dr. LaRae Donnellan
Dr. Cynthia Davis	Dr. Tshaka Randall
Dr. Phyllis Smith	Ms. Ernestine Holmes
Dr. Lekan Latinwo	Dr. Frances Stallworth
Dr. Gary Paul	Dr. Elizabeth Davenport
Dr. Angela Thornton	Dr. Primus Mtenga
Dr. Charles Magee	Dr. Clyde Ashley
Dr. David Jackson	Dr. Carl Moore
Dr. Marcia Owens	Prof. Beth Lewis
Dr. Narayan Persaud	Dr. Rufus Ellis
Dr. Almeta Washington	Dr. Dreamal Worthen
Prof. Thomas Pugh	Dr. Velma Roberts
Dr. Alice Rozier	Dr. Lambert Kanga
Dr. Deidre Powell	Ms. Linda Williams
Dr. Roscoe Hightower	Dr. Uloma Onubogu

Senators (Excused)

Dr. Mary Diallo
Dr. Desmond Stephens
Dr. Matthew Powers
Dr. Hudson Nwakanma
Dr. Janet Marshall

Ex-Officio (Voting) (Present)

Dr. Uche Ohia
Dr. Donald Palm

SGA (Voting) (Present)

Mr. Breyon Love

Call to Order:

The Faculty Senate Meeting was called to order at 3:20 p.m. by Dr. Maurice Holder, Faculty Senate President.

Opening Remarks:

Dr. Maurice Holder welcomed the senators back to a new semester. His remarks included:

- We will save those items which require a quorum before voting today.
- The Steering committee met on last Monday and set up the agenda for today. Items from the December meeting which we did not complete and some of the issues raised in the December meeting, namely, representation, are on the agenda today. Some steering committee members have been asked to take charge of some of the discussions.
- Usually this is the semester when we see budget request when the legislature comes to town. The Association of Faculty Senates meets several times during this semester to try to negotiate and influence legislation. This is an ongoing process.
- Board of Governors will meet in West Florida. Your representatives will be there through the student representative, Dr. Holder and Dr. Worthen may attend.
- This is the year when we are to have elections. The election process for the new president is in the March meeting of the senate. Senators should start thinking in terms of a campaign, before the March meeting.

Approval of January 18th Meeting Agenda

The parliamentarian announced that a quorum had been reached. Dr. Holder officially called the meeting to order and asked for approval of the January 18th meeting agenda. On the agenda is continuing business. There is one change in continuing business. Mr. Michael James is on the agenda instead of Mr. Robert Seniors. It was motioned and seconded to approve the January 18th agenda. The agenda was approved as printed.

Approval of December Minutes

Next, Dr. Holder asked for the approval of the minutes from the December 13th Faculty Senate Meeting. He stated that the minutes were sent out last Friday and also they are available today in the back with Mrs. Bruce. Dr. Holder asked the senators to please send corrections to his attention in the faculty senate office. It was motioned and seconded to approve the minutes from the December faculty senate meeting, with corrections as needed. The minutes were approved. Dr. Holder stated that along with additional copies of the minutes, a copy of excerpts from the constitution, the restructuring proposal and a flier on QEP highlights of the year are available for you today.

Administration Remarks

Dr. Holder asked Dr. Cynthia Hughes-Harris if she would make comments. The Provost stated that the President is on his way and she would defer to him. Moving directly into the continuing business, Dr. Holder called Dr. Maurice Edington forward to present QEP Highlights and updates

Continuing Business

- QEP Update – Dr. Maurice Edington

Staying in touch with the faculty senate is a goal of the QEP committee. This presentation was made to summarize QEP. This is a five year plan. It is a SACS requirement to enhance some aspect of student learning. Here at FAMU, we decided to focus on critical thinking at the freshman level. The definition of critical thinking was presented. There are three main components of QEP; 1) Student Learning, 2) Faculty Development and 3) Assessment. QEP highlights are included in the handouts today. Highlights included: A Freshman summer reading program was established; A Freshman critical thinking seminar series was established; A campus-wide QEP faculty development program was established; The University developed and implemented a uniform approach for assessing the critical thinking skills of freshman students; Courses in the University general education core were redesigned to enhance how critical thinking skills are taught and assessed; A campus-wide pilot study was initiated to assess the feasibility of using instructional technology to enhance students' critical thinking skills.

The first question for Dr. Edington came from Dr. McCollum on Clicker technology. The response from Dr. Edington was that the Clicker software is integrated into the new version of blackboard. This makes faculty job of tracking students easier, if you are using the clicker technology in your class.

Dr. Clyde Ashley wanted to know where are we in comparison with peer institutions and as compared with national norms for MAPP and CAT.

President Ammons asked about the faculty and their perceptions of our students critical thinking skills in English and African American History. Other comments on faculty perceptions were made by Dr. Elizabeth Davenport and Dr. Clyde Ashley. With no further questions, this concluded the QEP presentation.

Next, Dr. Holder welcomed Dr. Ammons and Attorney Fuse-Hall and presented Dr. James Ammons to the Senate. The following remarks were made by President Ammons as he addressed the faculty senate.

- Dr. Martin Luther King, III will be our featured speaker at the MLK, Jr. convocation.

- Dr. Ammons asked the senate to observe a moment of silence in remembrance of Rashid Lazaski, a FAMU senior, majoring in Criminal Justice, who was killed at Graystone Park Apartments on yesterday.
- Thanks to those engaging in various focus groups on restructuring. There are some recurring themes regarding restructuring, the consolidation of academic programs, the need for improved computer services, and a more efficient technology system. I am happy to see on our agenda, Mr. Michael James, our Interim CIO and with him, Mr. Gerald Adams, a consultant, working with Mr. James as he takes on this additional responsibility.
- We will update the BOT on our restructuring at the February board meeting. I will make a presentation to the board on Wednesday, February 9th from 9-11.
- One of the final tools we will use to collect data is a survey developed by Dr. La Rae Donnellon and Dr. Charles Evans using common themes from the focus group sessions. We want to reach out to other stake holders such as the BOT, Alumni, Cooperate partners and local leaders as well as the general public on this restructuring process.
- We are gathering and posting ideas on the FAMU website.
- The Core team will review this and other data as they develop the recommendations that will eventually come to me. So if you have provided input, please fill out the survey which will be posted this week.
- New Admission requirements were approved by the BOG and the BOT. Starting the summer of 2011, all SUS institutions will have new requirements for admissions, which require students have at least a 2.5 GPA and a minimum on the ACT and the SAT. For the SAT 460 on reading, 440 on writing and 460 on math. On the ACT students must have 19 on reading, 18 on writing and 19 on math. Currently, students are admitted to FAMU based on a sliding scale which takes into consideration SAT, ACT scores and GPA. In the summer of 2011, FAMU will require 1 or more units in math for high school graduates and 1 less for an elective. The new unit requirements beginning this summer are: 4 units of English and Math, 3 units in Science, 2 units in Foreign Language, 2 units in Social Science and 2 elective units.
- The cap on profile admits is 1,500 per academic year. Profile admits are those who don't meet minimal requirements for admission.
- Finally, we are gearing up for the annual Bus Tour during spring break. Again, we will be traveling to major cities in the state in an effort to recruit the best and brightest students to Florida A&M University. We will also be meeting with media outlets, legislators in their hometowns and potential donors. As we travel, we hope that each college and school as well as the Institute, will have a representative in the major venues on the tour.

- One other reminder, on January 26th at 7:30 pm, poet laureate, Maya Angelou will be on campus as a part of the FAMU Lyceum series. We ask that you support this event. I want to thank the Provost and the Lyceum committee for an outstanding job of bringing top talent to Florida A&M University.

Questions for the President

Dr. Clyde Ashley asked why in the fall of 2010 and the Spring of 2011 are we still using the Civic Center for our career fair which is coming up on January 26th. He encouraged everyone to using the Lawson Center. President Ammons agreed with Dr. Ashley and stated that we are in competition in the month of January. We will look forward to rescheduling that event so that we can do this on campus.

Dr. Gloria Aguilar stated that all these efforts to get students and prepare them requires dedicated faculty. The President agreed with her. Her concern is that some faculty are teaching overloads and their papers have not been processed to get paid for those overloads. Also, in the Social Work Department, the courses are growing in numbers, so all three teachers are teaching overloads at the undergraduate program. Five adjuncts have been hired to teach courses and the adjuncts papers have not been processed. We have students trying to takes classes without faculty being present. We have been told that the adjunct cannot teach the classes, so basically there are 50 students in introduction class, faculty just go in and take attendance and then send the students on their way. Are you aware that papers have not been processed to pay faculty and adjunct and that students are not being taught? We are in the third week of classes.

The Provost was asked to respond to Dr. Aguilar. Dr. Hughes Harris stated that Dr. Palm may be able to add anything that she is missing. Dr. Hughes Harris stated that no, in a specific way she is not aware of that. She is aware that everyone has been told that, adjuncts, as we hire them, as the needs are identified, for additional adjuncts that they are not to enter the classroom until all of their paper work has been sent forth and is in the place it should be to be processed so that they can be paid. She is aware that every day since the semester began, we have been checking with the colleges and school, most especially Arts and Sciences, to see what the needs are for adjuncts, if needs have been identified, we have been making certain that those adjunct are brought to the attention of Academic Affairs, so that their paper work is present, so that it can be processed, so that they can be paid on time. We have instructed all the Deans, department chairs that if

indeed there is a class that does not have an adjunct in it or a faculty member in it, that the faculty is to, until we get a permanent person in it, decide what those students need, go to the class, not to leave the classes untaught, but to make certain that there are people in the class who can indeed get the semester started, teach the students until the indeed the adjunct is able to move into class. So, the specifics of your situation, no, I don't know but I certainly will look into that. I know that as recently as this morning, people from Academic Affairs did talk with Social Work to see what the status was of those assignments, the adjunct needs and the number of students in the class. Additional questions were raised by Dr. Aguilar concerning faculty being paid for teaching overloads and the processing of their paperwork. The Provost responded by saying that the goal is to give us the paperwork and faculty will be paid for those overloads.

Dr. Aguilar commented that the faculty had signed the paperwork before the semester ended and resubmitted the paper work again. She stated that she has signed about three forms for overloads as it is. The Provost said that she had not heard that, but she will follow up on this particular situation in the Social Work department. This concluded the remarks from President Ammons.

Under Continuing Business, President Holder asked Dr. Deidre Powell to come forward and present the report from the Benevolence and Condolence Committee

- Benevolence and Condolence Committee – Dr. Deidre Powell.
After greeting the senate and recognizing Dr. Brian Lucas as Co-chairperson of the committee, Dr. Powell stated that as co-chairperson of the University-wide Benevolence/Condolence Committee she is here to provide the faculty senate with an update on the actions of the Committee and the results of those actions. She gave a brief history of the origins of the committee. The first page of an eight page letter from the co-chairpersons addressed to Dr. Ammons, dated June 16, 2010, was read. A slide presentation was made which highlighted departmental strategies and University level strategies. She stated that Alumni Affairs will deal with the alumni. After the presentation was completed, Dr. Holder thanked the committee for their hard work on this. President Holder asked for questions, with none, he then asked for a motion to adopt or receive this report. It was so moved by Dr. Ashley and seconded that we adopt the report coming from the Benevolence and Condolence Committee and for the senate to recommend to the

President that we fully implement the procedures. The motion was approved.

- Representation on Committees - Dr. Elizabeth Davenport

Recognizing the administrators present and acknowledging the senators, Dr. Davenport stated that at the last steering committee meeting the question came up about our representation on university committees. With the able help of Mrs. Bruce, she was able to provide an abridged copy of our constitution. She said that the constitution talks about the importance of faculty participation and that we should have two committee members on each university committee. The discussion came up because we only have one representative on the restructuring committee. The senators who are going to help discuss restructuring were invited to come forward.

Restructuring-Comments – Dr. Dreamal Worthen

Dr. Dreamal Worthen called in Dr. Roscoe Hightower.

Conversation ensued around restructuring and in terms of making sure that faculty voice for all the units has been included in terms of the grassroots faculty members. As the President said in his comments, also making sure that we seize every opportunity to make sure that voices are included, so that when the survey goes out, make sure that it is responded to. Also that as each of you represent your respective units, that you go back to your units and that you get the voice of your representative there and your fellow faculty members. We really do want to know what your comments are, what your thoughts are and making sure that we get our voice and thoughts to our administrators. Open for comments and suggestions.

Dr. La Rae Donnellan stated that she is one of the two people working on the survey. Her comment is that there is currently not a demographic question on the survey asking which unit people are in. She asked “Would you like us to add that?”

Dr. Davenport responded with comments on senators reporting back to their units and encouraging faculty members to express their opinions. She stated that she has heard of faculty members being afraid to give comments on restructuring because of fear of lost of jobs and intimidation. So, yes, there should be a question as to whether this restructuring has been discussed at the college university level.

Dr. Worthen stated that it would help if we could determine where the comments are coming from, for instances are you getting a voice from CESTA and a voice for Arts & Sciences. She said that the President mentioned the February 9th date. This is something that is very date sensitive. It is not like we have another two or three years to respond.

The President stated that he is going to provide the board with an update at the February meeting, but the recommendations to the board will be made at the April meeting, the final report on restructuring will be presented.

Further discussion centered on representation on the restructuring committee. Dr. Ashley stated that at the town hall meetings and at all the other meetings that we have had, the idea to include faculty, staff and students is very important. Dr. Ashley encouraged The Provost to say to the dean that they must have conversations with the faculty. Faculty members must be reassured that they will not be retaliated against for their input. This is the only way we will have true input from the faculty.

Final comments from Dr. Davenport: The faculty senate deserves two slots on the restructuring team committee. We currently have one. We wanted your voice as to whether we should request an additional slot. That is why you have copies of the constitution.

President Holder stated that he will take the liberty, as President of this body, to write to the President indicating and quoting the constitutional as to the required two member representation on the restructuring committee and other committees. Next, Dr. Holder announced that Mr. Michael James would make a brief presentation, followed by Dr. Muchovej.

- EIT Update- Dr. Michael James
As of January 5th Mr. Michael James was asked by the President to serve in an interim capacity as CIO. He gave a brief update on FAMU EIT.
Mr. Gerald Adams was introduced as a senior consultant with Information Concepts and has been working with the University since July 2010. He will be assisting Mr. James as we go forward during this transitional period as we bring in a new Chief Information Officer. Mr. James apologized for the recent iRattler- issues which were caused by high demand on the system and a failed server. Mr. James reported that we enrolled about 12,400 students, 1000 more than we had this time last year, and we successfully processed refund checks for about 5,000 students, totaling about 15 million dollars.

We have added additional security to deal with fraudulent activity going on with direct deposit. The PC refresh has started. The School of Nursing has been completed. We will be starting in Allied Health Science later this week. Also, going to be assisted by Hewitt Packard with the installation of the new PC which are here on campus. Within the next two months, the iRattler new online transcript system will implement. We will have our own online application for admissions for undergraduates and graduates. We are automating the Federal Work Study process, redeploying the travel and expense module and implementing the billing and receiving module that is associated with grants. We are scheduling a forum to solicit input from faculty and students. We are also negotiating a new contract for our application service provider. We appreciate your patience.

Questions for Mr. James:

Roscoe Hightower from the School of Business and Industry asked what is the planned ability or the ability of safe assigned to turn in documents to the blackboard? Mr. James will seek clarification from EIT & the Media Center.

Roscoe Hightower – This is nothing against Mr. James, but every time we ask EIT to update us about blackboard and its functionality we are not being given updates.

Beth Lewis-When the system was down, did it affect our FAMU email?

Mr. James responded that email was not effected, just students, financial and HR applications.

Dr. McCollum- Is EIT responsible for the smart boards in the classrooms? Also, who provides the antivirus and the Microsoft Office software? He stated that Powerpoint is not available in BL Perry and perhaps Tucker Hall. Mr. James stated that he will check on that.

Dr. Donnellan- Is there anyone who can help repair old overhead projectors, the old technology? Absolutely was the response, call 599-3560 and ask for Rico Mitchell.

- Evaluations – Dr. James Muchovej

Dr. Muchovej stated that he sent the link to survey to faculty yesterday. The grammatical issues were noted and will be corrected before this is sent live. Next, the form was displayed and explained.

Dr. Holder asked for a motion or comments. Dr. Clyde Ashley asked have we determined what's going to happen with this information and how this information will be used. Dr. Holder stated that the Faculty Senate has not made a statement on use. If it is handled as it was in the past, the

information would be used as a tool for improvement. Dr. Ashley stated that the faculty senate has to decide on how this information will be used. President Holder asked that Dr. Muchovej, Senators McGee, Smith (Law) and Ashley meet as a sub-committee of the senate, an adhoc committee, to draw up some information that will come back to the senate at its next meeting. We will take only your recommendation and the instrument and vote on that all as one. Dr. Muchovej was appointed to chair the committee. Dr. Holder will serve as an ex-officio member of the committee. The committee will discuss how the information will be used and will report their recommendations at the next faculty senate meeting.

Announcements

Dr. Holder reminded senators of the upcoming election and said that he would ask Mrs. Bruce to prepare a flier to remind everyone of the timeline and the process of the election.

Adjournment

With no other business to come before the faculty senate, it was moved and seconded to adjourn. The motion carried. The meeting was adjourned at 5:11 pm.

Submitted by,

Jeneice Smith, Faculty Senate Secretary
Rebecca Bruce, Office Manager