

**Faculty Senate Meeting Minutes**  
**March 10, 2020**  
**3:00 p.m. – 5:00 p.m.**  
**Lee Hall Auditorium**

**Officers (Present)**

Dr. Ann Marie Cavazos, President  
Dr. Tiffany Ardley, Vice President  
Dr. Naquita Manning, Secretary  
Dr. James Muchovej, Interim Parliamentarian

**Senators (Present)**

Dr. Terrell Brown  
Dr. Lillie Brown  
Dr. Kyle Eidahl  
Dr. Novell Tani  
Dr. Aavudai Swamy  
Dr. Angela Thornton  
Dr. Arlesia Mathis  
Ms. Thomasina Brock  
Dr. Yassir Abdelrazig  
Dr. Rajiv Dalal  
Dr. Pia Woodley  
Prof. Laverne Wells-Bowie  
Mr. Leon Prosper  
Dr. Kelley Bailey  
Dr. Roscoe Hightower  
Dr. Leah Hinter  
Dr. Ashvini Chauhan  
Dr. Michael Martinez-Colon  
Ms. Jacqueline Menzel  
Dr. Katie Brodhead  
Dr. Lavetta Henderson

**Senators (Absent)**

Dr. Jeneen Surrency  
Dr. Michael Thornton  
Dr. Daniel Osborne  
Dr. Vivian Wilson  
Dr. Tarik Dickens  
Prof. Mahsan Mohsenin  
Mr. Doug Blackburn  
Dr. Lisa Gardner  
Mr. Keith Fagg

**Senators (Excused)**

Prof. William Henslee  
Dr. Ebenezer Oriaku  
Dr. Aretha Hill  
Dr. Jamal Bryant

**EX-OFFICIO (Voting) (Present)**

Dr. David Jackson, Jr.  
Mr. Bryan Smith

**EX-OFFICIO (Voting) (Absent)**

Dr. Carl Goodman  
Dr. Robert Taylor

**SGA (Voting) (Absent)**

Ms. Alexys Lynn  
Ms. Taylar Hall

**Call to Order:**

The meeting was called to order at 3:10 p.m. by Senate President Dr. Ann Cavazos

**OPENING REMARKS/ANNOUNCEMENTS:****Dr. Cavazos, President of Faculty**

Greeting! And good afternoon Senators, Faculty, President Robinson, Provost Edington, Deans, and guest.

Yes, we are in an international and national crisis and outbreak of the COVID-19, otherwise known as the Coronavirus! The virus has also reached our state. We all have to do our part in prevention, protection, and making sure it does not spread any further. We all know what the CDC and the government are telling us about washing our hands and having minimal physical contact and going to the doctor only if you feel sick.

Let's be mindful of the things we have been instructed to do. As you may know, the nation of Italy has virtually been shut down. With that said, life has to go on. Everything has to keep moving forward.

I also would like to share with you a great word this afternoon – LEGACY! A significant part of the mission of our HBCU's is legacy – to leave a legacy for the next generation!

According to Webster's, legacy means Bequest, Inheritance, and Heritage. The greatest gift we can bequest to the next generation is the inheritance that our fore-parents left us – THE HERITAGE TO BECOME MORE!

EDUCATION IS THE KEY! IT IMPARTS KNOWLEDGE AND KNOWLEDGE IS POWER. Our ancestors paid a hefty price so that you and I, and many more, could stand, walk, and teach in these sacred halls of learning. You may be the mentor of the next President of the United States or the teacher of the first-ever female President of the United States! Whoever you have sitting in your classroom, your gift to them– is to give them an opportunity, a legacy!

Speaking of giving, I want to encourage all of you to plan on giving something on the President's FAMU Giving Day, Fangs up, to raise money to support scholarships, student success initiatives, athletic, etc.

I want to leave you today with these familiar words: "One may plant, another may water, and God will cause the increase!" Together, let's be the planters and waterers of the next and future leaders of our great nation!

Thank you!

Dr. Cavazos called for a Quorum at 3:14 p.m. Parliamentarian, Dr. Muchovej reported no quorum.

Dr. Cavazos announced that since the Faculty Senate did not have a quorum, the meeting would move forward to University Administration remarks.

**UNIVERSITY ADMINISTRATION REMARKS:****President, Dr. Larry Robinson**

Stated he would be providing brief update and discuss issues of concern currently. Legislative session in critical phase, meeting with several Senators this evening to discuss issues relative to the University, such as funding initiatives. Additionally, a major issue at this time is Corona Virus/COVID-19, safety of students, faculty, and staff. President Robinson reported that the University is taking additional steps to ensure the safety of visitors to campus community as well. Leadership team is actively receiving recommendations from University's internal task force to implement the necessary protocols.

Dr. Robinson informed the Senate, that they could expect a Memorandum later today that will provide information on international and domestic travel policy for the University. He also provided information regarding the postponement and cancellation for University events. All major events scheduled to occur on campus have been either cancelled or postponed until further notice.

Class and Course Offerings: President Robinson stated that the University was taking a hard look at making courses available online. Good news is that students do not appear to be included in the "vulnerable population". However, need to consider that Spring Break is upon us and students may be exposed during this time. Task Force is reviewing this potential for exposure as well and what may be the ramifications for the University.

President Robinson called for questions.

Dr. Cavazos inquired about Satellite schools, such as Law School in Orlando. Question was "what will be done to safeguard these schools?"

President Robinson's Reply: As deliberation on the details of the plan for University management continues, the needs of branch campuses will also be assessed.

Dr. Holder: What is our plan for future transitional learning and perhaps learn from this experience?

President Robinson's Reply: We have to look at the current situation as not an isolated event. It is likely that things will get worse before they get better, and it won't be last instance like this. In general, be persistent and deliberate in terms of our goals for learning.

Dr. Cavazos announced that a quorum is present.

#### **Approval of March 10, 2020 Meeting Agenda:**

Dr. Cavazos called for a motion to approve the agenda. Dr. Kyle Eidahl motioned to approve, the motion was seconded by Dr. Novell Tani. The motion carried with voice vote and no opposition.

#### **Approval of February 18, 2020 Meeting Minutes:**

Dr. Cavazos asked for a motion to approve the February 18, 2020 meeting minutes. Dr. Robin Perry motioned to approve. Dr. Ezzeldin Aly seconded. The motion passed with voice vote and no opposition.

#### **UNIVERSITY ADMINISTRATION REMARKS continued, Dr. Maurice Edington, Provost Provost Edington:**

Provost Edington began with apologies for not being able to remain for duration of meeting, informing Senate that he would have to leave to continue working on urgent issue upon us (COVID-19).

Sharing key information:

- University administration has been in deliberation for over a week, around the clock. An Incident Management Team has been deployed to coordinate the day-to-day operations and provide recommendations for key decisions based upon facts and best practices.
- Information regarding key decisions regarding the University are being made and the goal is to disseminate information to the Campus Community today.
- All international University travel is canceled effective immediately.
  - Anyone who travels internationally for personal reasons will be asked to self-quarantine for 14 days upon return
  - Domestic travel restrictions are also being imposed. Domestic travel that is University related has to be approved by the Vice President, and travel that is determined to be critical for University business only will be approved.
  - Any travel related to academic programs will have to be approved by the Provost's office
- University Events have been canceled or postponed
  - Spring Preview and STEM Day have been canceled
  - Any campus events that were scheduled by off-campus hosts have been canceled, i.e. concerts
  - Athletics is awaiting MEAC guidance for sports activities
- All faculty will be required to have prepared courses for delivery by a non face-to-face instructional method by March 22, 2020. Faculty may not be required to use this method but are required to be prepared to do so. The University does have the capacity to transition to all online instruction. The Office of Instructional Technology (OIT) is available for assistance.

Provost Edington opened the floor for questions.

Ms. Jacqueline Menzel asked if University was considering keeping the Library open.

Provost Edington's Reply: At this point, yes, as the campus is open.

Dr. Angela Thornton, asked "does University has capability for students to be online at multiple campuses, classes where students can be online at the same time if instructor wants to teach the class live?"

Provost Edington's Reply: Provost clarified that he understood Dr. Thornton was asking about synchronous instruction. He stated that he was unsure of capability for synchronous online instruction across campuses but highlighted that there were several modalities for online instruction that were readily available. Encouraged faculty to reach out to OIT for information regarding modes for online instruction.

Question from the floor: "Will we still be using Blackboard?"

Provost replied that yes courses will continue to be offered via Blackboard.

Dr. Michael Martinez-Colon: commented that he travels to Puerto Rico, wanted clarification on domestic vs international travel, stating Puerto Rico is considered domestic.

Provost Edington's Reply: For travel to Puerto Rico, University related, would still require approval and it is very likely you would not be granted approval for travel to Puerto Rico for University related business. Additional comment from the floor, unknown person restating that Puerto Rico is considered domestic travel and not international. Provost Edington replied that in accordance with University sanctions, travel would need approval for University related business, and regarding personal travel, he would defer to the health officials as to requirements.

Dr. Leah Hunter: Asked for clarification regarding travel for domestic conferences

Provost Edington's Reply: University is restricting all University related domestic travel, and only travel deemed to be critical will be approved. If there is a trip then it needs to be approved by respective Vice Presidents, through Deans as apply. Note that the Deans are not approving travel, they however need to be aware. An example is a conference for professional development will not be approved. An example of critical travel is accreditation. Faculty are allowed to submit justification for request for travel.

Dr. Hunter asked "what if travel is tomorrow?"

Provost Edington's Reply: Restrictions effective immediately, need to speak with your Dean.

Dr. Robin Perry: Inquired about preparedness of Student Health Services in regards to impact this situation may have on students.

Provost Edington's Reply: The issue is currently the recommendation is to "not go" to health care providers, but to instead call if you have questions or concerns. Relying on guidance from health officials for this information.

Dr. Arlesia Mathis: Inquired about restrictions for car travel. Dr. Mathis stated she has a grant that services the local community and require travel in the local area by car. Her area of focus is Public Health.

Provost Edington's Reply: Goal is to minimize spread and be responsible by not placing ourselves in harm's way. So, let's not sanction people to go out for potential exposure and increase the potential for them to bring back that exposure to our Campus Community. We want to be very cautious because we understand the possible impact.

Dr. Aavudai Swamy: "Regarding the contingency plan, how long are we preparing for with course instruction online"?

Provost Edington's Reply: Monday, March 23 to May 2020. As we see how the situation evolves, courses should be prepared for non face-to-face instruction until the end of the Spring semester. From today to the end of spring break, courses need to be ready to go online.

Dr. Holder: Inquiring about policy and student's absence with fear of Corona Virus; 30% of students already left the area.

Provost Edington's Reply: Dean's Council met, and Dean's instructed to be flexible in managing and accommodating students during this time of uncertainty. The University understands that there are variances among the colleges and schools but urge the Deans to "Be Student Centered"! This is unprecedented, and we need to help our students to be successful.

Dr. Ezzeldin Aly: "Can we continue to use campus facilities?"

Provost Edington's Reply: At this point, there are no operational stops, you can still come to work. Provost concluded remarks with summarizing that at this time the key decisions have been focused on travel and instruction.

Dr. Cavazos announcement: Recognized Dr. Bettye Grable for her appointment as Interim Dean of School of Journalism and Graphic Communications.

## **CONTINUING BUSINESS**

### **Curriculum Committee Report (report is summarized as follows):**

Dr. Kyle Eidahl presented a report to senators in their folders which contained

- 1 course change requests from the FAMU-FSU College of Engineering
  - course approved November 2015 but was not reflected in the catalog
  - updating name and number to be consistent with program
- 3 new course requests from College of Pharmacy & Pharmaceutical Sciences
  - the fourth course (course change request for online instruction) was removed from report presented to Faculty Senate, informed today that PHC 6251DL was not ready to be presented to body
- 1 course change request from School of Architecture & Engineering Technology
  - Request for existing course to be converted to online
- 1 course change request from School of Allied Health Sciences
  - Request for existing course to be converted to online
- 1 course change request from College of Social Sciences, Arts, and Humanities
  - Request for existing course to be converted to online; originally approved September 2014 but was not added to catalog
- 21 requests from the College of Science and Technology
  - 1 program modification; replace all SLS 1101 with ISC 1058 for all degree programs
  - 10 course requests for number change to add C to course number and one credit hour increase
  - 10 requests for new courses
  - The 10 requests for course change and new course will change courses to course and lab; adding a separate lab for each course.

Curriculum report available via email per your request.

Dr. Eidahl called for questions:

Dr. Arlesia Mathis asked what was the issue with the Public Health course?

Dr. Eidahl replied that course was presented for review as online but had not been converted in blackboard as online course. Course would need to go through approval system again, and if completed before next Curriculum meeting it could be approved at the next meeting.

Dr. Angela Thornton asked about timeline for when Pharmacy courses were submitted.

Dr. Eidahl replied course request received last week.

Dr. Thornton replied that as a Pharmacy faculty, she did not recall voting on presented courses.

Dr. Tiffany Ardley addressed courses. Replied that first two courses were previously approved for curriculum and was not presenting for course numbers and that the third course was presented, voted on and approved at the last COPPS faculty meeting.

Dr. Eidahl commented that hopefully when University transitions to Curriculog system in the Fall, this will allow for improved tracking for requests.

Dr. Cavazos asked if there were any additional questions. None came forth.

Dr. Cavazos called to entertain a motion to approve the Curriculum Committee Report as a slate with all the necessary changes.

Dr. Roscoe Hightower motioned to approve, Dr. Katie Brodhead seconded.

Opened for Discussion/Questions: None came forth.

The motion passed with voice vote, no opposition.

### **Executive Council Update**

Dr. Novel Tani and Dr. Kyle Eidahl provide President's Leadership Team Report. Report available and may be requested from Faculty Senate Secretary via email.

### **Summary**

As we move forward with transitioning to online instruction, particularly those faculty who are not already teaching online, the request is for experienced faculty to assist with this transition. Reporting approximately 58% of our faculty do not use blackboard and may be in need of assistance.

### **Faculty Training**

There are 5 separate Mandatory trainings due for faculty. Four from the Office of Compliance due March 31, 2020, emails with links have been sent to all faculty. The fifth was sent from Mental Health (Kognito).

### **Workload Study:**

Discrepancy in AOR workload of 15 hours as opposed to 12 credit hours assigned by other state institutions as a required teaching load. Reporting that the President and Provost ask that the faculty body come up with a unified solution for the discrepancy and ask that faculty provide strategies to mirror other state institutions, as well as ensure that our workload is accurately accounted for on our AORs. Dr. Tani stated he would be willing to take the lead and accept input towards addressing the concern.

Dr. Tani called for questions.

Dr. Grable asking for clarification. She wanted to know if faculty were being asked to resolve the discrepancy of why FAMU faculty are mandated to teach a 15-hour load where the other institutions in the state required their faculty to teach a maximum load of 12 hours.

Dr. Tani replied that yes, asking for suggestions of how to move to the lower credit hour load.

Dr. James Muchovej came forward stating the issue of workload is a collective bargaining issue and is not in the purview of the Faculty Senate. The issue has been brought up for years with the administration stating that faculty feel it is unfair for FAMU to have a different course load than everybody else. It affects faculty in different ways. Administration just has to say changing course workload from 15 to 12, and its done.

Dr. Holder commented that in addition to the issue being a union matter, a collective bargaining matter, it is also a matter of what the state requires. Stated the state requires, through its laws, that all state university faculty teach 12 hours. Dr. Holder reported a typical AOR for a faculty member is 60/40; 60% teaching and 40% research and service. The concern is that we are being required to teach 20% more than other state faculty and still be the lowest paid in the state system.

Dr. Tani concluded his report.

Executive Council Report available via email per request sent to Faculty Senate Secretary.

Dr. Cavazos urged Senators to send input to Dr. Tani and encouraged development of solutions as a unified body to legislate and advocate for changes.

Dr. Muchovej commented that the law says a minimum of 12, which means everyone else stuck to the minimum and FAMU chose the higher load of 15. Many years ago this was decided because at the time we were a teaching university and therefore faculty were required to teach more.

## **NEW BUSINESS**

### **FAMU Website Update**

Mr. Ronald Henry and IT Team: Website has not been update in over 10 years. Scheduled roll out is July 2020. Focus is the front page, will include history, tradition, and pride. Front page allows access to application for admission, scheduling campus visits, and donation. Update will occur for academic programs as well as faculty.

Dr. Perry asked if there would be standardized protocols, such as faculty profiles.

Response: faculty profile tab is available, but not for faculty to create their own. Staff directory profile built, information will need to be loaded. Criteria for faculty profiles will have to be provided to IT as to general information faculty will want included.

Dr. Cavazos stated faculty need to go back to their Deans to see how they envision the faculty profiles.

Ms. Menzel asked if work was also being done on the Library's website.

Response: Library website update is included in the University update.

Dr. Tani asked if faculty would still have access to content management system

Response: Yes there will continue to be a content management system and any necessary training for system use will be conducted in May/June 2020.

Dr. Perry: What social medial site links will be available?

Response: Sites will be controlled. Yesterday Zoom rolled out campus wide for video conferencing, etc. Zoom can be accessed through iRattler.

## **Cyber Security**

Mr. Clifford Stokes, Chief of Information Security

University Tools:

- DUO, Multifactor Identification system. Entire IT department currently using system, next roll out will be to leadership team. Can also download DUO app to mobile devices. Note: do not allow access via mobile device if you are not in the office.
- Email Banner: pay attention to statement “email originated outside University”. Do not click on links provided that have this statement.

Dr. Muchovej commented that his email from Provost office has statement banner that it is coming from outside the University.

IT would like to be notified of concerns regarding banner and or security.

Attorney Kerry Washington-Johnson inquired if new login will be necessary when Canvas is rolled out campus wide and if login required with every attempt to access University technology systems.

Response from Mr. Stokes: Attempting make access as easy as possible while maintaining security. Need to be mindful of where you are accessing system, what wifi you are using when away from home or office. Passwords need to vary, avoid using similar passwords with accessing different systems. Information is valuable; therefore, we need to safeguard it to the best of our ability.

Dr. Aly: Is it better to use my gmail vs famu email? Doing business in the state of Florida, we fall under the Sunshine Law that allows for request to access to our university emails. However, there are privacy constraints that afford protections for certain information. And, considering the business of the University, storing business information on personal domains can be a barrier to continuing University business in the event the employee becomes unavailable.

Dr. Pia Woodley: Asked about type of antivirus software is University using?

Response: Antivirus software is up and running. University is in a contractual agreement to maintain spyware protection.

Mr. Henry encouraged faculty to contact his office for questions and or concerns regarding security/IT issues. Stated that the University now has Dropbox available. Reminded that we need to be mindful of who is using network, what other devices are connected to our home networks. All accesses allow for compromise of sensitive data. Verify email signatures, view bad grammar, misspellings as suspicious email.

Mr. Stokes closed with offering assistance as needed.

Dr. Cavazos encouraged elected Senators to share information with faculty and send input to Dr. Tani and Eidahl about faculty workload.

New Business items A and C: Administrative Practices & Protocol for Academic Units and Promotion & Tenure tabled until next meeting, April 2020.

Dr. Swamy asked if next meeting will be suspended if University is closed.

Dr. Cavazos stated she will inform Senators of updates as she receives them.

Dr. Cavazos called for motion to adjourn. Moved to adjourn by Dr. Muchovej

Meeting adjourned at 4:53 p.m.

Respectfully Submitted

Naquita Jackson Manning, DNP  
Faculty Senate Secretary