Faculty Senate Steering Committee Meeting
Minutes of
February 2, 2012

Dr. Robert Pennington, Faculty Senate Vice Chair, called the Faculty Senate Steering Committee to order at 4:02 p.m. The roll was circulated for signatures.

RECOGNITION OF GUESTS
Diane Chase, Executive Vice Provost, Academic Affairs
John Weishampel, Biology and Faculty Fellow, Academic Affairs
Elizabeth Hale, Computer Services
Ginger Neilson, Computer Services
David Kuhn, Faculty Development, Faculty Affairs
Lyman Brodie, Interim Director, Faculty Affairs

MINUTES
Motion to approve the minutes of January 5, 2012 was made, seconded and carried. The minutes were approved as recorded.

REPORT OF THE PROVOST
Electronic Promotion and Tenure Process
Provost Tony Waldrop asked Lyman Brodie, Interim Director of Faculty Affairs, to discuss the status of the electronic promotion and tenure (EP&T) process. Brodie reported that they are proposing to go forward with the EP&T system next year on a limited basis; only two colleges (Science and Nursing) will use the new system. Using only two schools will ensure that the process is smooth, and will allow for a higher ratio of support staff to users in the event that issues arise. The system will be rolled out to the entire university the following year. The Faculty Center for Teaching and Learning and the Faculty Multimedia Center will provide support to faculty using the system. There will be extensive training for all those involved in the promotion and tenure process. Brodie asked the committee for approval to go forward with the EP&T process.

Members of the Steering committee offered support for adopting the new electronic system. Brodie explained that Faculty Affairs will be shortly requesting the names of candidates, committee members, department chairs, and all others involved in the process. This will allow them to assign the appropriate security in the system and identify those who will need training. The senator from the Libraries noted that the library is looking at establishing an institutional repository for works created by faculty, and suggested that plans to add book two to the EP&T system should allow for an interface with the institutional repository.

Waldrop requested the committee's feedback on moving forward with two colleges. The consensus of the committee was that it was a good idea to do so. In response to questions about security, David Kuhn stated that people will access the system using their PIDs, which will allow for specific security to be granted to different users. Individuals will only be able to view parts they need for a specific period of time. Users will not be able to download materials from the files. They are still discussing whether printing will be disabled.

Privacy Statement
Waldrop discussed concerns that had been raised at the last Senate meeting about the recent privacy statement that was sent out to many members of the faculty and staff. Waldrop has asked Sherry Andrews, Associate General Counsel, to look into the issue. They have determined that the form may need clarification, and all employees do not need to sign it. Andrews is working with Human Resources to determine what will be needed to be compliant with FERPA rules.

OLD BUSINESS
Appointment of a selections committee for the University Excellence in Professional Service Awards
Pennington solicited volunteers to serve on the selections committee for the Excellence in Professional Service Award. Senators Patrick Murphy, Bobby Everett, and Bob Pennington volunteered. Faculty Senate Chair Ida Cook will chair the selections committee.

Strategic Planning Council Update
Members of the Strategic Planning Council reported on the Council's progress. Kevin Belfield reported that the Visions, Goals and Emphases subcommittee has completed its work. Reid Oetjen reported that the Imperatives, Initiatives, and Measures subcommittee has several more weeks of work before they can bring their work back to the full Council. Belfield noted that the full Council will be coming together in the next few weeks. Waldrop thanked all who have become involved in the process. On behalf of Cook, Manoj Chopra asked about the timeline for completing the plan. Waldrop stated that while there is no specific timeline, the faster it is completed the better. However, he added that he will not take it to the Board of Trustees until it is finished. Chopra expressed Cook's concern that, while there has been good participation by faculty and the administration, the deans are not involved. Waldrop agreed that it was important to get the deans involved.

NEW BUSINESS
Comparison of Student Perception of Instruction (SPoI) Response Rate
A report regarding the Student Perception of Instruction (SPoI) response rate for fall 2011 was distributed. The committee reviewed the report, which contained data for both the original SPoI and the pilot test of the new SPoI. Pennington pointed out that the overall response rates were comparable, but not for all categories. The committee discussed the completion discrepancies between classes of different sizes and at different levels. Executive Vice Provost Diane Chase explained that a breakdown of the data in those ways is not yet available due to a failure of the software used to do the analysis.

The committee discussed whether the pilot test should be repeated this semester. Several senators questioned whether it would be useful to do so without the results of the current pilot test in hand. Concern was raised that administering both surveys might cause response fatigue in students. The consensus of the committee was that there was no need for another trial set of data at this juncture. If a second set is recommended after the pilot data has been analyzed, another pilot can be scheduled for summer.

Motion made to go forward this semester with only the original version of the SPoI, and not repeat the pilot test. Motion seconded and carried.

A question was raised about whether students' surveys should be included in the data analysis if they only answer one question in the survey. Chase noted that the new reports will let faculty know how many students answered each question, which they can compare to the total number of respondents.

OTHER BUSINESS
The committee's decision regarding SPoI will be added to the Senate agenda as an information item. The agenda will also include a second reading of the resolutions that propose changes to the bylaws.

COMMITTEE REPORTS
Budget and Administrative Committee – *Arlen Chase*
As Arlen Chase was not present, there was no report.

Graduate Council – *Jim Moharam*
The Policy committee continues to work on the issue of revising the graduate faculty policy. The current policy includes two categories of graduate faculty—associate and full status. The committee is looking at eliminating those categories, and Moharam asked if that will need a vote by the Senate. Pennington replied that since the original policy that was established by Senate vote, a modification of the policy will require a vote.

The purpose of the policy is to ensure that graduate students get proper guidance from faculty. Issues arose with the policy when some faculty were demoted from full to associate during seven year program reviews. The committee is now proposing that if faculty are participating in graduate education, they are a member of the graduate faculty. A smaller subset will be eligible to supervise dissertations.

Pennington reminded the Committee that March is the last meeting of the Senate. In order to close this issue, Moharam will encourage the Policy committee to bring the issue to the March Steering meeting.

Parking Advisory Committee – *Reid Oetjen*
The committee looked into the issue of reciprocity for faculty from other campuses. Reciprocity already exists between campuses that require faculty to pay for parking. Faculty who park for free at their own campuses are able to purchase daily parking as needed at other campuses. The committee also discussed the addition of more motorcycle spots at the College of Medicine. In addition, the committee reviewed ridership for the Saturday shuttle to the COM which averages 2-4 persons.

Personnel Committee – *Arlen Chase*
As Arlen Chase was not present, there was no report.

Undergraduate Policy and Curriculum Committee – *Kelly Allred*
Nothing to report.

ADJOURNMENT
Motion to adjourn made and seconded. The meeting adjourned at 5:08 p.m.

SCANTRON STUDENT PERCEPTION OF INSTRUCTION RESPONSE RATES

	FALL 2008	SPRING 2009	SUMMER 2009
Percentage of ScanTron forms returned:	55.50%	56.10%	59.50%

ONLINE STUDENT PERCEPTION OF INSTRUCTION RESPONSE RATES

	FALL 2009		SPRING 2010		SUMMER 2010		FALL 2010*		SPRING 2011		SUMMER 2011		FALL 2011**	
Total possible online SPI forms:	226,841		184,696		70,298		205,229		201,388	100%	74,642	100%	224807	100%
Total online SPI forms submitted:	151,408	66.75%	126,029	68.24%	48,086	68.40%	105,068	51.20%	121,990	60.57%	52,199	69.93%	126226	56.15%
Number of students submitting 1 or more SPI forms:	35,950	68.40%	33,161		23,576		27,995	49.80%	100,341	49.82%	43,275	57.98%	70757	31.47%
Number of SPI forms submitted with all 16 responses:	132,888	58.58%	109,347	59.20%	40,879	58.15%	89,232	43.48%	108,432	53.84%	47,098	63.10%	76789	34.16%
Number of SPI forms submitted with at least 1 response:	142,300	62.73%	117,381	63.55%	44,280	62.99%	95,922	46.74%						
													126226	56.15%
Total online SPI V2 forms submitted:													63569	28.28%
Number of SPI V2 forms submitted with all 16 responses:													68333	30.40%
Number of SPI V2 forms submitted with at least 1 response:														

* The SPoI window was modified from two weeks to one week due to a set-up error

**Students were presented with two versions of the SPoI--the standard version followed by the new version