 Senators Attendance Sign-in Sheet attached to meeting minutes.

Dr. Sheena Harris, Chairperson, called the 42nd Faculty Senate meeting to order at 3:03 pm.

Dr. Harris expressed greetings to the 42nd Faculty Senators and distributed the Faculty Senate minutes for the September 10, 2018 meeting. Senators reviewed the minutes. A Senator inquired if the structures offline were dormitories or buildings. Dr. Harris will confirm with Dr. Smith whether the structures offline are dormitories or buildings. Dr. Harris will send the revision via a yellow update with the email.

There was a motion to approve the September 10, 2018 meeting minutes with the one provision. The motion was seconded and approved.

2. Updates

Dr. Harris gave the updates for issues and concerns from the September 10, 2018 meeting.

As a follow-up to an inquiry about majors not being able to get into a course because the course was being over populated by non-majors registering for the course and the course was offered once a year. Dr. Harris spoke with Dr. Bromfield, Registrar. Dr. Bromfield recommends a special provision be placed on the course in which the faculty member does not want the general population to register. The faculty member can give a specific name to which the student would have to go to get permission to register for the course.

The Board of Trustees met on campus the weekend of September 27-29, 2018. Item updates were the content of this first Fall meeting of the Board of Trustees. Dr. Harris reported:

1. Inclusive of all students registered at the University, there are 3,056 students enrolled, undergraduate and graduate, full-time and part-time. Beginning the Fall Semester 2019, the Board of Trustees approved a 2% increase in tuition for all students except for students enrolled in the College of Veterinary Medicine. The Board of Trustees deliberated on the possibility of increasing tuition across the board. Last year, the Board of Trustees explored a tuition increase. However, the tuition increase was postponed because so many students were withdrawing from the University due to financial reasons. There has not been a tuition increase for students in a number of years. The Board of Trustees wanted to look at other ways of cutting expenses. After the review, Dr. Burnette indicated in the best interest of the University to have a raise for tuition across the board.

2. In the recent issue of the US News World Report, Tuskegee University dropped in ranking because the information US News requested was not given in a timely manner. Since the information was not received in time, US News calculated the ranking without the appropriate data, causing the ranking to be dropped. The Office of Strategic Planning will take over this type of reporting since this is the same type of reporting given to SACS.
3. The Board of Trustees are reviewing best practices for two departments: Information Technology (IT) and Human Resources (HR). Outsourcing IT may cause some challenges and is still in the review process of what is going to be the best practices for Tuskegee University. HR is a sensitive office as well in which the Board of Trustees is looking into best practices to keep HR as it is and to change the structure or to outsource to other companies.

An initiative is in place to reduce the amount of color ink on campus as stated by Dr. Smith, COO, in the September meeting. The official date to cut off color printing was the end of September 2018. Color ink printing has been cut in some departments on campus. All color ink is temporarily suspended.

Dr. Harris stated the Tuskegee University Annual Holiday Celebration is in the beginning stages of planning. The Staff Senate usually takes the lead, however, the Staff Senate emphasized Faculty Senate needs to assist with the planning. Dr. Harris asked Senators to volunteer and sign up to be on the Annual Holiday Celebration Committee.

3. Committee Chair Updates

   a. Academic Affairs Committee, Dr. Andrew Zekeri

   Dr. Harris gave the report for Dr. Zekeri. Dr. Zekeri is in the process of building the committee. There are a few Senators on the committee. The Provost and Dean recommend faculty to serve on the committee. Dr. Harris stated if there are programs in the departments or colleges that needs to be reviewed, please submit to the Academic Affairs Committee.

   b. Academic Personnel Services Committee, Dr. Fan Wu

   The APSC is working on the timeline for the school year for the application for tenure and promotion. College Deans will receive timelines during the second week of October 2018. The Deans should forward the timeline to faculty. The first timeline deadline for faculty to submit a package will be the end of the first week of November 2018. Other timelines included are the College Committees submit deadline to the Dean and the Deans submit deadline to the University Committee. There is a tenure and promotion portal. The electronic PDF form is online, scan supporting documents, and the physical copy does not have to be submitted. Dr. Wu suggested faculty check with the Dean to determine if a physical copy and supporting documents is required. The packet will be sent electronically between the College, Deans, and University Committees.

   Comment: A Senator stated the electronic version is the most sufficient method to submit tenure and promotion packets. Digital format is consistent; however, some colleges may require physical copies. Dr. Wu stated the digital signature cannot be changed and the process is uniformed. The APSC cannot change the process. A Senator stated his concern about the digital format not being a standard for submission. Dr. Harris indicated the physical portfolio is not a standard of this Faculty Senate Committee. However, Dr. Harris will make a recommendation to the Dean of the College to consider changing to electronic format to make the submission process universal. The University standard is the electronic submission of packets. The Dean for the College has an additional requirement.

   Recommendations from a Senator: 1. Make signing of the document one page and 2. Deans should follow the guidelines of the University regarding tenure and promotion.

   Contact Dr. Wu for promotion and tenure information.
c. Continuing Education and Outreach Committee, Dr. Alfred Tcheribi-Narteh

Dr. Tcheribi-Narteh contacted and received information from Dr. Barr, past chair. Currently, there are three members on the committee. The committee is soliciting members.

d. Grievance Committee, Dr. William Ndi

Dr. Wu gave a brief update for Dr. Ndi. The committee has received and is working on three grievances. One grievance is open from last year and new material was received.

e. Instruction Committee, Dr. Emma Haley

Dr. Haley contacted faculty in other colleges and submitted their names to Dr. Harris. The committee needs members, contact Dr. Haley to join the committee.

Dr. Harris reminded Senators that each Senator must serve on a committee, can choose the committee and serve on more than one committee. Dr. Harris has received an update from Committee Chairs and there are Senators not on a committee. Send your selected committee to Dr. Harris and the Committee Chair.

4. Chair Election

Election for the Committee Chair, Research and Graduate Studies. Dr. Wu, Vice President, oversaw the election. Dr. Wu affirmed a senator expressed interest as a nominee for the position and opened the floor for nominations. There were no additional nominations from the floor. Dr. Jay Bhuyan, Computer Science, is the candidate for Chair, Research and Graduate Studies.

Dr. Wu distributed the ballots for voting. 17 senators voted. The results: 15 voted, 2 no vote. Dr. Bhuyan is the newly elected chair of the Research and Graduate Studies Committee. Dr. Harris will forward to Dr. Bhuyan the names of committee members. Contact Dr. Bhuyan to join the committee.

5. Other Matters of Business

Comment: Dr. Haley expressed documents from other department’s faculty and students are printing on the printer in Huntington Hall. Dr. Harris will contact IT concerning a solution to the printer problem.

Dr. Harris discussed the issue of accountability when ordering equipment purchased with grant money. Dr. Smith, COO, and Deans are working to create a clearinghouse so all equipment that comes into the University including equipment purchased via grant funds are marked with the Tuskegee University seal or the property of Tuskegee University seal. The property has to be returned to Tuskegee University when the faculty or staff member leaves the University.

Dr. Haley asked about faculty paying admission to the football games and could faculty return to using their University ID to be admitted in the games. A Senator inquired about how surrounding universities handle ticket payment for games. Dr. Harris will check on an explanation.

Adjourned 3:57pm

Respectfully submitted,

Margaret K. Alexander
Secretary