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 Senate and distributed the Faculty Senate minutes for the October 1, 2018 meeting. Senators reviewed the minutes. In response to an inquiry, Dr. Harris indicated Dr. Smith confirmed buildings were offline and the correction was made in the September 10, 2018 minutes. The meeting minutes are posted on the Faculty Senate portal.

There was a motion to approve the October 1, 2018 meeting minutes. The motion was seconded and the October 1, 2018 minutes were approved.

Dr. Harris announced the visiting speakers for the November 5, 2018 meeting are Dr. Jannette Lewis-Clark, Educational Advisory Board (EAB). The new programming, EAB, will take the place of Starfish as well as provide analytical data for students and student advising; and Dr. Shannon Burnett, Chief Financial Officer, will discuss purchasing issues.

2. Updates

Dr. Harris gave the updates: Dr. Harris reported that Dr. McNair approved the dates for (1) the Exam Jam on the evening of Thursday, December 13, 2018; 2) the University Holiday Party on Wednesday, December 12, 2018; and 3) the addition of a new convocation, Veteran’s Convocation, on Sunday, November 11, 2018. Members of the Faculty and Staff Senates jointly make up the Holiday Party committee and will meet the week of November 12.

3. Committee Chairs Updates

   a. Academic Affairs Committee, Dr. Andrew Zereki

The committee has met and ready to start working. Senator inquired about membership on the Academic Affairs Committee. Dr. Harris explained there are certain committees the Deans and Provost place members and the Academic Affairs Committee is one of the committees. Dr. Harris will resend the committee list and the list will indicate which committees are free standing and you can join as well as which committee members are assigned by the Provost and Deans.

The list of Faculty Senate committees will be posted on the portal. Notify Dr. Harris or the committee Chair to join the committee.
Question: Dr. Lewis-Clark inquired about information provided by the Provost Office on the program review template. How can the information be obtained from the Provost Office? Dr. Zereki will get the information needed for the form.

b. Academic Personnel Services Committee, Dr. Fan Wu

Dr. Wu reported the tenure and promotion packages were sent to the Deans on October 11, 2018. Dr. Wu requested the Deans to disseminate the packet to faculty members. The soft deadline for the packet is Friday, November 9, 2018. However, with a good reason, the packet can be submitted by the extended real deadline of Friday, November 16, 2018. The Academic Personnel Services Committee is formed.

c. Research and Graduate Studies Committee, Dr. Jay Bhuyan

The Research and Graduate Studies Committee is in the process of forming. Dr. Harris will forward the names of faculty interested in joining the committee to the Committee Chair. Dr. Jeelani will be invited to speak to the Faculty Senate.

d. Continuing Education and Outreach Committee, Dr. Alfred Tcherbi-Narteh

Dr. Yvette Essounga gave the report for Dr. Tcherbi-Narteh. The committee held an online meeting and discussed the type of activities to engage the faculty and students. The first step is to identify outreach projects currently active at the University.

e. Grievance Committee, Dr. William Ndi

A grievance was received from a faculty member. Progress has been made on the grievance and a result report will be sent to the Provost and Chair of the Faculty Senate.

f. Instruction Committee, Dr. Emma Haley

The committee is researching creative approaches to instruction, best practices, and effective teaching. In addition, the committee is looking at restarting the Learning Center for best practices and effective teaching workshops. Dr. Haley stated the School of Education, after mid-terms, updated curriculum sheets and sent out an after mid-term evaluation to the students indicating their grade point average, how many classes taken, and classification. Students appreciated the after mid-term evaluations.

Dr. Harris encouraged senators to present within their Colleges or Departments each Faculty Senate committee and the responsibilities of the committee to faculty who are not senators. Thereby, making transparent the role of the Faculty Senate and the committees. Dr. Harris reemphasized the Faculty Senate Committees will be posted on the Faculty Senate website.

Question: A senator inquired about tasks guidelines for faculty members on Faculty Senate committees. Are members of the committee’s senators or non-senators? Who decides which issues Faculty Senate addresses?

Dr. Harris stated some committees have guidelines that are committee specific. Within the guidelines of the committee, the chair and members set the committee’s goals and agenda. All committee findings channel back to the Faculty Senate.
Question: Is there a way to get a history of the policy or policies of the committee? Dr. Harris responded the historical information and current policies of the committee is public knowledge. The committee chair and members determine the policies and concerns of the committee.

Question: Is there a faculty policy committee? Dr. Harris stated the faculty policy committee is an ad hoc committee. However, the committee information is accessible. Committee chairs are charged with figuring out the issues and bring the issues back to the Faculty Senate. Committee chairs can forward information and questions to Dr. Harris. Dr. Harris will request a response to the questions from the administration.

An Ad Hoc Committee can be set up to address the concern. Dr. Wu stated two ad hoc committees have been formed 1) Committee on Constitution and 2) Faculty Senate Handbook Committee. The Faculty Senate Chair, Provost and Administration appoint the chair and members of these committees. Dr. Lewis-Clark stated protocols and guidelines do not exist. Therefore, committees need to develop and record the protocols and guidelines. Dr. Harris is a member of the TU Board of Trustees as chair of the Faculty Senate. Dr. Harris can communicate the issues and concerns with the Board of Trustees.

4. Update on Education Advisory Board, Dr. Jannette Lewis-Clark

Dr. Harris states Dr. Lewis-Clark has been working on the EAB program since 2015. EAB stands for Educational Advisory Board (EAB) and takes the place of Starfish. The platform documents the history of a student from high school, grade history, grade point average, attendance in classes, grades, transcripts, advisement sessions, demographics, undergraduate and graduate information, class enrollment, graduation rates, percentage by college, risk factors, faculty notes, alerts, and other functions. The program software will update every night. The software will talk to Blackboard. Registration is not a function of this software. A soft live will take place in December 2018 and campus-wide will take place in January 2019.

Question: What about undecided students? Dr. Lewis-Clark stated it depends on the faculty member’s role in the College whether or not the faculty member will have access to the undecided student’s record.

Dr. Harris indicated EAB is crafted to Tuskegee University. At this beginning stage, specific items can be added to the program. Faculty can send their comments and questions about EAB to Dr. Harris. The training phase is taking place with select faculty from different departments.

Comment: Dr. Haley stated the Instruction Committee had to do with grades. The Instruction Committee will utilize the information on the review of grades.

Dr. Harris will reschedule Dr. Burnett.

Dr. Harris inquired about additional questions and concerns. Dr. Lewis-Clark thanked the Faculty Senate for an awesome job.

Meeting adjourned 4:00p

Respectfully submitted,

Margaret K. Alexander
Secretary