Faculty Senate Meeting Minutes
Date: 4/16/2018

1. Roll call

	#		Representation	First	Last	Term	
			Senate Roster 2017-2018 X: Present, E: Excused, L: Late				
	1	1	Administration	Mahyar	Amouzegar	(17-18)	
	2	1	Staff Council	LeeAnne	Sipe	(17-18)	
E	3	1	SG President	Nigel	Watkins	(17-18)	
	4	1	Alumni Assoc		TBD	(17-18)	*TBD*
	5	1	Adjunct		TBD	(17-18)	*TBD*
X	6	1	Business	Dinah	Payne (SE)	(16-19)	
	7	2	Business	Joe	Beams	(16-19)	
X	8	3	Business	Christy	Corey (SP)	(16-19)	
X	9	4	Business	James	Logan	(15-18)	
	10	5	Business	Tarun	Mukherjee	(15-18)	
X	11	1	Engineering	Donald	Barbe	(17-19)	*finishing Charalampidis' term (who is now in SEB)*
X	12	2	Engineering	Dimitrios	Charalampidis (SS)	(16-19)	
X	13	3	Engineering	Ting	Wang	(15-18)	
X	14	4	Engineering	Guillermo	Rincon	(16-18)	*finishing up Christy Ikeda's term*
X	15	1	Liberal Arts & Education	Robert	Stufflebeam	(17-20)	
X	16	2	Liberal Arts & Education	Ivan	Gill	(17-20)	
E	17	3	Liberal Arts & Education	Kenneth	Farizo	(16-19)	
	18	4	Liberal Arts & Education	Zarus	Watson	(17-20)	
X	19	5	Liberal Arts & Education	D. Ryan	Gray	(16-19)	
E	20	6	Liberal Arts & Education	Chris	Day	(17-20)	
X	21	7	Liberal Arts & Education	James	Mokhiber (SVP)	(17-20)	
X	22	8	Liberal Arts & Education	Peter	Schock	(17-20)	
X	23	9	Liberal Arts & Education	John	Kiefer	(17-20)	
X	24	10	Liberal Arts & Education	Ed	Chervenak	(16-18)	*replacing Vern Baxter (15-18)*
	25	11	Liberal Arts & Education	John	Hazlett	(16-18)	*replacing Beth Blankenship (15-18)*
X	26	12	Liberal Arts & Education	Robert	Dupont	(15-18)	
X	27	13	Liberal Arts & Education	Juliana	Starr	(15-18)	
	28	14	Liberal Arts & Education	Cheryl	Hayes	F 2016	*Fall replacement, Jeffrey Ehrenreich (15-18)*
X	29	1	Sciences	Nicola	Anthony (SE)	(15-18)	
X	30	2	Sciences	Melanie	Stiegler	(15-18)	
X	31	3	Sciences	Kenneth	Holladay	(15-18)	
E	32	4	Sciences	Wendy	Schluchter	(17-20)	
	33	5	Sciences	Greg	Seab	(17-20)	
X	34	6	Sciences	Gerald	LaHoste	(17-20)	
	35	7	Sciences	Joel Andrew	Webb	(17-20)	
	36	8	Sciences	Steve	Rick	(17-20)	
	37	9	Sciences	Vassil	Roussev	(15-18)	
X	38	1	Library	Connie	Phelps (SE)	(15-18)	
X	39	2	Library	Lindsey	Reno	(16-19)	

2. Approval of the minutes from 3/15/2018

Minutes were approved unanimously

3. Five minutes with the President, John Nicklow

- Enrollment as of today, 8:00am:

  - When compared to same time last year, freshman applications are up by 27%, admissions are up by 40%, and freshman registration is up 76% (388 this year vs 280 last year). We already have exceeded 4000 applications for Fall 2018. At the same time last year we had about 3200 applications, and we never exceeded 4000 in total for the year.
  - Graduate applications are up by 10% (about 850 this year), while the number of admissions is the same as last year.
  - In total, about 2500 students have registered for fall so far. This is a 19% increase in undergraduate enrollment. The total undergraduate and graduate enrollment is 2800, which is an 18% increase. Of course, a lot has to happen between now and fall, so not all is rosy yet. We need to do what we can to make sure that all students enroll. For example, we can call students and ask them to enroll.

- ULS day at the capital, last Wednesday:

  - 1200 students, faculty, and staff were at Baton Rouge. Probably about 150 people from UNO. Engineering had a great robotics demonstration. Eliot Beaton had a demonstration on stress' effects on individuals. This was probably the best display and UNO pride that we have seen yet.

  - HRT did the desserts for the day, a total of 1200 of them. There was a very positive feedback from our legislatures. They made very positive remarks about what UNO had put together, and the force of team work. The day after this, the revenue estimating committee identified $350 million in order to reduce the gap to only $650 million. Education (whole state) will be cut by $26 million. For UNO, the cut will be about $650K. Our overall budget may actually see an increase, depending on the final enrollment numbers. The Governor wants to fund TOPS and higher education. Something that faculty can do is to contact their legislature and ask them first fund higher education, and then TOPS, although both are important.

- Child care availability and strategies: Delgado has confirmed that they will offer spots for UNO faculty and staff, and that the cost will be the same as for Delgado faculty and staff. The UNO President is also looking into having a partnership with existing organizations before opening a new center.

- Academic summit is on Thursday and Friday (the website is Summit.uno.edu).

- Sunday is Honors Day, and each college will recognize their students. Then we will meet on the Merrick Patio to celebrate.

- Searches: There are two searches on the way. One is the Dean of Students, and the other is the lead for enrollment management (Martin Smith is leaving due to family health issues). An ad

was put out for the latter and we got a huge response. We are having interviews. The UNO President mentioned that he is very involved with this search because this is a very important one for him.

- Mowing, trimming, and painting: The President pointed out that if we take a look around campus we can see the beautification process. In a couple of weeks we will start constructions in the front of the library. A senator asked where is the money coming from. The President responded that the money is from the Sodexo contract (it is no GF funds). We were able to get the funds for benches, resurfacing, and powerwashing from private donors and fundraising.

Discussion: In a response to a senator's question about enrollment, the President responded that returning graduates are about 300 at the moment. Another senator asked about persistence maintenance issue in Liberal Arts, and if anything is happening. The President responded that there are water leaks, power outages, switch issues, and other. We have significant maintenance issues. We worked with Sodexo to come up with an estimate about the cost needed to fix the whole campus, and it was about $400,000. Therefore, we are trying to patch whatever we can, and be as proactive as possible.

4. Update from Faculty Senate President

- Urgent update: We need to delay senate officer elections, which require the seating of newly elected and continuing senators. Therefore, an additional meeting has been added to the spring semester schedule for Wednesday, May 2nd, at 3:30pm. Newly elected and continuing senators for 2018-19 need to attend this meeting. We sat down with Colby to figure out the final faculty numbers, and that affected our elections. We will have one more meeting, and we will keep it brief.

- Daycare for UNO faculty, staff, and students at Delgado (VP of the Senate): The VP of the Senate called Delgado and found out that the cost is $700 for children between 2 months to 1 year old, and $680 for older. They are full every year for the moment, but there might be some spots for 4-year-olds.

- Populating the space allocation committee: The Senate President asked senators to let her know if they want to participate. This committee will look into the BoR formula. The President mentioned that we need to be cleaning up our assessment on space utilization. We are not yet done with master planning. If we do grow in fall, that will be a time to revise it, because we may need additional space. The committee will start working after the August census day.

- Teaching evaluations: There will be a change to the period of teaching evaluations. They will start on 4/16 (today) and end on 5/3. The period includes the reading days, but not the final exams period. Therefore, the period of teaching evaluations is 18 days long. Last time the teaching evaluation response rate was 33%, and the Associate Provost (Caroline Noyes) would like us to reach 40%. A senator asked about the Engish department's plan to go back to paper and pencil evaluations. Peter Shock mentioned that the English department is going to hold off to that plan for the time being. He also mentioned that Scantron has a hybrid (paper/online) system, and can be used for multiple applications. It is also affordable. ULL uses the hybrid form. At a campus level, the cost will not be significant.

- DACA resolution: The Student Government Association worked on a resolution related to DACA. The students' DACA resolution is not the same as the Senate's resolution in wording.

The student senator had a class and could not be present at the Senate meeting. He can talk to us about their resolution in the next Senate meeting.

5. Faculty Council vote on changes to bylaws (Connie Phelps)

The senate bylaws were approved in January 31st 2017. Connie Phelps mentioned that they tried three times for a quorum. By-laws do not prohibit electronic voting. Therefore, she now has a Qualtrix survey which asks people to vote yes or no to approve the faculty council minutes of the last council meetings, the new Faculty Senate bylaws, and the faculty council bylaws. We need to determine what a quorum will be for this online survey. Once she has the official number she will contact IT with each person's individual link.

6. Year-in-Review Reports

a. Academic Board (Robert Stufflebeam)

Cris Day could not be present at the Senate meeting, so Robert Stufflebeam made the presentation. The committee is working on distance learning standards and mandatory training. Online classes are asynchronous, but there are also hybrid classes. The committee is going to come up with recommendations about online teaching certifications.

More specifically, the Academic Board has been charged this semester with developing recommendations regarding mandatory training for distance-learning (DL) instructors: those teaching courses that are largely or entirely on line. We have been working on this matter with Beth Blankenship, Director of the Center for Teaching Innovation. Caroline Noyes, Associate Provost for Academic Programs, and Dan Gonzalez, Director of UNO Extended Campus, have been advising us as well. Topics discussed include:

- Recommendations for further developing and implementing the university's DL policy. Committee member Rob Stufflebeam and Beth Blankenship are drafting the revised DL policy document. (The current policy can be found at https://www.uno.edu/extended-campus/documents/DLPolicy-Guidelines-2-28-2013.pdf).

- Content and format of trainings: Beth Blankenship has researched what some other schools are doing for on-line/DL certification, including Learning Management Systems' (LMS—e.g. Moodle, Blackboard) tools, best practices, instructional design, etc. Generally, the trainings consist of multi-week module series that may be on line, on site, or hybrid, at the end of which on-line teachers are certified. Ongoing workshops for further training are available as well.

- Development of an automated checklist for all DL instructors to ensure completion of basic on-line course elements. The checklist will also be useful for evaluating DL courses.

- Requirements: Who should be required to complete the training? All on-line instructors? All faculty? What are the implications for increased faculty workload, including the trainings, course development, and peer review of on-line courses? Would certification be subject to periodic renewal?

- Support: How much money will be needed, whether training is developed in-house or makes use of externally created instruction?

Issues to take into account as our recommendations take shape:

- The purpose of the training shall be to make faculty jobs easier, not more difficult or bureaucratized. Through this training, instructors will learn about basic on-line teaching standards, best practices, options, tools, and resources that are available to them (for saving time, enlivening the class, etc.), methods of communication among students as well as between students and teachers, and other helpful information.

- Training, as well as online courses themselves, need to include accessibility measures in compliance with the Americans with Disabilities Act (at a minimum).

- Training should also include information about complying with copyright laws.

- Experienced DL instructors should have options for skipping some of the training; for example, they could portfolio out of some topics/modules.

- Department chairs need to be alerted to the problems of last-minute assignments of on-line classes, since training will need to be completed ahead of time.

- SACS requires the university to develop a standardized spreadsheet for assessing on-line classes.

- Currently, about 20-25% of UNO classes are taught on line; that number is expected to grow.

Recommendations so far:

- Resources will be needed to meet costs to the university for extra compensation (especially for first-time DL instructors designing new courses, probably in the form of a course release), the use of pre-existing training modules for purchase, DL course assessment via staff review and/or peer review, and increased staff support for the Center for Teaching Innovation (CTI). Students already are charged an extra fee for DL classes—funds that could be used for this purpose.

- Training should be phased in for the following groups of faculty, in order: (1) Faculty who have never taught DL classes before and who are scheduled to teach such course(s) in the next semester; (2) Faculty who teach distance-learning classes sporadically or infrequently and have not previously received the training; (3) Regular/experienced distance-learning instructors who have not previously received the training; (4)Ultimately, all faculty—so that all instructors, including those who do not teach on line, are prepared to move their classes on line if necessary in case of disaster/emergency.

The Academic Board will continue this work through the remainder of the spring semester and into the fall semester of 2018.

A senator asked what is the difference between a hybrid and an online class. Robert Stufflebeam responded that the online class is completely asynchronous. Hybrid classes may have a synchronous component, either online or in-person.

b. Administrative Board (Juliana Starr)

The Administrative Board was charged with one task, which however was big. The charge was to draft a document for review of tenure and promotion. All departments and colleges must be on the same schedule. It was a team effort, and took inspiration from a number of documents (UNO policies and procedures documents, faculty handbook, the revised document handing promotions, among others). The board came up with a 10-page document. The document was sent to the Provost before spring break but they have not received feedback yet. Based on the proposed schedule, the tenure and promotion packages should reach Academic affairs by March 14th. The proposed document includes general procedures about what constitutes teaching, research and service (broad definitions). The appendix includes a sample evaluation form for faculty to evaluate candidates for tenure and promotion.

c. Budget and fiscal Affairs Board (Jim Logan)

The board had a quiet year this year, as opposed to previous years. The main tasks were discussion and dissemination of the budget model, including the spreadsheet and explanatory notes. The idea is for the spreadsheet to be used to allocate funds, and not to be locked down.

7. Report from Office of Communications: Website Update (Mike Esordi)

The Associate Director of Marketing made a presentation about how the website was in 1999, 2005, 2010, and 2012. Now, our website is mobile friendly. The objective was not just to have a website which looks pretty, but to also include all the branding messages. The site was developed keeping new students in mind first. This was phase 1 of the process. We are now in phase 2. Some pages are still old, and we are trying to change those to the new format as well. We are also doing some work in the background, such as working on the servers, trying to make them more secure. Personalization capabilities will be implemented in the future. For example, if people visit and they are interested in a particular college, the page will adopt and look very different what it would look if people were interested in a different college.

A senator mentioned that there are three things that he would like to be able to find quickly, namely the Directory, the Calendar, and the Catalog. With the new website it seems very difficult to find this information, while before this information could be found on the first page. Mike Esordi responded that it is not possible to put everything on the first page. It is also not possible to be adding information on the first page as people request it. We are now targeting new students.

8. Old Business

No old business

9. New Business

No new business

10. Adjournment

At 4:40pm