

UNT Dallas - Faculty Senate Minutes

September 4, 2020

I. Call to Order - 9:36 a.m.

II. Approval of Minutes

Walt Borges: Motion to make following Change and then approve minutes: Part 6
“incompletions” should be “incompletes”

Gretchen: 2nd

Motion – Carries (12Y, 0N)

III. Introduction of SOE Senator Replacement

Mychelle Smith – 4th year at UNT Dallas as Asst. Professor; worked at two other universities before coming to UNT Dallas.

IV. Faculty Senate Charter and Bylaws Update

Mujtaba Zia – suggested we make change to be both gender neutral and grammatically correct. .

Dr. Z. : Motion to change Article IV Section 1 Paragraph 3 To “Upon completion of the first year in office, the Vice President/President-Elect becomes President and the Parliamentarian/Secretary-Elect becomes the Secretary for the second year of their terms.”

Gretchen Hackard: Seconded

Motion: Carries (10Y, 1N, 1A)

Richard Chandler: motion to adopt Charter and Bylaws

Janiece Upshaw: seconded

Motion: carries (13Y, 0N)

V. Senate Rules and Procedures Development Committee

I. Discussion: important to have document separate from charter/bylaws to guide senate procedures

Volunteers

- Walt Borges
- Steven Arxer
- Muhammad Yousufuddin
- Gretchen Hackard
- Janiece Upshaw

Would like rules and procedures to be completed by end of semester
Aaron – will send out email of expectations and committee can decide how best to move forward

- Include frequency of contact with constituents

VI. Reminder to Update Faculty Pages

Question: when faculty page is updated . . it does not trickle through to update other faculty information – can that be changed?

Directory Page – a single sign on is not likely – as the website had to be built again last year and it is simply not connected

<https://brand.untDallas.edu/website-tutorials>

Jared Horn's tutorial link – above

VII. Faculty Senate Website: <https://aa.untDallas.edu/faculty-senate>

- Meeting Agendas
- Policies
- Committees
- Others?
-

Sarah also has offered to send email to FS members with directions

Faculty can click on name of senator to see Faculty page and click on email link to send email to senator

Who can make the changes to the webpage? Jared Horn.

Are there any other changes that need to be included on the new FS page?

Suggested we add a minutes tab? Will put under the meetings main as agendas and minutes

Provide feedback on tabs needed – but refrain from large amount of tabs

Create separate tab for Governing Documents (Charters & Bylaws)

Suggest we relabel Meetings to Agendas and Minutes

Meetings are recorded – however there is a limitation – cannot keep on the webpage

Hyperlinks cannot be placed on website – Could we place link on Canvas for Faculty?

Web.microsoftstream.com – anyone in the team or meeting automatically has default settings. If we want to make accessible – Aaron as host of meeting will have to allow access by checking a box in the settings. Aaron does not need to keep the file, he will only need the link.

Would be good if they could all be housed in the same place: Mini YouTube channel?

Suggest we add to the end of minutes: Meeting was recorded. Interested parties can request a recording of the minutes from the Secretary of the Faculty Senate.

Major Resolutions – can only keep 2 years of data

Question: Are we using Canvas website? Aaron's preference to use the website and get rid of Canvas. Several others agreed to move away from Canvas.

VIII. Term Start Dates for Senators

Muhammad Yousufuddin: motioned Term Start Dates: June 1
Walt Borges: seconded:
Motion carried (13Y, 0N)

IX. Awards Recognition

- Dr. Steven Arxer: Research
- Dr. Janiece Upshaw: Service
- Mr. Jerrod Tynes: Teaching
- Dr. Sarvjeet Singh: Adjunct Teaching

We have purchased plaques for award recipients
How should we acknowledge?

Suggest we follow what we did last year – where they are announced and say a few words
Kelly said – that faculty have been asking; FS needs to make faculty announcement first

FS will make a faculty email congratulating them.
At Town Hall – can recognize

Aaron plans to take awards to each recipient and take pic to have at General Assembly
Also – put in newsletter with a pic and write up

When we send an email to the broader faculty – put in a specialized email – so that it is identifiable.

X. Questions for President Mong to address at Campus Town Hall

If I understand correctly, the university is purchasing or making arrangements through Distance Learning to set up an online secured system for final exams for certain classes.

Please help us find out at this meeting or the appropriate channels where we are in that process.

Wondering if there has been any discussion around extending the tenure timelines again for those of us who have had a difficult time collecting research since schools have been closed.

Aaron – will send both (from above) to Provost (cc: Mong)

Financial state of university: Aaron said we are actually in a good place. Enrollment is up. We are the only state institution that will end the year in the black – due to summer registration.

Only downside: interest rate on bonds increased; so any interest derived was a wash.

Plan to continue moving toward building a science

Only state institution that did not furlough or release jobs due to COVID

Jim is still acting as CFO – will continue until the new person come in. An announcement was made Has search committee been instituted and do we have a faculty representative on it?

XI. Graduate Council Representative to be appointed by the Senate

Nominations?

Danielle Zanzalari – Business
Samuel (Sam) Bore – counseling

Aaron will contact to see interest in serving – 2 year term

XII. SOE Wellness

Dean Hobson – received grant for wellness. Would like FS and Staff Alliance to participate; sponsor or host; help to build culture of wellness. Also to help keep faculty connected. Think of something we can do to host a wellness idea.

- Monthly
- Faculty Senate host an activity.

Suggestions: Faculty Senators – if we reached out to own faculty to see what they are struggling with this semester. Perhaps a forum to share topics? Not a lot has moved quickly on the planning of the monthly sessions.

What is meant by hosting? Do we lead it or sponsor? We have the flexibility of making. We also sponsor the Women's Recognition month in March or April.

Do we have funding to hire speaker or leader for the session? Focused on the faculty? Push is for the faculty and staff to be combined

XIV. Dr. James Agbodzakey-President of the Society

- Conference of Minority Public Administrators
- UNT Dallas is host in Las Colinas February 25-28, 2021
- Submission Deadline November 15, 2020

XV. Is there a need for Diversity and Inclusion Programming

- See attached HSC DEI Proposal

HR and the Provost office take the lead on this – creating a whole new office is likely to take money from other programs. We as a faculty support if money is provided.

Unaware if the provost office has an office . . haven't seen evidence of that. There is instruction to SERCH committees from Provost office regarding diversity and inclusion.

Good opportunity for us to be at the forefront of diversity issues.

Diversity and inclusion has to be more than HR hiring or diversity training. This can be much more expansive. And even may call for a consultant to help lead this effort.

Suggest we start an ad hoc committee to outline what we would like to see.

Julie Siddique
Jennifer Baggerly
Sara Holmes
Yu Fen Lin
Walt Borges

XVI. Role and expectations of Program Coordinators

Continues to be a problem – Program Coordinators work beyond their 9 month contract

Needs to be an academic affairs or work-life issue

We need clear expectations

Additional Discussion: If program coordinators work all summer – they should be compensated.

Graduate coordinators do recruitment, admissions, advising all summer long

These concerns have been presented to the Provost office but have not been addressed.

School of Education had a specific issue with this – in that a program coordinator, who put an away message on email during summer, was told they could not put in an away message because it sent the wrong message to students

The expectations for program coordinators are different from school to school.

Some schools schedule program coordinators to meet during the summer.

Suggested this should be the only thing WORK LIFE works on this semester. This has been an issue for 5 – 6 years. Have them address criteria specifically.

IN LAS – program coordinators were given document of duties – and told of augmentation for Program Coordinator; also told overloads were not allowed.

School of Education hired new program chair – no longer program coordinator – seems like the negotiation of teaching loads and responsibilities and power to operate within the program. More official for this person.

Stressed need for written policy.

XVII. Study Abroad

o Impact on faculty and programs

Courtney – help what best fits that need. Our university create a course and teaches it elsewhere – but we don't have the infrastructure in place to do that. If you have interests in discussing courses – get in touch with her.

Is there a study abroad program page – the ISA 3rd party that we are using has the information. Aaron will see how to get that out to FS. Need to consider the impact of students going through a study abroad program will have on our numbers. For instance, some of our courses offered as dual options, have had a negative impact on our numbers for students attending our university. We should include what happens to enrollment when we transfer credits in.

Only 2 students signed up for study abroad this past year.

Concern that the destinations chosen did not fit our curriculum.

Destinations were selected upon student desires; then reached out to programs to see if there were good matches.

XXI. Other Business

Will no longer use term: “Trailblazer Faculty”

General Assembly Meeting: Will ask committee to identify the date

Town Hall Questions – if more questions come our way – can we still submit to Aaron? Yes

XXII. Adjournment – 11:53 a.m.

Motions

- Approval of Minutes
 - Borges, Hackard, 12Y, 0N
- Rewording of Paragraph 3
 - Zia, Hackard, 10Y, 1N, 1A
- Adoption of Charter
 - Chandler, Upshaw, 13Y, 0N
- Term of Senators
 - Yousufuddin, Borges, 13Y, 0N