



## FACULTY SENATE MINUTES

### Thursday, September 5, 2013 - Taylor 306

**In attendance:** Speaker: McGraw; Accounting: Louwers; Art & Art History: Welter; Biology: Rife; Chemistry: Wright; Comm. Sci. & Disorders: Johnson (alternate); Comm. Studies: Nelson; Comp Info Sys & Bus Analyt: Wang; Computer Science: Heydari; Early ELED & Reading: Kindig; Economics: Grant; Engineering: Harper; English: Hefner; Foreign Languages: O'Donnell; Geology: Whitmeyer; Grad Psych: Cowan; Health Sciences: Burnett; History: Davidson; Hosp., Sports & Rec MGT: Shonk; IDLS: Walker; Justice Studies: Parsons; Kinesiology: Nye; Learning, Tech. & Leadership Ed.: Estes; Lib & Ed Tech: Mungin; Management: Stark; Marketing: Larsen; Mathematics and Statistics: C. Lubert; Media Arts & Design: Leidholdt; Military Science: Ware; Music: Hayes; Nursing: Knopp; Philosophy & Religion: Piper; Physics: Giovanetti; Political Science: H. Lubert; Psychology: DuVall; Social Work: Poe; Sociology/Anthropology: Solometo (alternate); Theater & Dance: Sherrill; Writing Rhetoric & Tech Comm: Lunsford. Part-time Faculty: Harlacker; Student/SGA: Humphries **Guests** – Provost: Benson; Vice-Provost: Gonzalez; Breeze: Chan.

**I. Call to Order – 3:35p**

**II. Approval of April's Minutes – Approved**

**III. Provost's Report**

**a. Compensation Task Force:**

- Salary adjustments for instructional faculty beyond state allocation – a solid first step, but realize more to do.
- Continuing body – Compensation Advisory Council – Dean, Department Head, two instructional faculty, two AP faculty, and three classified staff are serving (see membership list below). Rick Larson (Chair) will report to Dr. Benson & Charlie King.
  - Rick Larson, Chair, AVP HR, Training, and Performance
  - Nancy Poe, Faculty, Social Work & Chair of Senate Budget Committee
  - Eric Ruple, Faculty, Music
  - Mary Gowan, Dean, College of Business
  - Chris Blake, Head, Political Science
  - Camilla Washington, Staff, IT-Programmer Analyst
  - *From Employee Advisory Council:*
    - Christina Landes, HR, Employee Relations Manager (Co-chair, EAC)
    - Kristin Gibson, UREC, Asst. Director Marketing & Tech (Co-chair, EAC)
    - Thomas McHardy, Faculty, School of Media Arts and Design (Ex-Officio)

**b. COACHE Task Force (Cara Meixner was Chair) – Applied for COACHE Summer Institute – funded Chip Bolyard's participation in the institute.**

- Mentoring new faculty – Will put together a small group to develop suggestions and best practices and inform recommendations to which departments should adhere.
- Dossier mentoring – Guidance on which materials to include, etc.

- AUH's & professional development (esp. for new AUH's).
    - Beth Eck – form new AUH's group meetings via CFI.
  - Communication regarding FMLA. Diane Yerian, HR Director, is leading a study of this matter.
- c. Summer School Task Force** – Possibilities for faculty during summer (Sharon Lovell is Chair) – includes faculty members and AUH's.
- d. Faculty Ombudsperson** – Phil DuBose (COB) – Finished first year - Office is located in Wine-Price with Human Resources.
- Website is set up with FAQ's (two hits per day during initial setup).
  - Over the past year, dealt with 7 situations with faculty and “manager/supervisor” conflicts; 6 JMU processes and procedures; 3 cases of faculty-to-faculty matters; 4 cases of “other.”
  - Please remind faculty that this resource is available to them.
  - Recommendations to go to Faculty Handbook Committee to make changes based on issues brought to Ombudsperson.
- e. Strategic Planning Process** – Started with Listening Tours (40 total; 19 events within Academic Affairs).
- University Planning Team – Continuing committee that will oversee the planning process.
  - Two prep teams (internal with SWOT and external environmental scan team).
  - Madison Future Commission (MFC) (five subcommittees – academics, faculty-staff success; student success, resources, fundraising).
    - Town Hall Meeting (Speaker McGraw hosted).
    - October – MFC website went live.
    - MFC has submitted their reports – university mission has not changed.
  - Proposed vision and values disseminated last fall.
  - Core qualities and goals (looking forward & big ideas related to core qualities) submitted by MFC subcommittees.
  - University Planning Team (UPT) met on September 10 – Take the five reports to comprise one plan to submit to Senior Leadership for review for minor edits.
  - Take to BOV October 4<sup>th</sup> meeting for their feedback and solicit feedback from university community. Will share UPT document and all five subcommittee reports.
  - Final report to BOV for January's meeting.
- f. Question from the floor regarding Athletics study** – consulting firm to examine issues related to possible changes in athletics – consider expenses, revenues, academic issues, etc.

- Report will be initially presented to BOV at October 4 meeting; report will be made available to university community after Board receives it to initiate informed discussion.
- BOV will ultimately make the final decision.

#### IV. **Speaker's Report**

- **Welcome New Senators**
  - Leslie Harlacker (Anthropology/Sociology) – Part-time faculty representative
    - CFI will hold an election for future PT reps; lacked time to do so this year.
  - Student rep (GSA) – Josh Humphries (political science)
  - Steering Committee
    - Speaker (presides only – non-voting) – David McGraw (second year)
    - Speaker Pro Tempore – Howard Lubert
    - Secretary – Audrey Burnett
    - Treasurer – Steve Harper
    - Marshal – Mark Piper
  - Chairs of Committees (see attached)
    - Faculty Concerns – Howard Lubert
    - Academic Policies – Morgan Benton
    - Student Relations – Kim DuVall
    - Budget – Nancy Poe
    - Faculty Appeals – Eric Stark
    - Nominations & Elections – Mark Piper
  - Role of the Speaker
    - Non-voting; not a department representative.
    - Listen to various ideas, opinions, and thoughts.
  - Speaker's philosophy of faculty governance - Collaboration and engagement.
    - Senate a useful way to gauge "center of gravity" of faculty opinion.
    - Work with (as opposed to against) the Administration.
- **Obligations of Senators:**
  - Communication with your Academic Unit.
  - Be a good representative for your Unit - ask for opinions/feedback.
  - Committee Service
    - Appointed to a particular committee (see attached).
    - Respective chair will communicate soon regarding upcoming meeting.
  - Collect Dues
    - \$2 per faculty member from home department.
  - Electing a Successor

- Report back who will fill your role.
- **Reporting Back on Issues from Spring 2013**
  - *Differential Tuition*
    - Faculty Senate was divided 11-to-9-to-12 (more abstentions than yesses).
    - Report to BOV on June 6 & 7, 2013.
    - BOV approved administration's proposal for differential tuition in COB beginning Fall 2014.
    - Still a chance to work with the Administration on implementation.
    - No official action on other programs (Nursing? Engineering?).
      - Senate can still be a part of the conversation.
  - *Salaries*
    - 5.5% increase – first step only and lots of work ahead.
    - Compensation Task Force Report recommendation (five-year program): 8.5%, 7%, 7%, 6%, and 6%.
    - Work in the coming year to keep the pressure on this issue.
      - Discussion of a reasonable peer institution group.
- **Issues for the Coming Year**
  - Ongoing discussions on the salary issue.
  - Top priority re: how Speaker can be most effective in his role.
  - Ongoing progress towards academic culture.
    - Madison Institute on Academic Culture
      - How to increase rigor and improve academic culture.
      - Think creatively on how to keep pushing forward for a richer academic culture.
  - Madison Future Commission
    - See Provost's Report above.
  - Diversity
    - One of President Alger's top priorities is to promote the diversity of our university.
    - Senate should constructively engage with the Administration.
  - Advancement / fundraising / culture of philanthropy among our students
    - One of President Alger's top assigned tasks.
    - Capital Campaign (i.e., major fundraising initiative).
  - Faculty voice in decisions on athletics and capital building projects
    - President Alger is open to the idea of having a dialogue with the Senate re: our voice on the issue (interactive voice).
    - Wait until October 4th when the report is made available, faculty to read the report, and invite President Alger and/or the consultants to a meeting to have a discussion with us.

- Per the by-laws, we could hold a “special meeting” if at least 20% of Senators request such.
  - Senate effectiveness / organizational structure / committees
    - The Speaker welcomes your ideas.
    - More lean Senate Constitution now and the by-laws are directed by us (not the BOV).
  - History of the Faculty Senate project
    - Student assistant from the History Department.
    - Call has gone out and some applications have been received.
    - May lead to pamphlet, book, or website to share information.
    - Oral tradition to collect stories and dig out documents.
- **Two possibilities for a mid-October special meeting:**
  - “Straw poll vote” - a majority of the Senate voted in favor of holding a mid-October meeting.
- 1 Advancement of “big ideas” to present to donors. For an idea to be considered a “big idea” that will inspire donors to give at the highest levels, it must:
  - Align with University mission, vision, and values.
  - Contribute to solving a widely recognized challenge facing society.
  - Involve cross-functional partners.
  - Transform a significant portion of the university’s operations.
  - Raise public recognition of the university’s excellence generally or in a specific area.
  - Create opportunities to highlight demonstrable impact.
  - Have one dedicated and recognizable champion.
  - Be fundable through private support.
  - Be sustainable (project is within the realistic scope of the university’s sustaining operating budget).
- 2 Collective Senate feedback on the Madison Future Commission Report.
  - Athletics question – tackle in a timely fashion.
    - Quorum to hold a special meeting (October 17 - details TBA).

## V. Committee Reports

### A. Treasurer’s Report

- Collect dues from your respective department colleagues - \$2.00 per faculty member (due by October’s meeting)
- Flower Fund - \$4,680.52

**B. Faculty Concerns** – No report.

**C. Academic Policies** – No report.

**D. Student Relations** – Welcome Josh - Kim DuVall will be mentoring him; hold Thursdays at 3:30-5p open; most business should be able to be conducted via email.

**E. Faculty Appeals** – No cases to report.

**F. Budget** – Nancy will be in touch via email to committee members to meet about several ideas.

**G. Nominations and Elections**

- Thanks to Steve Garren for creating name signs.
- Volunteers for extra committees (Mark Piper)
  - i. General Education Council – Johnathan Walker will continue.
  - ii. See attached for most recent version of committee assignments.

**H. Other Committee Reports**

- None.

**VI. Old Business** – None

**VII. New Business** – Take back to your home departments for feedback to discuss at October's Senate meeting.

1. Computer Lottery Motion (see attached)
2. Budget Motion (see attached)

**VIII. Adjournment** - 5:02p

## 2013-2014 Faculty Senate Officers and Committees

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### Officers

Speaker: David McGraw (mcgrawdk@jmu.edu)  
Speaker Pro Tempore: Howard Lubert (luberthl@jmu.edu)  
Secretary: Audrey Burnett (burnetaj@jmu.edu)  
Treasurer: Steve Harper (harpe2sr@jmu.edu)  
Marshal: Mark Piper (pipermc@jmu.edu)

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### SENATE COMMITTEES

#### Faculty Concerns (Chair: Howard Lubert)

Computer Science (CISE)	Hossain Heydari
Economics (COB)	William Grant
English (CAL)	Brooks Hefner
Exceptional Education (COE)	Sharon Blatz
Geology & Environmental Science (CSM)	Steve Whitmeyer
IDLS (University Studies)	Jonathan Walker
Music (CVPA)	Jon Gibson (alternate: Bryce Hayes)
Nursing (CHBS)	Andrea Knopp
Political Science (CAL)	Howard Lubert
Part-time faculty	Leslie Harlacker

#### Academic Policies (Chair: Morgan Benton)

Chemistry (CSM)	Nate Wright
Communication Studies (CAL)	Leigh Nelson
History (CAL)	Jessica Davidson
Hospitality, Sports and Recreation Mgt.	Dave Shonk
ISAT (CISE)	Morgan Benton
Kinesiology (CHBS)	Susan Nye
Library and Educational Tech	Michael Mungin
Marketing (COB)	Val Larson

#### Student Relations (Chair: Kimberly DuVall)

Comp Inf Sci & Bus Analytics (COB)	Ping Wang
Foreign Languages (CAL)	Mary O'Donnell (Besi Muhonja, alternate)
Math. and Statistics (CSM)	Caroline Lubert
Middle, Secondary, and Math. ed. (COE)	Eric Carbaugh
Psychology (CHBS)	Kimberly DuVall
Theatre and Dance (CVPA)	Wolf Sherrill

**Budget** (Chair: Nancy Poe)

Accounting (COB)	Timothy Louwers
Finance and Business Law (COB)	Arthur Hamilton
Justice Studies (CAL)	Tara Parsons
Learning, Tech. & Leadership Ed (COE)	Michele Estes
Physics (CSM)	Kevin Giovanetti
Social Work (CHBS)	Nancy Poe
Sociology & Anthropology (CAL)	Mieka Polanco (alternate in the fall: Julie Solometo)

**Faculty Appeals** (Chair: Eric Stark)

Art Design and Art History (CVPA)	Cole Welter
Biology (CSM)	Terrie Rife
Comm. Sciences and Disorders (CHBS)	Rory DePaolis* (alternate in the fall: Kia Johnson)
Early, Elementary, and Reading Ed. (COE)	Joan Kindig
Faculty Speaker (currently from CISE)	David McGraw
Management (COB)	Eric Stark
Media Arts and Design (CAL)	Alex Leidholdt

**Nominations and Elections** (Chair: Mark Piper)

Engineering (CISE)	Steve Harper
Graduate Psychology (CHBS)	Eric Cowan
Health Sciences (CHBS)	Audrey Burnett
Military Science (COE)	Andrew Ware
Philosophy and Religion (CAL)	Mark Piper
Writing, Rhetoric, & Tech. Comm. (CAL)	Scott Lunsford

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**COMMITTEES EXTERNAL TO THE SENATE**

**Committee on Academic Programs:** Timothy Louwers, Cole Welter, Leigh Nelson

**General Education Council:** Jonathan Walker

**Media Board:** Kimberly DuVall

**Parking Advisory Committee:** Steve Harper

**Safety Committee:** Eric Stark

**Restricted Programs Advisory Group:** David McGraw



**Honorary Degrees Committee:** Kimberly DuVall

**Provost's Diversity Council:** Jessica Davidson

## James Madison University Faculty Senate Computer Lottery

### RULES

#### 1. Consideration

There is no fee or other form of consideration required to enter this contest. You do not need to be present at the drawing to win.

#### 2. Eligibility

A. All full-time JMU Instructional Faculty members are eligible to enter. The term “Instructional Faculty” is defined in the Faculty Handbook as individuals who devote at least 50 percent of their appointment to teaching and research functions of the university. Academic Unit Heads are defined as instructional faculty members.

B. Part-Time and Adjunct JMU faculty who have primary responsibility for the teaching of for-credit courses and have been continuously employed by JMU in such capacity for at least six consecutive semesters (three academic years) are eligible to enter. The status of Part-Time and Adjunct Faculty is defined in the Manual of Policies and Procedures, Policy 2104, Part-Time and Adjunct Faculty.

C. Those not eligible to enter the contest include Classified Staff members, Administrative and Professional (A&P) Faculty, Emeritus Faculty, Visiting Faculty, Scholars in Residence, and Researchers, as those terms are defined in the Faculty Handbook or University policies.

#### 3. How to Enter

Announcement of the Faculty Senate Computer Lottery will be made via email announcement distributed to all eligible faculty members through the JMU email system, and will be posted on the Faculty Senate website, <http://www.jmu.edu/facultysenate>. To enter, an eligible faculty member must enter via the web link provided in the email by the announced deadline.

Any faculty member who believes he/she is eligible for the lottery but has not received an email announcement should contact the Faculty Senate Treasurer.

Only one entry is permitted from each eligible faculty member, and duplicate entries will be deleted.

Faculty may only win the computer lottery once in five years. Any entries received from faculty members who have won the computer lottery within the past five years will be deleted.

#### 4. Contest Period

Announcement of the opening date for contest entries will be made in the spring of each year by an email announcement distributed to all eligible faculty members through the JMU email system, and will be posted on the Faculty Senate website, <http://www.jmu.edu/facultysenate>. The email announcement will describe the procedure for entering the contest. When the announcement is made, faculty will have thirty (30) days in which to enter the contest. Any entries received after the announced deadline will be ignored.

#### 5. Prize Drawing

On or about the date of the announced closing of the contest, the drawing will be performed by the Treasurer of the Faculty Senate by a method reasonably expected to produce random selections from among the eligible entries. The odds of winning will depend on the number of entries. The Treasurer of the Faculty Senate will announce the list of winning entries on the Faculty Senate website, and will notify individual winners by email within a reasonable period (not to exceed fourteen days) after the close of the contest.

#### 6. Prize Awards

Winners will be entitled to receive up to \$500 reimbursement for qualifying purchases. To receive the reimbursement, winning entrants must spend money on, and provide receipts for, qualifying purchases. Purchases must have been dated between September 1 and May 1 of the academic year in which the lottery was won. Receipts must be submitted no later than May 15 the academic year in which the lottery was won.

#### 7. Eligible Purchases

Eligible purchases include:

- Computer hardware, including desktop computers, laptops and tablets, as well as peripherals such as printers, networking devices, and external hard drives.
- Software reasonably related to the enhancement of productivity and/or pedagogy
- Digital cameras (still or motion) and video editing equipment/software
- Electronic Book Readers, e.g., Kindle (hardware, but not specific books to read)
- Technology training (that is not already available through JMU and that is relevant to teaching or research).

This grant is intended to enhance the knowledge, skills and productivity of JMU Faculty, and it is the intention of the Senate to allow faculty the discretion of how best to use the grant so long as the purchase seems reasonably related to a scholarly purpose. However, the Treasurer of the Faculty Senate has the authority to determine whether an expenditure meets these guidelines. If a lottery winner has questions concerning whether a proposed purchase meets the guidelines, it is advisable to request a ruling from the Treasurer on the proposed use before the purchase is made.

## Motion on Senate Accounts

### Currently, our Bylaws read as follows:

#### Article VI: Dues

Each full-time instructional faculty member is expected to pay dues to the Faculty Senate. Dues are collected for the purpose of providing memorial tributes for the death of a James Madison University faculty member or family member (the "Flower Fund"). Dues are set at \$2.00 per year, and are to be paid to the faculty member's Faculty Senate member representative by October 15 each year.

The Faculty Senate member will collect the dues and transmit them to the Treasurer at the regular October meeting of the Faculty Senate. The member will keep an accurate record of the dues collected and paid to the Treasurer.

The Treasurer will keep an accurate record of the dues collected from members. Dues will be deposited by the Treasurer in the official Faculty Senate account, and will be administered according to university cash handling procedures.

### Proposal for revised Article VI is as follows:

#### Article VI: Dues

##### Section 1: General

Each full-time instructional faculty member is expected to pay dues to the Faculty Senate.

The Faculty Senate member will collect the dues and transmit them to the Treasurer at the regular October meeting of the Faculty Senate. The member will keep an accurate record of the dues collected and paid to the Treasurer.

The Treasurer will keep an accurate record of the dues collected from members. Dues will be deposited by the Treasurer in one or more official Faculty Senate accounts, and will be administered according to university cash handling procedures.

##### Section 2: The Flower Fund

Flower Fund dues are collected for the purpose of providing memorial tributes for the death of a James Madison University faculty member or family member (the "Flower Fund"). Dues are set at \$2.00 per year, and are to be paid to the faculty member's Faculty Senate member representative by October 15 each year.

##### Section 3: General Fund

General Fund dues are collected for the purpose of advancing the mission of the Faculty Senate of James Madison University. Money in the General Fund may be spent at the discretion of the Steering Committee, provided that a full accounting of such expenditures is made to the Senate in a timely fashion. Dues are set at \$2.00 per year, and are to be paid to the faculty member's Faculty Senate member representative by October 15 each year.