



**University Faculty Senate Minutes  
Sam Houston State University  
January 15, 2004**

**Members present:** David Bailey, James Carter, Steven Cuvelier, Mary Lynn DeShazo, Stacey Edmonson, Mary Gutermuth, Mark Frank, Marsha Harman, Deborah Hatton, David Henderson, Lady Jane Hickey, Joe Kirk, Gerald Kohers, S. Thomas Kordinak, Paul Loeffler, Holly Miller, Valerie Muehsam, Kandi Tayebi, Tamara Waggener, Christopher White, Patricia Williams

**Member absent:** Christopher Baldwin (professional conflict), Penny Hasekoester (professional conflict)

**Approval of Minutes**

Emendations for the minutes of December 4<sup>th</sup>

**Committee Reports**

***Faculty Affairs***

Committee Chair Hatton reported progress on the Faculty Developmental Leave Policy. Jo Ann Duffy and her committee are working on the forms to complete, and Faculty Affairs Committee is working on the policy and structure.

***Committee on Committees***

Committee Chair DeShazo presented a form for Senators to select their preferences for committees that require Senate representation.

***Academic Affairs***

Committee Chair Loeffler provided an update on the Post Tenure Review issue and promised a full report for 1/29/2004. The Committee is awaiting budget reports to examine issues arising with David Burris' presentation regarding work scholarships for transfer students.

***University Affairs***

Committee Chair Waggener reported that colleges are working toward common forms for the Faculty Evaluation System (FES) that will address the unique contributions of faculty from each department. Various forms may be needed to serve this purpose. Full reports on the Faculty Travel Funds and Teaching Evaluation Instrument issues were promised for 1/29/2004. Chair Waggener requested that Senators forward to her strengths and weaknesses of the current Teaching Evaluation Instrument.



### ***Parking***

Chair Tayebi and Keith Jenkins, Chair of the Staff Council, have discussed issues on which both the Staff Council and the Faculty Senate might cooperate. One common area was parking. The Council proposes having hanging parking tags rather than stickers so that one might transfer it to another car easily. Another proposal is to have regulating arms at the faculty and staff lots that would require the Bearkat One Card to access the lot. A third proposal was that local fees be waived for faculty, staff, and their dependents who wish to enroll in classes at SHSU. The Senate suggested examining the effectiveness of one arm on one lot initially and expressed a willingness to entertain cooperating on these proposals.

### **Old Business**

#### ***Update on Grievance Policy***

Committee Chair Hatton shared concerns expressed by the Office of Academic Affairs regarding the revised Grievance Policy passed by the Senate at the previous meeting. Concerns included administrator representation, manner to determine final committee, determining chair of committee, and outside mediation. The Faculty Affairs Committee, Chair Tayebi, and Chair-Elect Harman are meeting regularly with Dr. Richard Eglsaer, Associate Vice President for Academic Affairs, to resolve these issues.

### **Senate Input**

#### ***Schedule Changes Through the 12<sup>th</sup> Class Day***

Although students have always been able to change schedules with departmental approval through the 12<sup>th</sup> class day, the published deadline for changes without departmental approval was the 2<sup>nd</sup> class day. A recent change in policy allows students to change their schedules on-line through the 12<sup>th</sup> class day. This policy has created problems for students who may not attend a class for 2.5 weeks into the semester and may have missed lecture and assignments. A motion was made to shorten the time to 6 class days or middle of second week: *Be it resolved that the late registration period be confined to one week or by 6 class days at most after the first day of class and eliminate the additional late registration period.* The motion passed unanimously.

***President Gaertner to Visit Senate***

Although a Senate meeting is scheduled for February 5<sup>th</sup>, it will be rescheduled for February 12<sup>th</sup> to accommodate President Gaertner's visit to address the Senate and

