

**FACULTY SENATE MINUTES
SAM HOUSTON STATE UNIVERSITY
October 11, 2007**

Chair Debbie Price called the meeting to order at 3:33 p.m.

Members Present: Tracy Bilsing; Doug Constance; Tom Cox; Jerry Dowling; Bill Edgington; Stacey Edmonson; Debbi Hatton; Emmette Jackson; Renee James; Ann Jerabek; Gerald Kohers; Paul Loeffler; Brian Loft; Bill Lutterschmidt; John Newbold; Brian Oetiker; Debra Price; Tamara Waggener.

Members Absent: Peggy DeMers; Mark Frank; Bill Jasper; Rosanne Keathley; Tracy Steele; Yan Zhang.

Approval of Minutes:

The minutes of the September 20, 2007 meeting were approved.

Next Meeting:

The next Faculty Senate meeting is scheduled for October 25, 2007.

Old Business:

Mitchell Muehsam, Associate Vice President for Academic Affairs, spoke to the Senate regarding the new Faculty Credentials Maintenance System for SACS. He demonstrated how to use the system via SamWeb on the SHSU website. This training was presented to department chairs previously. Faculty qualifications are based on a "per course" level; for undergraduate courses, a terminal degree in the respective discipline is sufficient. For graduate courses, faculty need to input additional justification as to why they are qualified to teach that course (such as publications, experience, specific coursework in that area, etc.). The qualifications report should be completed for all faculty, including adjunct professors, for the Fall 2007, Spring 2008, and Summer 2008 semesters. Every faculty member has access to the system and can enter his/her own information.

Senate committees that want to seek input or distribute questions to the faculty can send their questions to Chair Debbie Price, who will send to Dorothy Robertson in Academic Affairs, who will send them out to the entire faculty for responses.

Chair's Report:

Concern was also expressed that only one faculty member (a department chair) and the Chair of the Faculty Senate are included to represent faculty interests on the Calendar Committee. The Senate voted to forward this document to Provost Payne and the Academic Policy Calendar.

Scholarship of Service – The Senate discussed the concept of Scholarship of Service, where faculty who produce “publications” or scholarly works for public organizations (local, regional, state, national) would receive credit under the Faculty Evaluation System for scholarship. No action was taken at this time.

New Business:

Qdrops – The Senate accepted a recommendation from the Academic Affairs Committee regarding procedures for Q-drops. The recommendation states that a student who wants to Q-drop must go to the Dean of the college of the course that he/she wants to drop (i.e., if the course is a MTH course, then the student must go to the Dean of Arts and Sciences, regardless of the student’s major). In addition, the Dean should consult the faculty member teaching the course before approving the drop. The Senate voted to submit this recommendation to Provost Payne and the Academic Policy Council.

Salary adjustment – The Senate heard a recommendation from the Academic Affairs Committee regarding procedures for merit and market, coll