

**FACULTY SENATE MINUTES
SAM HOUSTON STATE UNIVERSITY
MARCH 30, 2006**

Chair Debbie Price called the meeting to order at 3:34 p.m.

Members Present: Christopher Baldwin; Jerry Cook; Doug Constance; Steven Cuvelier; Jim DeShaw; Jerry Dowling; Mark Frank; Mary Gutermuth; LadyJane Hickey; Joan Hudson; Rosanne Keathley; Gerald Kohers; Paul Loeffler; Brian Loft; Philip Morris; Valerie Muehsam; Debra Price; Chris White; Patricia Williams.

Members Absent: David Bailey (professional conflict); Linda Cook (illness); Peggy DeMers (professional conflict); Stacey Edmonson (family illness); Debbi Hatton (professional conflict); Jay Whatley (professional conflict).

Invited Guests: Associate Vice President Mitchell Muehsam and Director of Institutional Research and Effectiveness Rita Caso.

Approval of Minutes:

The minutes of the March 9, 2006 meeting were approved.

Question and Answer Session:

Chair Debbie Price introduced Associate Vice President Mitchell Muehsam and Director of Institutional Research and Effectiveness Rita Caso. Drs. Muehsam and Caso were invited to address the Senate's questions and concerns with the IDEA student evaluation system. Dr. Muehsam began by giving a brief overview of the issues with pre-printing the evaluation forms. Dr. Caso provided additional details about the issue. Between them, the following information was presented to the Senators:

- Faculty members have expressed concern about the fact that the IDEA forms are not pre-printed with the faculty member's name and course identification information.
- There are severe technical problems with the pre-printing of the forms. Specifically, the printer loses its alignment after about 10-20 forms. At that point, the printer must be realigned. This is time-consuming task for Institutional Research.
- The IDEA people are surprised that we are attempting to pre-print all of the forms.
- The current printer's manufacturer (Hewlett Packard) estimated approximately \$75,000 as the cost of a new printer with sufficiently precise register to handle the pre-printing of both the FIF and Student Survey forms without an extremely high degree of print-job management and control.
- Drs. Muehsam and Caso understand that there are faculty concerns about the integrity of the process and the possibility of the co-mingling of the evaluation forms. They have developed a procedure whereby sets of FIF and Student Survey forms for each class are packed and delivered to faculty in large envelopes, clearly labeled with the course number and section, the instructor name, the time and days the class meets and the number of students enrolled. Student surveys should be distributed from and then returned to the envelope immediately after collection. They should be sent back to the college IDEA Coordinator and then to the IR office with the class FIF in the envelope. IR

staff will open and check the contents of each envelope before packing each class set of

- In COE, pool lecturers make up more than 60% of the faculty. Therefore, under the current By-laws pool lecturers could have a major impact on Senate elections.
- Under the current By-laws, administrators who teach a class would be able to vote in Senate elections.
- The current By-laws specifically mention “teaching” faculty, as the university changes, the use of additional faculty titles is likely (for instance research faculty).

While there appeared to be general agreement that the language in the current By-laws is

Chair Price recognized Senator Rosanne Keathley who is a member of the University Wellness Committee. Senator Keathley presented the Senate with a copy of a letter from Tina DeAses seeking the Faculty Senate's assistance in the development stage of a faculty/staff wellness program.

Committee Reports:

The following committee reports were submitted to the Senate:

- Academic Affairs. Committee Chair Patricia Williams reported that the committee has been in contact with Registrar Teresa Ringo and was continuing to look into the Calendar issue.
- Committee on Committees. Committee on Committees Committee Chair Gerald Kohers gave a brief report about the number of faculty in each college that had expressed an interest in running for the Senate.
- Faculty Affairs. Committee member Rosanne Keathl