

**ASU Faculty Senate Meeting Minutes**  
**3:00 p.m., September 30<sup>th</sup>, 2020**

**Cavness Science Building, Room 100, and Remote Access via Zoom (due to COVID-19)**

<b>Rozena McCabe</b> President KIN	X	<b>Flor Madero</b> Vice President COMM		<b>Christopher Shar</b> Secretary SWK	X	<b>Twyla Tasker</b> Parliamentarian C & I	X
<b>Lee Atkins</b> PT	X	<b>Anthony Bartl</b> PSCI/PHL	X	<b>Alfredo Becerra</b> NURS	X	<b>Robert Briwa</b> HIST	X
<b>Michael Conklin</b> AEF	X	<b>Drew Curtis</b> PSY	X	<b>David Faught</b> ENG/LANG	X	<b>Carlos Flores</b> T ED	X
<b>Manuel Garcia</b> ENG	X	<b>Mark Hama</b> ENG/LANG	X	<b>Dinah Harriger</b> HSP		<b>John Kellermeier</b> AGRI	X
<b>Heather Lehto</b> PHYS/GEO	X	<b>Nick Negovetich</b> BIO	X	<b>Lopa Roychoudhuri</b> CS	X	<b>Rene Segoviano</b> M & M	X
<b>Andrew Siefker</b> MATH		<b>Tammy Stafford</b> NURS (CLIN)	X	<b>Devon Stewart</b> VPA		<b>William Taylor</b> SEC STUD	X
<b>Ralph Zehnder</b> CHEM	X						

**Call to Order @ 3:00 p.m.**

**I. Invited Guests**

- A. General Hawkins, President – present
- B. Dr. Don Topliff, Provost and Vice President for Academic Affairs – present
- C. Dr. Javier Flores, Vice President for Student Affairs and Enrollment Management – present
- D. Dr. Bradley Petty, Executive Director of Student Affairs – present
- E. Mr. Kurtis Neal, Director of Human Resources – present
- F. Mr. Sam Spooner III, Director of Risk and Emergency Management – present
- G. Ms. Sandra Fuentes, Staff Senate President – present
- H. Mr. Brady Floyd, Student Senate Vice President – present (in lieu of Ms. Kristen Kilpatrick, Student Senate President)

**II. Announcements and Questions**

- A. Mr. Floyd, Student Senate Vice President, provided a brief update regarding student senate events including the appointment of 28 new students to the student government association, the progress of student senate bills advancing to administration for consideration, the success of the administration roundtable held with university administrators, and the planned night-walk around campus with Mr. Sam Spooner, Director of Risk and Emergency Management, to examine areas around campus that might require improvements regarding safety and illumination.
- B. Ms. Fuentes, Staff Senate President, discussed the agenda of the first staff senate meeting held on September 21<sup>st</sup>, including the State Employee Charitable Campaign launching on October 1<sup>st</sup>. Instructions for donation will be distributed via each department's office coordinators. One important note is that the ASU Foundation is among the list of charitable organizations that may be selected for donation.

### **III. Minutes of Previous Meeting**

- A. Dr. Mark Hama moved to accept the minutes from the August 26<sup>th</sup>, 2020 meeting and his motion was seconded. There was one request to correct the identification of Dr. Manuel Garcia's department affiliation from Civil Engineering to Engineering.

### **IV. Standing Committee Reports**

- A. Academic Affairs (Dr. Mark Hama)
- Edits were received for OP 6.27 regarding student evaluations of faculty. The committee is currently providing feedback to these edits and senate-wide feedback will be solicited. Once all feedback is received, the committee will issue its response.
- B. Bylaws and Standing Rules (Dr. Twyla Tasker in lieu of Dr. Andrew Siefker)
- All current faculty senate bylaws are being reviewed by the committee. Feedback and commentary are being generated by committee members and will be submitted to the senate for consideration at a future date.
- C. University Affairs (Dr. Heather Lehto)
- Operating policies that the committee was charged to review are being appraised and clarifications are being generated by committee members. The committee is also considering existing policies regarding faculty diversity for the purpose of promoting a more inclusive university-wide faculty.
- D. Student Affairs (Dr. Rozie McCabe in lieu of Dr. David Faught)
- The committee is reviewing the policies and procedures surrounding academic dishonesty and ways to improve the visibility and awareness of these policies and procedures for both students and faculty.
- E. External Affairs (Dr. Drew Curtis)
- OP 6.17 and OP 6.26 are being reviewed and the committee members are discussing suggestions for clarification of language with each of these operating policies. The process of faculty nominations made for the Gary and Pat Rodgers Distinguished Awards is being examined for any suggested clarifications or improvements.
- F. Committee on Committees (Dr. Rozie McCabe in lieu of Flor Madero)
- The annual Qualtrics survey canvassing faculty for their committee preferences is being moved to an earlier period (in the spring semester) than previously distributed to provide adequate time for thoughtful placement of individuals to appropriate committees.

### **V. Unfinished Business**

- A. Faculty Select Committee
- Nothing to report.
- B. Task Force for Returning to Campus
- Despite the slight increase in reported COVID cases on campus following the Labor Day holiday (which had been anticipated), the prevalence of illness remains stable and low. Additionally, a downward trend in overall cases has been reported. Faculty are encouraged to continue emphasizing student use of the health screening app prior to the beginning of each class.

## **VI. New Business**

### **A. Blackboard Site for Faculty Senate Communication**

- Dr. McCabe reviewed the creation of a Blackboard-based site for the faculty senate and its members to house important documents, including (but not limited to) bylaws, committee files, past meeting minutes, and member information. Potential uses include discussion board communication, synchronous Collaborate communication among committees, and centralized file storage of materials being addressed by the senate and its committees.

### **B. Travel for Faculty Development and Research**

- Faculty ability to travel for the purpose of conducting research is recognized as part of the university's overall mission critical priorities. However, faculty must keep in mind that approval is contingent on keeping the Angelo State University campus safe from travelers bringing COVID-19 back to the local community. Faculty should plan to have a safety plan in place for safeguarding the community when requesting approval for travel.

### **C. Faculty Office Hours**

- Dr. Negovetich inquired about the existence of established policy regarding office hours due to the impact of COVID-19. Students had communicated their experience of faculty around campus that were conducting office hours via email only. Dr. Negovetich recommended formal policy that requires greater accessibility to students for office hours. Dr. McCabe related her discussion with the Deans' Council, which voiced its collective confirmation that office hours be held at least virtually using online media (e.g., WebEx, Blackboard Collaborate, or Zoom).

## **VII. Roundtable**

- A. Dr. Briwa introduced himself as a new faculty senator and briefly reminded faculty of the availability of interlibrary loan through the university's Porter Henderson Library, especially for faculty members and honors students performing research. Hard copy interlibrary loans are available for select sources that cannot be otherwise obtained electronically.
- B. Dr. Carlos Flores inquired about planned or existing policies regarding students who are using online accessibility of classes for illegitimate reasons (e.g., vacation or wedding planning). Also discussed was a reminder that faculty and staff enforcement of social distancing and wearing of masks needs to be addressed with students in an encouraging way. Dr. Javier Flores emphasized the need to make students aware about safe practices in a supportive manner.
- C. Dr. Roychoudhuri expressed concern that students appear to be demotivated (more so than usual at this point of the semester) due to COVID-19 and its associated complications. She underscored the challenges in keeping students engaged and motivated online and on-campus.
- D. Dr. Segoviano inquired about the impact of overall student demotivation on faculty evaluations. Although student evaluations are part of the annual evaluation faculty receive, it was reminded that they should not be the only method of reviewing faculty performance. Faculty were reminded that each department has a voice in what comprises faculty evaluation and may make changes to the ways in which the department assesses its faculty members.
- E. Dr. Kreitzler suggested that university criteria be established for approval of travel for faculty development and research. She offered to submit criteria that other institutions use to Dr. McCabe so that similar standards may be considered for Angelo State University.

## **VIII. Adjournment**