



Faculty Assembly Executive Committee

Meeting Minutes

Aug. 30, 2024

Start Time: 11:00 am

Members Present: Kristin Hicks, Dr. Angela Lambert, Darrel Malamisura, Vincent Mateescu, Dr. Amanda Matoushek, Dr. Rodney Montague, Betty Nash, Julie Orr, Vanessa Godfrey, and Dr. Albert Berkoh.

Approval of previous minutes: Minutes from 3-29-24 were approved with the change of adding Betty Nash to the “members Present” list. Betty made the Motion to approve and Amanda seconded with all members in favor.

Darrel Opened the meeting by giving the floor to Dr. Lambert for any announcements from the Provost office.

Attendance Verification: An Issue with attendance verification Dr. Lambert recommended that we invite Tammy Martin to the General Faculty Meeting. The biggest issue we had was the fact that students were being added late up to the Wednesday after the verification dates. This caused confusion and the need to add several students back into classes. There are some issues with the process and when is the best time for verification. Discussion of all the complications involved with attendance and financial aid as well as adjunct and overload contracts. Julie asked if there was a way to stop adding students after the first week? The registrar was directed by supervisors to keep adding students. Betty mentioned that Felicia Oaks is the person in charge of keeping track of athlete’s attendance in class.

The President also has made a directive that all dorm residents, (athletes or not) be registered for at least nine hours in face to face classes. This was not communicated early enough prior to all the summer registration dates. Darrel stated this needs to be a policy written by admins and the BOG. Kristin had a suggestion to have a report that states who was verified and who was not? Currently, the report only shows the students that aren’t verified.

The process of adding a student back to class needs to be streamlined. This would expedite it more quickly if the form to add a student was available online for faculty to complete.

Discussion also was pointed out that all forms under Faculty Resources should not be pdf’s. They should be shareable/ fillable forms.

Covid Outbreak: The campus is experiencing a Covid outbreak throughout the dorms as well as faculty and staff on campus. Darrel asked if there was a plan in place for boosters. Dr. Lambert has not heard but will follow up with the Health Center. Betty stated she heard the booster against the new variant will be available the second week of September.

General Assembly Meeting: Friday Sept. 6th is the general faculty meeting at 3pm. Darrel will send out the link a few days prior.

Policies up for vote: The policies placed up on the site will be voted on. The attendance policy is in question as to whether we should proceed with it. Dr. Lambert mentioned that when we had an attendance policy, 75% of faculty didn't follow it. She feels that this policy as it reads will be hard to enforce. Additionally, withdrawing/ dropping a student will cost the college money. So perhaps instead of dropping a student we should have a policy that states if a student exceeds a certain percentage of absences, they will be penalized grade wise. Faculty should use the early alert system as a paper trail to track attendance. Rodney asked if alerts also went to Felicia for athletes as well so she can follow up with the athletes. Dr. Lambert stated she would follow up on that with Carolyn Kirby to get the answer.

Rodney Voiced concerns of how the Deans will view the attendance policy as well and what their recommendations would be for individual students that would be a directive to faculty. We shouldn't carry students that don't want to be carried in classes.

We will take a vote on the policy as it is, but it is recommended that we pull it from consideration and re- work the policy with feedback from the BOG and Deans. The current attendance policy should be considered a draft / working copy. It will be pulled from the website for now. Amanda will try to get on the agenda for the next BOG meeting to present that we are wanting to work on an attendance policy and get input. The goal is to get this done by the end of the semester.

The Electronic Device policy seems to be ready to go up for vote. Some discussion took place on the policy and how some may not agree with it.

Committee Meetings: Darrel has attended all the committee meetings with the BOG except for the executive committee. Most of his notes are on money and enrollment issues at the University.

Enrollment: Dr. Lambert gave enrollment numbers as of the time of the meeting. Overall head count is up 27 which is 2.14%. Overall FTE is up 2.5%. We are down 28 in re- admits. We are also down in Retention 13 students. Retention has been a problem historically.

HLC focused visit prep: Sarita has been working on it from home. Julie has volunteered to help Sarita in whatever capacity she will allow. Angie has tried to discuss this with Pres. Martin and he has not had the time to be able to discuss this in depth. Sarita has stated she will be back to work on it when asked by Angie how to get started. At this time, we are left without access to documents and no one has been cross-trained in the case the main person is not able to proceed. Additionally, we need a specific person in the Institutional Research position. The need for a back up plan is a problem campus wide. An unexpected accident can happen to anyone at any time.

Overload: Dr. Lambert has been trying to get overload contracts following the policy that was developed by the taskforce. This is taking a while and is going to cost the University much more money. Contracts will be out next week.

Schedules: The two or three- year schedules are being worked on and should be ready to roll by next Fall. There are some kinks that need to be worked out and how changes could be made if necessary. (i.e. a faculty member not being available to teach one semester and that change would need to be reflected).

BSC tile: Darrel is working to get a faculty tile placed on my BSU so that all faculty can find the links to the meetings without having to search through their emails to find the links. He is also working on putting up a Google Forum for discussions and comments from faculty.

Post Tenure Review: Rodney asked if post-tenure review is going to be addressed with HLC. Dr. Lambert stated that Charlie Cole has stated the PTR is on hold for a year and then will be revisited. He stated we would start to work on it this fall and then in effect by next fall. At this point nothing has been done. Amanda pointed out that she has mentioned several times that a committee should be formed with faculty and BOG members to work on a better policy that both sides can live with. But at this point nothing has been done toward getting this started. The board Academic subcommittee only has two more meetings this fall. They have to develop it and bring it up for approval to the BOG. There is simply not enough time in this semester to accomplish all this. Faculty are concerned how this will play out.

Meeting End: With no further business, Amanda motioned to adjourn with Betty seconding the motion. All were in favor and the meeting was adjourned at 12:17 pm.

