



Faculty Senate Meeting Minutes

Date: Tuesday, 10/1/2024

Time: 11:00am

Venue: Virtual/Zoom Meeting

Attendees: Dr. Candace Carter-Stevens, Dr. Mary Shepherd, Dr. LaTonzia Evans, Dr. Oko Olechi, Dr. Zainul Abedin, Dr. Julius Ikenga, Dr. Christine Campbell, Dr. LaTosha Ceasar, Dr. Theresa Rash, Dr. Daniel Splaingard, Dr. Shelly Garlotte

AGENDA ITEM #1: OPENING

CALL TO ORDER and REMARKS; REVIEW OF MINUTES/APPROVAL; REVIEW AGENDA ITEMS/APPROVAL

The online/Zoom meeting was called to order at 11:00am.

Carter-Stevens asked about approval of the Full Faculty meeting minutes. Motion for approval was seconded. CCS requested a motion that we table approval for September meeting minutes that Dr. Garlotte would be completing later. Motion for approval was seconded.

Carter-Stevens thanked Senators for their service.

Ikenga suggested that Garlotte forward completed minutes to all Senators.

AGENDA ITEM #2: OLD BUSINESS

A. FACULTY SENATE CONSTITUTION AND BYLAWS REVISIONS

Carter-Stevens stated that she had only received one Faculty comment, regarding the tenure of Faculty Senate officers. Changes were received and amended in the Constitution & Bylaws. CCS shared another suggestion regarding a Faculty Senator absences, so wording was changed from "shall submit" to "if possible, submit."

Today was the deadline for Faculty suggestions, corrections, or revisions to Constitution & Bylaws. Carter-Stevens requested additional revisions from Senators, but none were offered. CCS stated we should move forward with revision approval from Departments. Rash later asked for clarification on deadlines for revisions and departmental approval. Departmental voting to approve or reject Revised Constitution & Bylaws coincides with the next Faculty Senate meeting on November 4, 2024.

B. FACULTY STANDING COMMITTEES

Carter-Stevens reiterated that there were only 14 Faculty who submitted a request to serve on Faculty Standing Committees. Additions were made based on expertise or prior experience with committees. Academic Affairs and CCS filled the majority of the committees with Faculty, and the

OFFICE OF THE FACULTY SENATE

President also appointed faculty to committees. Senators should alert Department members that they may be receiving letters of appointments to committees. Academic Affairs states that the President's office still has the letters.

B. FACULTY CONCERNS

Hiring Process – Carter-Stevens states that many offices have begun to offer sessions about processes and procedures about a variety of areas, so Faculty should be mindful of email notices of informational sessions to attend.

Faculty Parking – Carter-Stevens has been in contact with Mr. Switzer regarding obtaining area of Faculty Parking. CCS requested specific location information about where signs should be placed. Dr. Abedin requests approximately 9 spots of designated faculty parking behind the Academic Skills Parlor in the corner near the Education Building. Dr. Campbell requests approximately 6 spots of designated faculty parking near the Aquatic Center and the R. W. Harrison Complex.

Rash added a concern about students having a “mental health day” prior to midterm. Carter-Stevens suggested that there may have been a workshop session or similar years ago. Rash would like to suggest a “mental health day” on Friday prior to midterms.

Rash questioned about Valley having a Fall Break and then still having a week off in November. Carter-Stevens referred to the minimum time required to deliver content and should an additional break be added, we may need to return early or have additional time with students to ensure the minimum amount. CCS will mention this to Academic Affairs and report back.

Cesar states a concern from several Faculty in her Department requesting clarity about outside employment being approved. She added that a recent email from Academic Affairs stated that “outside employment would not be approved.” A few Senators state they have not received that email. Rash explains it is her understanding that as long as outside employment does not interfere with Valley employment, it would be okay. Cesar offered to forward that email to Carter-Stevens. Ikenga suggests to check that there is no conflict, adding that Valley will refuse to approve outside employment if there is a conflict with Valley employment responsibilities.

Ikenga raised a concern about students not having books, even up until midterm. (Some student reasons: “My book voucher hasn't been approved.” “No financial aid.” “My director hasn't given us the book.” Carter-Stevens concurs. She offers the solution of Cengage that possibly offers a 1-time fee for the year for the books.

CONCERN: Timing of Tenure and Promotion Letter is being issued too late, later than the Faculty Handbook states it should be sent.

CONCERN: A process for grant approval is needed that does not lie solely within one department or with one person for approval or denial.

Rash states a concern about Band students being absent, coming to class late, or sleeping in class. She adds that she is told they go to practice from 4:00pm to 12:00am, an “8-hour shift.” She is concerned when students can study and do homework. Carter-Stevens shares similar findings with percussion section members. She states she will reach out to the Band Director.

Evans states a concern about creating a synchronous option for online classes with an actual online meeting time, that asynchronous classes are not effective. Carter-Stevens clarifies that this would be considered a hybrid course and suggested that BigBlueButton in Canvas could be used. Evans clarifies that for a lecture, not all students meet at the same time or do not watch the lecture after it has been saved and made available. Carter-Stevens requests additional information before taking any action.

C. FULL FACULTY MEETING

Carter-Stevens has contacted Academic Affairs, and they will be unavailable for 11/14, so the Full Faculty Meeting is tentatively set for 11/21. Locations were discussed, and it was eventually decided to meet in the Sutton Auditorium, which needs to be reserved.

(Zoom Meeting was discontinued at 11:32am and resumed shortly after.)

Carter-Stevens says we will need to begin using Microsoft Teams instead of Zoom.

Carter-Stevens will reserve Sutton Auditorium with Facilities for 11/21 at 11:00am.

AGENDA ITEM #3: NEW BUSINESS

A. FACULTY SENATE CONSTITUTION & BYLAWS

Approval deadline for Departments will be 11/5. Carter-Stevens will resend revised document and requests that Senators read the document in its entirety again, forward the document to Department members, and vote on approval at the next Departmental meeting. Results will be brought back to the next Faculty Senate meeting on 11/5. From there, if approved at the Department level, the revised Constitution & Bylaws will be presented at the Full Faculty meeting on 11/21, where documented proof of approval will be requested. Afterwards, it will pass to Academic Affairs and eventually to the President.

B. EXTENDED EXECUTIVE CABINET MEETING REMARKS

Carter-Stevens explains that she attends the Cabinet meeting at the end of the month. She mentioned the progress being made with the Constitution & Bylaws revisions. She added that she mentioned MVSU's Strategic Plan to the President. Referring to Strategy 4 in a brochure, CCS read to the President, "MVSU aspires to be the employee of choice." She added, "We are looking forward to the official updates of faculty summer school instruction pay to be in line with that of our sister institutions." She clarified her Faculty advocacy explaining that she seeks terminal-degree summer school pay of \$3,000 and instructor pay of \$2,700.

AGENDA ITEM #4: ANNOUNCEMENTS

Caesar requested clarification about being 'staff with faculty responsibilities' or 'faculty with staff responsibilities' when responsibilities are combined, for example, when holding two separate titles. Caesar added that nothing in the Faculty Handbook provided clarification. Carter-Stevens will note this and seek clarification, as well as bring this back up when revisions to the Faculty Handbook are made.

No additional announcements, questions, or concerns were put forward.

AGENDA ITEM #5: ADJOURNMENT

The meeting was unofficially adjourned at 11:46am.

ACTION ITEMS:

1. Garlotte will forward completed meeting minutes to Senators.
2. Senators should alert Department members that they may be receiving Committee appointment letters.
3. Senators should have Departmental approval of the Revised Constitution & Bylaws by the next Faculty Senate meeting on November 4.
4. Carter-Stevens will inquire with Academic Affairs about having a Fall Break in addition to or separate from a week off in November.
5. Ceasar should forward email regarding outside employment to Carter-Stevens.
6. Carter-Stevens will communicate with Band Director and share concerns about Band students' behavior in class related to potential rehearsal schedule.
7. Carter-Stevens will reserve the Sutton Auditorium for 11:00am on 11/21.
8. Carter-Stevens will forward the revised Constitution & Bylaws to Senators.
9. Senators should reread the Constitution & Bylaws in its entirety, forward the document to Department members, and Department members should vote on approval of the document at the next Departmental meeting. Decision of Departmental approval or rejection should be brought back to the next Faculty Senate meeting on 11/5.
10. Carter-Stevens will explore clarifying information for 'staff with faculty responsibilities' versus 'faculty with staff responsibilities.'