



**Senate Faculty**  
**Meeting Minutes # 13**

**DAY:** Friday, September 25, 2020

**TIME:** 2:00-3:30pm

**LOCATION:** Online using GoToMeeting

**FACILITATOR:** Dr. Abu-Raqabeh

<b>Attendees</b>	Dr. Faruk Taban (non-voting member), Dr. Tawfiq Abu-Raqabeh (Business Administration), Mr. Ihsan Said (Computer Science) Mr. Jason Villanueva (GLS), Dr. Ann Marie Smith (EDUC), Shweta Shroff (Library), Dr. Karman Kurban (at large – EDUC), Dr. Harun Yilmaz (at large – EDUC)
<b>Members Absent</b>	None
<b>Invited to the Meeting</b>	HR represented by Anita Garibovic
<b>Approved previous meeting</b>	<p>The Majority of faculty senate has approved the meeting minutes # 12. which has the following points</p> <ol style="list-style-type: none"><li>1. Title: Full time instructor</li><li>2. Main responsibility: Teaching undergraduate courses</li><li>3. Up to 10 courses annually</li><li>4. Annual Compensation at the adjunct faculty rate per course (\$20K for master’s degree holder, \$30K for doctorate level)</li><li>5. Health benefits provided</li><li>6. No student advising</li><li>7. No committee or service assignment</li><li>8. Online in Fall, and online/face to face in Spring</li></ol>
<b>Discussion and Explanation to the agenda presented.</b>	<p>Dr. Taban asked the Faculty Senate to vote on the new Instructor definition as added to the handbook. Also, the senate was asked to approve the compensation chart for large class sizes also added to the handbook. Faculty senate voted unanimously to approve the changes.</p> <p>Dr. Taban asked the faculty senate to consider allowing ABD applicants to be considered for teaching undergraduate and graduate classes. He explained that this would be considered by Department Chairs.</p> <ol style="list-style-type: none"><li>a. Need a proof about passing Qual/Comp (finished all course work)</li><li>b. Applicant's letter about expected graduation timeline</li><li>c. Chair's approval</li><li>d. 3-year limit, if not finished by the deadline, cannot be considered as ABD</li></ol>



	<p>Anita representing the HR and payroll department, explained the reason to switch from monthly pay to semi -monthly pay to avoid paying for hours not worked by the employees who leaves or terminated in the last week of pay.</p> <p>Anita disclosed the name of the instructor who will join the faculty senate, the name is <b>Pete Tijerina</b></p> <p>The voting to add member to the senate the result was in favor of Dr. Pete Tijerina. Dr. Pete will be joining the senate in next meeting that scheduled to be in October 30, 2020.</p> <p>Electing secretary to the senate was postponed to October 30,2020 because a new member was added to the senate.</p> <p>The senate discussed adding <b>TA</b> to help with grading / proctoring large size classes. Hiring a <b>TA</b> depends on the department chair to pick a suitable student.</p> <p>As we have discussed in the meeting, a minimum of 10 students are required for class to make it. If number of student’s exceptions are there subject to Chair/Provost approval. If still offered, this may impose reduced compensation for Adjuncts.</p> <p>Dr. Taban explained that class overage payments would occur during the summer.</p> <p>Dr. Taban also discussed the "Transfer Policy" for undergraduate and graduate-level courses. Once undergraduates are enrolled in classes at NAU, they cannot transfer in new courses from other universities. On the other hand, graduate-level coursework with a grade of B- and better is accepted for transfer credit. Challenge exams may also allow students to earn credits for some selected courses.</p>
Next Meeting	<b>October 30 at 2:00PM</b>
Recorded By	<b>By Dr. Smith and Dr. Tawfiq and Mr. Ihsan</b>
Adjourned	<b>Meeting was adjourned at 3:11pm.</b>