



**Senate Faculty
Meeting Minutes #9**

DAY: Monday, June 8, 2020

TIME: 2:00-3:00 pm

LOCATION: Online

FACILITATOR: Dr. Abu-Raqabeh

Attendees	Dr. Faruk Taban (Provost), Dr. Tawfiq Abu-Raqabeh (Business Administration), Dr. Ihsan Said (Computer Science) Jason Villanueva (GLS), Dr. Ann Marie Smith (EDUC), Shweta Shroff (Library), Dr. Karman Kurban (at large – EDUC), Dr. Harun Yilmaz (at large – EDUC), and Dr. Wendy Schulze (at large – EDUC) Larry Wittington, Omer Kilinc
Members Absent	
Agenda Items	<ol style="list-style-type: none">1. Approve the minutes from previous meeting2. Faculty Senate website page3. Faculty Handbook4. Teaching Load (summer)5. Mandatory Textbook Charges6. Faculty and Student Survey Results7. Campus Opening for Fall8. Award Night Surveys
Current Business	<ul style="list-style-type: none">• Dr. Smith made a motion to approve the previous meeting’s minutes. Other members seconded the motion.• Faculty Senate page: Omer was invited to explain the progress on creating the page. The link to the Faculty Senate page is on the main website. It includes the mission of the Faculty Senate and the Constitution. Right under that is a list of members of the Faculty Senate – the Provost, and the President, Vice President and Secretary. Under that are the Meeting Minutes from September through February – they are in PDF format. That is all the information, so look at it to see if there need to be any changes. Dr. Abu-Raqabeh noted that some of the meeting minutes are missing. Mrs. Shroff noticed that the Heading (Faculty and Seneta) had an extra word and that <i>Senate</i> was misspelled. Dr. Abu-Raqabeh will follow up with Omer to go over final details for the web page. <p>https://www.na.edu/faculty-staff/faculty-senate-testpage/</p>



- **Faculty Handbook:** Mrs. Shroff has sent feedback about grammar and mechanics errors. Dr. Smith agreed with the notes that Mrs. Shroff noted. Dr. Taban invited feedback about the handbook and any content. There will also be an employee and student handbook. Dr. Abu-Raqabeh commented on the **Religious Observance** section. Since we have a diversity of students in the school, do students have too much flexibility to miss exams or other assignments? He suggested that the school follow the holidays of the home country. Dr. Taban responded that based on his experience, this is a general statement to apply to all beliefs. Instructors should work with students to avoid overlaps for major religious holidays. Mr. Wittington commented that although this statement has not been abused at this point, it might be abused in the future as the enrollment grows. He suggested it should be at the instructor's discretion. He does not think it should be mandatory that instructors give make-up exams, although the flexibility should be there. Dr. Smith suggested that students are not excused from assignments, but that they should let instructors know if they will miss exams or other assignments. Dr. Abu-Raqabeh suggested Anita should review the statement for any legal issues. He stated that instructors could be flexible with students. Mr. Villanueva suggested reviewing the University of Houston's website reference to Religious Holy days, which gives a definition of which days can be taken as holidays and what the expectations are for making up missed assignments or exams. What constitutes an excuse? We must be more specific about terminology.

<https://uh.edu/academics/catalog/policies/academ-reg/religious-holy-days/index.php>

Dr. Smith stated that there is a difference between religious holidays and religious holy days.

Mr. Villanueva followed up to say that what qualified as a holiday should be clearly defined.

Dr. Taban asked Dr. Abu-Raqabeh to submit any revisions to the committee for review.

Appeal Procedure – faculty members who are dismissed have the right to appeal that decision and request a hearing before the Appellate Committee. Dr. Taban shared that employees will be assigned to committees to determine policy as required by SACS. They want to see faculty members contributing to committees. The Appellate Committee will be one of these committees – it needs to reflect all departments and be inclusive. The Faculty Senate elects five members for this committee. Dr. Taban needs a list of faculty members nominated for this committee by August.

- **Teaching Load** including summer – Dr. Taban shared that faculty members have been contacted by their chairs. Due to enrollment and funding, the Board looked at the budget and decided that faculty members will be required to teach up to two summer courses as part of their regular compensation. There



is no penalty if the courses are not available. If faculty teach in Summer 1, they will be able to have a break in Summer 2.

Dr. Smith asked if this will change if the economy gets better and Dr. Taban said yes. All full-time employees will all be on 12-month contract and be paid every two weeks, to simplify the process for HR. This is in effect until Summer 2021 and then will be re-evaluated. Enrollment passed 1000 students, which is encouraging.

- **Mandatory Textbook Charges:** Dr. Taban said the Executive and Chairs committee recommended that they would like to provide textbooks for students, so all have it on the first day of school. However, it is very costly, and some students already have the textbook. The charge would be charged when students register for courses. Students can access textbooks through ECM at no extra charge for them if the books have been purchased by the library.

Dr. Abu-Raqabeh asked what the options were if EBSCO doesn't have the textbook. Dr. Taban said, like in previous terms, instructors should encourage students to find the textbook.

Mr. Wittington shared a link for open stacks textbooks available free to students from Rice University. <https://openstax.org>

- **Student Satisfaction Survey (2019-2020):** Dr. Taban shared the results – 248 students returned the survey. Results overall were very positive. He then shared results from the **2019-2020 Faculty and Staff Satisfaction Survey**, which had less than 100% participation.
- **Campus Opening Decision:** Dr. Taban stated they are receiving input from many different sources and looking at comparable institutions and local colleges and universities. Texas A & M is having optional online classes for students who do not want to come to campus but will have F2F courses for others. There are liability issues involved. Hybrid courses are another option. Dr. Abu-Raqabeh asked if there was an online option for instructors who did not want to come to campus. Dr. Taban said there were many options and people were on both ends of the spectrum. There will be about 200 athletes this fall, who would be on campus.
- **Award Night Surveys** – Dr. Taban said it is be important to recognize outstanding faculty and staff, as well as student accomplishments. Students and staff complete surveys, nominees submit letters, and then the committee decides the winners. There are also fun awards.
- **Policy about Course Enrollment:** New policy discussed with chairs. Maximum enrollment is 30 but will accept up to 35 students per course. After that, extra payment for more than 36 students. Extra payment for FT will be paid at the end of Summer 2.
- **Texas Workforce Commission:** They will help businesses meet payroll and NAU has been approved. They will help meet payroll (40%) for FT faculty members during the summer months. For July and August there will be two paychecks.
- **Dorm Space:** There are many new male athletes coming in, so the dorms will be crowded. The 5th floor is not enough for the boys. They plan is to move the girls to the nearby apartments so there can be two floors for boys. The



	<p>university will furnish the apartments and pay for Internet. NAU will lease about 10 apartments (this includes female athletes).</p> <ul style="list-style-type: none"> • Internet Traffic: Dr. Taban shared statistics about people searching for and exploring the university’s website. Best online master’s programs. • Accreditation: Dr. Taban noted that the Physical Education program has been approved by the accreditation board, so look for more student athletes in the education programs. Nursing and Counseling are still under consideration. • Dr. Abu-Raqabeh noted that all agenda items have been covered. He asked for anyone who had questions to email him. • Motion was made to adjourn.
Next Meeting	TBA
Recorded By	Wendy Schulze
Adjourned	Meeting was adjourned at 3:57 pm.

Action Items	Owner(s)	Deadline	Status
Follow up with Omer about Faculty Senate webpage	Dr.Abu-Raqabeh	Next meeting	
Faculty Handbook	Dr.Abu-Raqabeh	Next meeting	
Nominations for Appellate Committee	All	August	