

**Minutes of the Faculty Senate Meeting**  
**Thursday, May 9, 2019**  
**(Surbeck Center, McKeel Room)**

**Call to Order**

Faculty Senate Chair, Dr. Thomas Montoya, calls the meeting to order at 11:01am.

**Roll Call**

**Senators present:** Drs. Haley Armstrong (HUM), Xinhua Bai (PHYS), Andrea Brickey (MEM), William Cross (METE), Randy Hoover (CSE), Frank Matejcek (IE), Thomas Montoya (Chair), Darrin Pagnac (GEOL, GEOE), Marc Robinson (CEE), Albert Romkes (ME, Secretary), and Michael Vander Heyden (PE).

**Also in attendance:** James Stone (CEE faculty member and Chair of 2018-2019 University Promotion and Tenure Committee).

**Approval of Agenda**

Motion made to approve the agenda, received a second, and passed by voice vote.

**Approval of Minutes**

Motion made to approve the minutes of the April 12, 2019, meeting, received a second, and passed by voice vote.

**Report from the Chair**

- Election of new senators: the terms of Drs. Patrick Gilcrease (CBE) and Darrin Pagnac (GEOL, GEOE) expire this semester. Elections for their replacement or re-appointment are currently in progress.

**Old Business**

- A. University Promotion and Tenure Committee (UPTC): motion to accept proposal for updates/amendments to the *Guidelines to Candidate Dossier Preparation for P&T* and the *Guidelines to Dossier Preparation for Advancement in Rank Within the Lecturer Series*. Dr. James Stone, UPTC Chair, is present to answer questions from senators. One proposed change is in regard to the language requesting external review letters. Language has been added to emphasize that these are to be (objective) review and not recommendation letters. An inquiry was made as to whether: 1) individual faculty members, serving on departmental P&T committees, are allowed to add their own letter to a candidate's dossier, in addition to the letter that is submitted by the department head, and 2) whether there is a maximum number of letters that can be added to the dossier. **Answer:** additional letters by individual faculty members (serving on departmental P&T committees) are allowed. Currently, the P&T

guidelines only address a minimum number of one letter to be included in the dossier after the department's P&T committee review (i.e., the letter submitted by the department head), but do not mention any maximum number.

In addition, a question was asked as to what audience a candidate's research statement is to be written. Does it have to be a field specific audience or a more general community? **Answer:** in fact, the statement ought to be written with both audiences in mind and therefore has to address both. Generally, field experts and scientists in other areas participate in the P&T review process.

After conclusion of all discussions, the UPTC motion passes by voice call.

### **New Business**

- A. University Curriculum Committee (UCC): motion to consider and approve courses and curricular changes approved at its meeting on April 18, 2019 (see [http://www.hpcnet.org/cgi-bin/global/a\\_bus\\_card.cgi?SiteID=424054](http://www.hpcnet.org/cgi-bin/global/a_bus_card.cgi?SiteID=424054)). Concern was expressed regarding the *Intent to Plan a PhD Program* by the EE Department. There appears to be a significant overlap in terms of the area of focus with the CSE department and raises the possibility of affecting any (future) intent by the CSE department to plan the initiation of its own PhD program. After some discussion, the motion is made to *table the vote on the Intent to Plan a PhD Program by the EE department, until a meeting occurs between the EE and CSE departments, and accept the remaining proposed items in UCC's motion*. The motion received a second and passed by hand vote.

### **Other Business:**

- Tuition reduction for children of faculty and staff: the COHE representative, Dr. Matejcik, was asked whether this issue could be addressed through COHE. Answer: the negotiations regarding the renewal of COHE have not been completed, but to his knowledge this topic has not come up yet in any discussions. A Senator inquired whether the Chair would be willing to contact the faculty senate chairs at the other SDBoR institutions to inquire whether there is support for any such initiative. The Chair agrees to do so.

### **Adjourn**

The Faculty Senate adjourned at 11:57am.