

Staff Senate Meeting Agenda
Wednesday, December 16, 2020 @ 2:00pm
Virtual Meeting

1. Call to Order
2. Roll Call
3. Routine Business:
 - a. Meeting Minutes
 - b. Treasurer's Report
 - c. Shared Governance Committee Updates
4. New Business:
 - a. SGOC Proposals
 - i. 2020FA:02 Tested Experience Faculty Credentialing
 - ii. 2020FA:03 Eligibility for University Faculty Awards
5. Discussion Items:
 - a. New Staff Senate Subcommittees to Consider
 - i. Staff Appreciation Subcommittee
 - ii. Staff Profiles Subcommittee
 - iii. Volunteer Opportunities Subcommittee
 - b. Tuition Discount Policy Update
6. Announcements and Reminders:
 - a. Education Stipend Application (due December 18)
 - b. Next Meeting: January 20, 2021

Shared Governance Proposal

- I. Date: November 16, 2020
- II. Sponsoring Constituent: Tested Experience Faculty Credential Task Force
 - i. Kevin Humphrey, College of Agriculture
 - ii. Terry Dancer, Neil Griffin College of Business
 - iii. Paul Finnicum, College of Education and Behavioral Science
 - iv. Rajesh Sharma, College of Engineering and Computer Science
 - v. Marcie Hayes, College of Liberal Arts and Communication
 - vi. Amanda Lambertus, College of Sciences and Mathematics
 - vii. Joseph Richmond, College of Nursing and Health Professions
 - viii. Nikesha Nesbitt, University College
 - ix. Donna Caldwell, Faculty Senate President
 - x. Summer DeProw, Academic Affairs
- III. Statement of the Issue: (This should be in a format appropriate for submission to the A-State campus community)

In Spring 2018 A-State submitted an assurance argument for continued regional accreditation with the Higher Learning Commission. The argument contained a paragraph regarding the occasional hiring of faculty who were uniquely qualified but not with the traditional academic qualifications. Here is the paragraph from Criterion 3.C.2 for your review:

A-State abides by the faculty credential policy of the State of Arkansas and the Higher Learning Commission, requiring faculty to have a degree one level higher than the students being taught. Some exceptions may be made in professional programs (i.e., nursing/health professions, MPA and engineering management) where individuals with strong practical experiences, advanced training and/or certifications may be appointed to faculty positions without possessing the degree one level above the program in which they are teaching. In these cases, the teaching assignment must be justified by the chair and dean with program-specific accreditation considered as appropriate. Requests for faculty who do not meet the academic degree threshold are submitted to the Provost's office via a standardized form. Approval of these assignments are kept to a minimum.

Since Spring 2018, the “standardized form” mentioned in this statement has been deactivated and other Colleges, departments and/or programs not mentioned in the above statement have requested the opportunity to hire applicants for undergraduate teaching opportunities who possess alternative or “tested experience” credentials.

Tested experience is broadly defined as the instructor having knowledge and skills relevant to the courses, a record of accomplishment throughout their career and profession, and credentials or certifications that confirm expertise in the field. Examples of tested experience would include (though far from limited to): a regionally or nationally recognized pianist with a bachelor’s degree but no master’s degree to teach applied lessons; a professional golfer with several years’ experience competing in professional

golf tournaments and providing lessons while holding professional level certification from the Professional Golfers Association of America (PGA); or an entrepreneur with many years of successful business experience but no master degree to teach entrepreneurship.

Furthermore, HLC distributed an updated policy in September 2020 for determining minimally qualified faculty that raises the standard for using tested experience as the basis for hiring faculty. The latest HLC policy can be found [HERE](#). In summary, the updated HLC policy requires the following:

- Have a well-defined policy
- Evaluation and approval process and a documentation system to demonstrate when such experience is sufficient to determine the faculty member has the expertise necessary to teach in the discipline
- The policy and process should be reviewed and approved by the faculty governance process

The issue at hand is if A-State wants to continue to hire faculty using tested experience in rare and unique circumstances, the institution needs a formal policy, approval process, and documentation system to continue to do so.

- IV. Rational for Proposal: (Please include if this is a new or a modification of an existing policy or procedure)

The rationale for this proposal is to include a tested experience policy with the current faculty credentials section of the A-State Faculty Handbook, establish an approval process, and build a documentation system.

- V. Type of review (i.e., expedited, full, or extended)

Full review

The following pages will outline the policy and processes developed by the Tested Experience Faculty Credential Task Force. The Task Force has compared and contrasted ADHE and HLC's faculty credential policy language and researched tested experience policies and processes at Arizona State University, Northern Illinois University, University of Wyoming, Grand Valley State University, North Dakota State University, Northern Michigan University, University of Northern Colorado, Valdosta State University, University of Central Arkansas, and University of Arkansas Fayetteville. The following is organized into three parts: policy language for the handbook, approval process, and documentation system.

Policy for Faculty Handbook

A-State Faculty Handbook excerpt beginning on page 114:

V.E. Credentials

All [full-time](#) faculty and academic administrative staff are required to have official transcripts of all academic work on file in the Office of the Provost and Vice Chancellor for Academic Affairs and Research. [All part-time faculty are required to have official transcripts and other relevant credentials filed in the human resources hiring database.](#) Faculty must hold degrees from an institution accredited by an accrediting agency recognized by the U.S. Department of Education, CHEA, or from institutions with comparable status, certification or recognition in other countries.

The following credentials are required to teach at each level:

- General Education: Faculty must hold at least a master's degree with 18 graduate hours in the teaching field.
- Remedial Education: Faculty members must hold at least a baccalaureate degree in the teaching field.
- Associate Level: Faculty must have baccalaureate degree or appropriate industrial-related licensure or certification.
- Baccalaureate Level: Faculty must hold at least a master's degree with 18 graduate hours in the teaching field. Typically, at least 50 percent of the faculty members in each bachelor's degree program must hold the appropriate terminal degree. For career and technical education areas, faculty may hold the master's degree in vocational education with the bachelor's degree in the field of study or the master's degree in vocational education with the appropriate industry-related certification and licensure. A limited number of faculty may hold the bachelor's degree in the teaching field.
- Graduate Level: A majority of the faculty members teaching graduate degree programs must hold the appropriate terminal degree and have demonstrated competency in teach or research at the appropriate graduate level.

{TESTED EXPERIENCE INSERTED HERE}

[In rare and unique circumstances, academic departments or programs may choose to hire applicants for non-tenure track faculty positions based upon their equivalent experience rather than by formal academic credentials. If an instructor does not meet the academic credentials as outlined above, the applicable department and college have the option to request appointment for an instructor to teach course/s based on the applicant's "tested experience."](#)

Tested experience is broadly defined as the instructor having knowledge and skills relevant to the course/s, a record of accomplishment throughout their career and profession, and credentials or certifications that confirm expertise in the field. Tested experience includes a breadth and depth of experience outside of the classroom in real-world situations relevant to the disciplines and course/s in which the faculty member would be teaching.

The tested experience may not be considered for tenure-track positions or for teaching general education, concurrent credit, or graduate courses. Teaching of graduate courses require attaining the graduate faculty status, as outlined on page 117 of the A-State Faculty Handbook.

Department chairs/program directors and college deans are responsible for defining the details of tested experience credentials taking into account the program, programmatic accreditation, course, discipline, and context. The discipline-specific definition of tested experience credentials may originate with department faculty and then flow to the department chair/program director, dean, and provost. However, the applicant must meet the institution's general criteria requirements that establish the minimal qualifications to hire an applicant using tested experience.

The hiring department chair may hire a faculty member (with proper approvals from the dean and provost and providing substantiating evidence) having at least three of the nine general criteria given below, which represents the basis for establishing a minimally qualified faculty.

- Have a bachelor's degree in the discipline or subfield.
- Have a bachelor's degree or higher outside of the discipline or subfield.
- Related licensure or certifications.
- Multiple years of and substantial practical/professional/practitioner experience in a relevant field (e.g., arts, business, technical, legal, or public services sector).
- Relevant clinical experience.
- Demonstrated competence or fluency in a language other than English and demonstrated ability to teach that language.
- Related research experience in industry or government agencies.
- Significant honors, awards and other recognitions related to the course/s content and/or expected learning outcomes.
- Other criteria determined by the departmental faculty, department chair/program director, and dean that specifically relates to the subject matter of the course and provides evidence of the applicant's superior understanding of the course/s content and/or expected learning outcomes.

The documentation requirements for hiring an applicant using tested experience must include the following:

- Completion of the *Tested Experience Evaluation and Approval Form*. The completed and signed form must be electronically saved in the applicant's file in the Human Resources hiring database.
- Substantiating evidence of applicant's three general criteria added to the applicant's file in the Human Resources hiring database.
- These documents (*Tested Experience Evaluation and Approval Form* and substantiating evidence) must be electronically loaded into the applicant's file in the Human Resources hiring database prior to the applicant's approval for compensation.

Approval Process

The approval process requires the following:

1. Completion of the *Tested Experience Evaluation and Approval Form* (see appendix for form)
2. Presentation of authenticating evidence at the time of form signature by chair, dean, and provost
3. Upload the signed *Tested Experience Evaluation and Approval Form* and authenticating evidence to applicant's file in Taleo

Documentation System

Documentation of an applicant's credentials under the Tested Experience policy is important for faculty credential evaluation during a specialized accreditation or regional accreditation site visit. Additionally, ADHE may request faculty credentials occasionally. A-State's hiring database, Taleo, will serve as the document repository and electronic approval system for compensation. The documentation system and steps for building a thorough applicant file are as follows:

1. The *Tested Experience Evaluation and Approval Form* and authenticating evidence must be uploaded into the applicant's file in Taleo.

The screenshot shows the Taleo Candidates interface. At the top, there are navigation tabs: Requisitions, Candidates (active), Employees, Reviews, and Reports. Below this is a 'Quick Search' sidebar with fields for Candidate Keywords, Candidate First Name, and Candidate Last Name. The main content area shows a candidate profile for David Dyer Arnold. There are tabs for 'Full View', 'Offers', 'Short View', 'Work History', and 'Contact & Interviews'. Below these tabs is a table of Offer Letters:

Last Updated	Creator	Requisition	Status
8/12/20 3:18 PM	Deprow, Summer	Graduate Assistant 12 Mo - [G09921]	Accepted

Below the table, there are sections for 'Resume and Cover Letter', 'Resume Preview', and 'Attachments'. A red box highlights the 'Attachments' section with the text 'Upload form and documents here'.

- When completing the Taleo Offer Letter Template, one question will be added to alert all approvers the applicant is being hired under the Tested Experience policy.

The screenshot shows the 'Offer Letter Details' form. The form has a red header with the text 'Offer Letter Details:' and 'Red = Required Information'. The form contains several fields:

- * Requisition: Administrative Specialist II - [09027C] View
- * Offer Template: None selected
- * Title: [Empty field]
- * Working Title: [Empty field]
- * Employment type: -Please select-
- * Supervise FT Emps?: Yes/No
- * Anticipated Start Date: [Empty field]

A red box highlights a new dropdown menu for 'Tested Experience: Yes or No'.

The Salary field will populate the Offer Letter - please type (Annual Salary in this format \$##,###.##) and (Hourly Salary in this format \$#.##)

* Annual or Hourly Salary: [Empty field]

Shift Pay: No

Please Type Evaluation Manager's Name Below

* Evaluation Manager: [Empty field]

Please use the next three boxes to fill in the Time and Attendance Approver's Last Name, ID Number, and Time Sheet Org

* Manager: -Please select-

* Supervisor's ID: [Empty field]


- 3. Applicants hired using the Tested Experience policy will typically be adjuncts. The current question regarding adjuncts, class prefix and number, section number, and CRN will remain and is a response is required.

Supervisor and Leave/Time Approver Must be the Same Employee

Timesheet Orgn can be found in Internet Native Banner on the NTRRQUE screen by searching the Supervisor's name

* Supv's Timesheet Orgn:
Format: #####

* Dept Phone Number:
Format: ###-###-####

HR Use - Expiration Date: 

* Contract Term:

* International Sponsorship:

* Current Employee:

Student/Employee ID:

Additional Information for Offer Approver - may include items related to a Graduate Assignment such as Grant Funding Source or Salary Justifications.

For Adjuncts - Please include the Class Number Section and CRN in the comments below.

Comments:

Shared Governance Proposal

I. Date

November 17, 2020

II. Sponsoring Constituent

Faculty Achievement Awards Committee

III. Statement of the Issue

Non-tenure-track faculty are ineligible for teaching awards at Arkansas State University. Currently, the university has faculty awards for *Teaching*, *Scholarship*, *Professional Service*, and *Advising*. The advising award is the only award open to non-tenure-track faculty.

IV. Rationale for Proposal

Non-tenure track faculty represent a growing constituency of educators on this campus and their contributions in the classroom are no less valuable than that of their tenured or tenure-track faculty colleagues. In fact, non-tenure-track faculty fill a special niche unique to each department. Therefore we propose the creation of a new teaching award specifically for non-tenure-track educators at Arkansas State University, with a monetary value of \$2500, just like the existing Faculty Achievement Awards.

V. Type of Review

Full

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Wednesday, November 18, 2020 @ 2:00pm
Virtual Meeting

1. Call to Order
2. Roll Call
3. Guest Speakers:
 - a. Dr. Evette L. Allen Moore, Executive Director, Multicultural Affairs & Inclusive Excellence and Dr. Lori Winn, Assistant Vice Chancellor for Human Resources discussing the A-State Campus Climate Survey results.
 - b. Brad Phelps, General Counsel: ASU System Office discussing the current draft of the Remote Work Policy.
4. Routine Business:
 - a. Meeting Minutes
 - b. Treasurer's Report
 - c. Shared Governance Committee Updates
5. New Business:
 - a. Calendar Committee appointment.
 - b. Senator replacement for Lauren DeFazio
6. Discussion items:
 - a. Staff Remote Work Post-Thanksgiving
7. Announcements and Reminders:
 - a. Attendance, Proxies and Excused absences
 - b. Staff Hearing Committee members.
 - c. Catastrophic Leave Bank
 - d. Next Meeting: December 16, 2020

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1. Call to Order – RO 2:00 pm
2. Roll Call – Jerilyn Bowman, Jeannie Cossey, Rickey Duncan, David Engelken, Blake Walker proxy for Pat Glascock, Laura Surdyk proxy for Pam Graham, David Hakenewerth, Leigh Anne Hall, Deanna Harris, Bekah Hickman, Sherry Hufstedler, Tiffany Johnson, Amber Jordan, Kelli Listenbee, Stephanie Lott, Lana Martin, Tiffany Mosley, Cathy Naylor, Herb Ogles, Rebecca Oliver, Kelly Ponder, Elizabeth Robison, Jarrod Denton proxy for Lisa Reeves, Jennifer Salo, Tracy Simpson, Natalie Turney, Elizabeth Wakefield, Alyssa Wells, Dominique White, Jon Carvell and Annika Wilson-Rush.
3. Guest Speakers: Dr. Evette L. Allen Moore, Executive Director, Multicultural Affairs & Inclusive Excellence, Dr. Lori Winn, Assistant Vice Chancellor for Human Resources.
 - a. Dr. Moore provided an overview of campus climate surveys and the Campus Climate Council. The Campus Climate Survey is collected every three years and measures data submitted by students, faculty and staff about several different climate conditions on campus.
 - b. It is the Campus Climate Councils charter to summarize and generate reporting data which then will be used to support existing campus groups and organizations in addressing identified issues.
 - i. Summary data for employees and students and an executive summary was provided. Due to their size they are excluded from these minutes but can be reviewed upon request.
 - c. The data was collected in February and March of 2020 but was not consolidated and received until fall due to the COVID shut down. The Campus Climate Council reconvened in September 2020 and is overseeing the data analysis and generation of the campus climate report. The Council has sub committees completing the heavy data analysis and they will recommend which focus groups need to be formed in spring 2021.
4. Second Guest Speakers: Brad Phelps, General Counsel: ASU System Office.
 - a. Brad Phelps provided an overview of the draft telecommuting policy he is developing for the ASU system campuses (attached) and discussed the issues that need resolved before he can submit it to the

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board for approval. The main unresolved issues are the tax consequences for someone telecommuting out of state, the development of proper IT security protocols, and having all 6 systems review the draft document.

- b. After review we had a Q & A session I have attached a summary of the answers to shorten the meeting minutes. The draft probably won't be ready until fall 2021. Currently it is drafted as a 40 hour work week. It is intended to be a long term agreement. Partial work at home scenarios will be considered. This policy does not supersede or replace other existing policies such as inclement weather, sick leave, or maternity leave it is a standalone policy. This policy does not affect existing work at home employees, they are working under current state authorized COVID guidelines. This policy does not apply to employees who are not capable of working from home such as custodial employees.

5. Routine Business:

- a. Meeting Minutes
 - i. Traci Simpson moved to approve the October 21st minutes. Kelli Listenbee seconded. All approve.
- b. Treasurer's Report – presented by Alyssa Wells
- c. Shared Governance Committee Updates
 - i. Shared Governance Operating Committee (SGOC) is suggesting two proposals. One is a faculty achievement award for non-tenure track faculty members and the second is a tested experience certification for faculty to be credentialed in a subject from work or life experience.

6. New Business:

- a. Academic Calendar Committee appointment. Robyn Klerk volunteered to serve on this committee.
- b. Beth Robison replaces Lauren DeFazio as Senator

7. Staff Remote Work Post-Thanksgiving

- a. RO read the Resolution generated by the executive members.

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- b. Lori Wilson explained how a bonus or stipend for classified employees would not be allowed under current state legislation.
- c. Alyssa wells motioned to start discussion and Lana Martin seconded.
- d. RO read an email from Lisa Reeves into the record. In summary it stated that the resolution seemed exclusive of custodial and maintenance because they are handling the brunt of the additional COVID responsibilities and this resolution does little to nothing to address this disparity.
- e. Below is a summary of ideas and expressions expressed during the discussions.
- f. High risk people should not be working. Several employees are exhausting their personal time because of need to quarantine. Work from home employees are getting additional benefits the rest of us aren't such as benefits of reduced travel, Gas, vehicle maintenance, risk of wreck, inclement weather, ability to not use sick leave, etc.
- g. Working from home would reduce the work load on campus and reduce the risk of exposure for those that remained.
- h. Could we create a University fund for frontline workers?
- i. Could we implement a third shift to reduce exposure? No because we have noise restrictions and can't work too early or too late in the housing areas.
- j. Employees that can should be able to work from home. Others don't disagree but feel they are being isolated and discriminated against because we are providing more benefits for one group than another.
- k. Regardless of what happens with the resolution we need to find a way to recognize and help the front line employees. Create a volunteer group, remove our own trash and leave our offices isolated, reduce the number on campus so custodial can reallocate staff to housing,
- l. With less staff on campus would a furloughed happen?
- m. Can we let custodial use the Catastrophic leave for COVID? Can we create a bank of time for this? Can others donate their state COVID time? Can we give front line gas cards or some other reward.
- n. It was suggested that we address the custodial concerns as a separate issue maybe have a town hall to identify the main issues.
- o. The Governors position is employees should be at work so is this resolution mute or needing amending? UCA has instituted a work from home policy from Thanksgiving till mid Jan. UCA and Arkansas Tech are already on a rotating schedule.

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- p. We had a volunteer to come clean isolation rooms on the weekend.
 - q. Regardless of the resolution after what we are hearing we need to do something as quickly as possible as a university and as individuals to show our appreciation to the employees protecting us on the front lines. Can we have an item drive for front line workers?
 - r. We will be sending this recording to the Chancellor.
 - s. UPD is also experiencing shortage of leave time because of the need to quarantine due to their exposure.
 - t. A Question was asked if the EAP counselling could be provided on campus for individuals and it was stated that EAP is available virtually via zoom if needed. Rebecca stated she would mention this to the administrative executive group.
 - u. Lori said we probably couldn't share federal leave or use the catastrophic leave bank but for those that are running out of time talk to HR to see if they can keep you off a leave without pay status.
 - v. Lori noted that noncompliance with the masking and distancing protocols can be reported and students and staff could be sent to discipline hearings.
 - w. Remind students/staff to Wolves up/Mask up if they refuse we can request a student ID and they have to comply and give that.
8. Alyssa Wells motioned that we remove the statement requesting bonus pay or stipend for front line workers. Cathy Naylor seconded. Discussion about the motion.
- a. We know this is important but since its unlawful to provide for classified employees should it be removed (AW)
 - b. It was asked if we could leave it in so the board knows it is something we considered. (LM)
 - c. It was suggested that we leave it in and strike it through on the amended version. (RO)
 - d. The vote to amend the resolution was 21 yea 3 nay motion passes. Resolution is amended.
 - e. Cathy Naylor moves to close discussion on the resolution. Tiffany Mosley seconded. The vote to close discussion was 24 yea 0 nay. Discussion is closed.
 - f. Alyssa Wells motions to send the resolution forward as amended. Jeannie Cossey seconded. The vote to adopt and send the resolution

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forward was 21 yea 1 nay. Quorum is met, and the resolution is adopted.

g. RO will send it forward.

9. Announcements and Reminders:

- a. Attendance, Proxies and Excused absences: Per the bylaws you get 3 absences a year, you can send a proxy or request an excuse.
- b. Staff Hearing Committee members:
- c. Catastrophic Leave Bank: Donations need to be submitted before Dec 7th.
- d. Santa's Wolves helps people during the holiday season. If you want to make nominations fill out an application by Nov 23rd.
- e. Next Meeting: December 16, 2020

10. Alyssa Wells moved to adjourn. Herb Ogles seconded. Meeting adjourned 4:52 pm.



**Staff Senate Treasurer's Report
November 30, 2020**

<u>University E & G Accounts</u>		<u>Beginning Balance</u>	<u>Debit/ Credit</u>	<u>Remaining</u>
Staff Senate 110000-120008-1630	Beginning Forward	\$1,904.18		<u><u>\$1,904.18</u></u>
<hr/>				
Santa's Wolves Agency Account 930002-390000-5000	Balance Forward	\$ 3,770.67		
	Deposit from Foundation-Christmas Office Supplies		5,000.00 (95.96)	<u><u>\$8,674.71</u></u>
<hr/>				
<u>ASU Foundation Accounts</u>				
Santa's Wolves 200067	Balance Forward	\$ 23,585.74		
	November Contributions (Payroll) Set up/Take down-Lil' Bit of Christmas		545.48 750.00	<u><u>\$24,881.22</u></u>
<hr/>				
Staff Senate Discretionary 200069	Balance Forward	\$25,370.72		<u><u>\$25,370.72</u></u>
<hr/>				
Staff Senate Education Assistance 230139	Balance Forward	\$1,079.99		
	November Contributions		456.64	<u><u>\$1,536.63</u></u>
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