**JACKSON STATE UNIVERSITY**

**Faculty Senate Meeting**

**MINUTES**

**Zoom Meeting**

**November 19, 2020**

**10 a.m.**

**Executive Committee/Senators in Attendance**: Dr. Dawn Bishop-Mclin, Dr. Sophia Leggett, Dr. Carolyn Howard, Mr. Don Spann, Dr. Patrick Rettger, Dr. André Hines, Ms. Ella Moore-Boyd, Dr. Lolita Gray, Dr. Barbara Howard, Dr. Patrice Jenkins, Dr. Mustafa Younis, Dr. Glenda Winfield, Dr. Siddig Fageir, Dr. Lakitha Hughes, Dr. Gloria Billingsley, Dr. Kenyatta Stewart, Dr. Brent Thoma, Dr. Jessica Murphy, Dr. Edmund Merem, Dr. Jana Talley, and Dr. Consandra McNeil.

**Other Attendees:** Mr. Michael Bolden & Ms. Robin Peck

1. **Welcome:**

The meeting was called to order at 10:05am by President Dr. McLin. Dr. McLin welcomed all Senators and Faculty in attendance and requested that as Senators enter the room, they indicate their name and the department they represent in the chat section. Dr. McLin expressed her appreciation for the hard work of the faculty during COVID.

1. **Review of Minutes:** The meeting minutes for October 29, 2020 were approved with amendments.
2. **President’s Cabinet Meeting & Priority Areas Faculty Senate**

President Hudson invited President McLin to his Cabinet Meeting this month requesting that she report the Faculty Senate Priorities for the year, Dr. McLin reported the priority areas based on the Senate Committees. These priority areas have been sent to committee chairs. Dr. McLin shared the list of committees and members and encouraged senators to continue to sign up to participate on committees.

1. **Office of Academic Affairs Update**
   1. **Fall Graduation –** The Fall Graduation will be virtual. Spring 2021 Graduation planning will depend on the pandemic status. The University plans to honor the Golden Class during the spring graduation.
   2. **School of Public Health Concerns -** Dr. Leggett reported that the School of Public Health meeting with the Provost went well. The discussion centered on concerns for the College name change. The provost expressed that she has received many concerns regarding the name change from faculty, alumni, legislatures, and CDC. The Provost will be taking over the name change process and is expected to send out a survey in the spring. The Provost will be scheduling another meeting to discuss other areas of concerns expressed by the faculty. President McLin thanked faculty for using the google form to express their concerns.
   3. **Advertising/Hiring of Positions (Chairs, Deans, Faculty) –** Dr. McLin shared that the Provost reported that she plan to post interim positions in January and hope to fill these positions by April. The Provost reported that she has received a recommendation for the HPER department.
   4. **Evaluation Draft –** Dr. McLin shared that the Provost has expressed that she will be sending the Senate the evaluation draft.
   5. **Faculty Handbook, Instructor’s various levels, Sabbatical, Overloads, etc. –** Dr. Howard reported that Mr. Watson met with the Faculty Handbook committee to discuss Sabbatical and Overload. In this meeting Mr. Watson expressed that JSU will follow IHL’s policies. She reported that the Overload section is being re-written by the committee and by the end of the year the committee expects to have a draft to send to the Senate and Academic Affairs. Dr. Billingsley shared that the problem of pay during Sabbatical has be an interpretation issue. Currently, JSU’s policy mirrors the State law and IHL policies although some sister organizations has not followed IHL’s policy. Dr. Billingsley reported that currently any JSU faculty going on Sabbatical will receive 50% of their salary. It was expressed that in the past we did not follow IHL’s policy. This is an issue for the Faculty Senate to address when we receive the draft since for the past 30 years faculty on Sabbatical has received 100% of their pay.
   6. **SACCOC’ –** Dr.McLin reported that we received a memo from the Provost on November 6th providing a SACCOC update. The Provost has received no findings but expects to receive a preliminary report possibly by tomorrow and will provide more information on the Virtual Site Visit in the spring. She reported that the Provost expects to receive the QAP report from Dr. McDaniels.
   7. **Research: Strategic Plan –** Dr. McLin indicated that we need to better understand the research plan for the University. She expressed concern that we have a lot of contract but the research dollars has decreased. Other questions include; 1) how will faculty who may not have the option to teach in the summer be supported, 2) what is the incentive plan for faculty research, and 3) should we accept the plan as written. Dr. Leggett encouraged Senators to ask their colleagues to share what they would like to see in the research plan. She reminded the Senators that President Hudson has indicated that the plan is just a proposal. Dr. Leggett suggested that recommendations be sent to the faculty senate’s email or colleagues may give recommendations to their Senate Representative. She indicated that these recommendations are needed so that we can formulate a document prior to our meeting with Dr. Whittaker.
   8. **Library Update: Science Direct, Lasver/IHL, System Usage, Statistics –** Dr. McLin reported that Dr. Wilson indicated that the IHL system is buying the library package. She thanked faculty for sending in their request which she sent to Dr. Wilson for consideration. The University is looking into having Title III pay for some of the software. She reported that the University is starting to track usage because some of the software is not being used. Dr. McLin provided the list of liaisons for every college and encouraged Senators to reach out to their liaison for their research and library needs.
2. **Budget, Website Update, and Faculty Spotlight:**

Dr. McLin expressed appreciate for Mr. Spann and Dr. Stuart for their work on the website. The Officer, Senate Constitution, Shared Governance and Contact tabs have been updated. Mr. Spann will be uploading the Faculty Senate minutes to the website and changing the Newsletter tab to a Faculty Spotlight tab. Dr. McLin will be sending out a form designed to identify faculty to be highlighted in the Faculty Spotlight area.

Mr. Spann reported that he has sent Ms. Harrison an email and is waiting for feedback on the request to purchase work from home kits for faculty senators. The work from home essential kit includes; a journal, water bottle, wireless headphones, frame, a mouse, and a backpack. The goal is to use the faculty senate budget to support the needs of faculty senators. The items being considered can be used while working from home and when faculty returns to campus.

1. **Pay Salary Update**

Dr. McLin reported that she has received one proposal and is waiting on the second proposal. The organizations are being asked to complete the study and provide a roadmap to fix the issues identified. She reported that the Provost is reviewing the Coordinator positions because she has found issues and inconsistencies. President Hudson has assured us that he is willing to pay for the salary survey. Once we receive proposals and timelines, further updates will be provided. Dr. McLin shared that some Universities informed her that the study has taken six months to a year.

1. **Faculty Hall of Fame Update**

Dr. McLin reported that she spoke with Mr. Ashley Washington who is responsible for the Athletic Hall of Fame to understand the methodology used to setup the Hall of Fame. We will probably have the Faculty Life Committee to setup criteria for the Hall of Fame. The goal is to highlight retired faculty and possibly establish faculty and/or chair endowments. Senators will be asked to participate in the process once we establish criteria. Dr. McLin reported that we have received great support for the project.

1. **Promotion and Tenure Update**

Dr. Brian Anderson shared that he and Dr. McDaniels are co-chairs for the P & T committee and that the committee is currently collecting feedback and will be sharing the information with the Provost and Dr. McLin. It was suggested that there be a Word or a fillable document provided to allow for feedback. It was suggested that the P & T committee and the handbook committee collaborate and not work independently. Dr. Anderson shared that the goal is to merge the documents and that there are individuals who participate on both committees.

***It was decided that the Committee pause the meeting to watch the live IHL Board of Trustees Press conference at 11am. In this press conference Interim President Hudson was named President of JSU. After the announcement the meeting resumed.***

1. **Covid-19: Concerns, Return to Face-to-Face Mr. Bolden, Robin Peck, & Ms. Hughes, Faculty Senate Meeting, Reporting of Cases, Protocols for faculty/students, dashboard on main webpage, negative test submit:**

Ms. Robin Peck informed the Senate that the Federal government’s remote work provisions are set to expire December 31st. She shared that after these provisions expire, JSU will continue its ADA provisions and accommodations will be on a case by case bases. Ms. Peck indicated that the President has the ability to determine if faculty will or will not work remotely if the Federal government’s provision expires. It was reported that the Provost has indicated on several occasions that faculty will expect to work virtually in the spring. It was suggest that we have a template to assess cases so that the process is not capricious. Several Senators expressed concern of a plan to increase on campus presence while COVID cases are increasing. Some suggestions included; increasing sections to decrease class size, spacing classroom furniture, providing capacity signage in classrooms, providing thermometers and cleaning supplies to professors, and monitoring commuting students who may not enter at gates. Ms. Peck reported that capacity signage is available for pickup.

Senators expressed concerns that plexiglass requests for some departments have not been received. Mr. Bolden and Ms. Hughes reported that the orders were received from the Provost July 24th and have been placed. Ms. Hughes indicated that she and Dr. Wilson has walked through facilities to measure areas to be retrofitted with plexiglass, however there were areas that were determined to be inappropriate.

Mr. Bolden reported that all buildings are being cleaned every night but cleaning classrooms between classes was cost prohibitive. The University will provide thermometers and cleaning supplies for faculty who decide to clean between classes. Mr. Bolden also agreed to provide a document so that cleaning could be documented.

In response to the report that the Liberal Arts Building and Music Hall stairwellswere not being cleaned, Ms. Hughes indicated that she would follow-up on the problem.

It was reported that all staff and faculty are able to be tested at the campus health center.

Ms. Peck indicated that any staff or faculty working with students in the Music and Athletic departments will be required to be tested. It was suggested that students testing positive for COVID be required to provide a negative test prior to returning to campus.

Mr. Bolden reported that Satellite Campuses are not owned by JSU and as a result, cleaning for these facilities is the responsibility of IHL. He indicated that JSU has and will continue to share concerns and request for cleaning activities at those sites.Ms. Hughes indicated that faculty may pick up PPE including disinfectant spray from her office. Dr. McLin shared that all departments should have been given mask for their employees. Tracy Jefferson of the President’s office should be contacted if departments did not receive their mask.

Mr. Bolden reported that the University is considering UV Lighting in the HVAC system and HEPA filters to keep facilities clean and safe. He indicated that currently the University is using an outside organization to provide electro static cleaning at night across campus and where there are positive cases reported. He applauded JSU for an awesome job keeping the campus safe prior to his arrival. It was reported that transmissions have not been occurring on campus but coming from off campus.

1. **AOB**

Faculty requested clarification on the number of students required for classes to make, and concern with large numbers of students in online courses. It was suggested that students be required to take the Canvas training because many are not prepared. Dr. McLin agreed to follow-up with the Provost regarding these concerns.

1. **Adjournment –** Dr. Carolyn Howard moved to adjourned the meeting. The motion was seconded by Mr. Spann. The meeting was adjourned at 11:46am.

Submitted January 25, 2021 by Dr. André Hines, Secretary