

**Academic Senate Council Meeting, February 26, 2014**

**Minutes**

**Attendees:** Daniel Bercher, Phil Breen, Julia Goodwin, Howard Hendrickson, Illias Kavouras, Thomas Kelly, Lee Ann MacMillian-Crow, Heather Neal-Rice, Rebecca Patterson, Steven Post, Jerry Ware, Feifei Wei, Laura Smith-Olinde

**Apologies:** Elizabeth Bard, Michael Borrelli, Cesar Compadre, Carol Enderlin, Dana Gaddy, Todd Nick, Larry Suva, Paul Wendel, Sara Ucer

**Agenda:**

1. Approval of Minutes from January: Minutes were approved.
2. Spring Full AS Meeting Date: Council voted and agreed to Thursday, May 8<sup>th</sup> at 3:30 pm.
3. Nomination Committee / Elections: Council discussed the names that had been nominated for President-Elect and the Member at large. It was decided that Drs. Post and Hendrickson would contact those people that had been nominated to verify their willingness to run and set up election for voting in early April so that new officers could be announced at the Full meeting in May.
4. Action Plan for Chancellor/Report from Committees: Dr. Post discussed the minor changes (formatting) to the Communications document. The council then discussed the action plan from the research committee at length. It was decided this was in final form to be sent to Dr. Cornett for his approval prior to sending to the Chancellors Cabinet. We urged members of the faculty affairs committee to get their action plan completed ASAP.
5. Other Business: None. Meeting was adjourned at 1:15pm.

**Research: Goal 2: Increase interdisciplinary science and increase faculty involvement in developing/implementing research priorities**

Desired Outcome	Specific Actions	Person(s) Responsible	Milestones
Promote interaction among faculty across UAMS campus	<ol style="list-style-type: none"> <li>1. Hold monthly faculty poster presentations (Ex. Animals Models of Disease, Patient oriented research, Behavioral Science)</li> <li>2. Hold monthly brown bag lunches for faculty-(e.g., ‘Faculty Fridays’)</li> <li>3. Improve database of researchers’ interests</li> <li>4. Have quarterly meetings of AS Res. Comm and Development Office to increase awareness of campus wide research</li> </ol>	<ol style="list-style-type: none"> <li>1. AS Research Committee</li> <li>2. AS Research Committee</li> <li>3. VCR</li> <li>4. AS Research Committee &amp; Development Office</li> </ol>	<ol style="list-style-type: none"> <li>1. First meeting by April 2014 (e.g., First Tuesday 2:30-4pm)</li> <li>2. First meeting by April 2014 (e.g., Last Friday noon)</li> <li>3. Implement by Oct 2014.</li> <li>4. Implement by July 2014.</li> </ol>
Reward interdisciplinary (i.e., multiple PI) and collaborative (i.e., Co-I) research	<ol style="list-style-type: none"> <li>1. Create new intramural grant program to fund interdisciplinary projects</li> <li>2. Remove disincentives (salary/time) across UAMS to those that participate in interdisciplinary/collaborative research</li> <li>3. Publicize a “Research Honor Roll”</li> <li>4. Formalize recognition of interdisciplinary/ collaborative research in P&amp;T consideration and performance evaluations</li> </ol>	<ol style="list-style-type: none"> <li>1. VCR</li> <li>2. College Deans/AS Research Committee</li> <li>3. VCR</li> <li>4. Chairpersons and Deans</li> </ol>	<ol style="list-style-type: none"> <li>1. By July 2015 fund 10 projects.</li> <li>2. Deans provide a plan to AS by July 2014</li> <li>3. Start July 2014-monthly.</li> <li>4. “ “</li> </ol>
Increase faculty input into composition of UAMS Research Committee	<ol style="list-style-type: none"> <li>1. Each College Dean names one member and the college faculty elect 2, OR faculty will elect 3 at large members?</li> <li>2. Appointment for specified duration (3-4 yrs)</li> </ol>	<ol style="list-style-type: none"> <li>1. Chair of URC</li> </ol>	<ol style="list-style-type: none"> <li>1. New committee formed by May 2014</li> </ol>
Improve TRI facilitation of research at UAMS	<ol style="list-style-type: none"> <li>1. Hold quarterly meetings to improve communication between TRI rainmakers and faculty</li> <li>2. Give stated priority for funding to interdisciplinary proposals</li> <li>3. Improve faculty awareness regarding the review criteria and process (e.g., provide scores / critiques)</li> </ol>	<ol style="list-style-type: none"> <li>1-3 TRI Rainmakers</li> </ol>	<ol style="list-style-type: none"> <li>1. Implement by July 2014.</li> <li>2. 25% of TRI-funded projects awarded for interdisciplinary research</li> <li>3. Implement by July 2014.</li> </ol>

**Communications: Goal 4: Improve Communication among faculty**

Desired Outcome	Specific Actions	Person(s) Responsible	Milestones
Open dialogue between faculty and department/college leaderships	<ol style="list-style-type: none"> <li>1. Academic Senate leaders meet monthly with the college leaders</li> <li>2. Each dean meets monthly with the college’s AS reps.</li> <li>3. College-wide faculty meetings should be held regularly and have a standing agenda that includes time for faculty input on all academic missions.</li> <li>4. Departmental faculty meetings should be held regularly and have a standing agenda that includes time for faculty input on all academic missions.</li> </ol>	<ol style="list-style-type: none"> <li>1. AS President and Deans</li> <li>2. College reps and Deans</li> <li>3. AS President, college reps and Deans</li> <li>4. AS President, college reps and Chairs</li> </ol>	<ol style="list-style-type: none"> <li>1, 2. Quarterly meetings (+as needed) starting in March, with agenda items</li> <li>3. Standing report from AS on the agenda at college faculty meetings.</li> <li>4. Departmental faculty meetings include regular reports from representative active in Senate committee/council work. College Reps should introduce themselves as conduits to the Senate, Each department designates a representative who meets regularly with the College reps to facilitate information exchange between faculty and AS council</li> </ol>
The Academic Senate is the major conduit for information	<ol style="list-style-type: none"> <li>1. AS provides content for UAMS communication screens</li> <li>2. Install additional monitors in key faculty locations – IDW, COPH, Admin West</li> <li>3. AS provides content for Academic Affairs Newsletter</li> <li>4. Communications committee runs faculty blog for problem solving</li> <li>5. Add an exit interview/survey to the formal exit checklist for UAMS faculty as they leave</li> </ol>	<ol style="list-style-type: none"> <li>1. Communication committee, Jon/Andrea</li> <li>2. AS President and VC Communications</li> <li>3. AS President and AA editor</li> <li>4. AS President, Communications, Christina/Todd</li> <li>5. AS President</li> </ol>	<ol style="list-style-type: none"> <li>1. Communication committee chair relays information as needed from AS Council recommendations</li> <li>2. Already in motion at the campus level</li> <li>3. AS Council to decide current topics for communicating</li> <li>4. Blog operational by April with the AS Communications Committee providing monthly topics for faculty discussion. A Committee designee and President have approval for posting original blog item on Intranet</li> <li>5. Meetings of AS president and departing faculty member, see that they provide their anonymous responses to the survey website and then sign off on the checklist</li> </ol>

**Communications: Goal 4: Improve Communication among faculty**

<b>Desired Outcome</b>	<b>Specific Actions</b>	<b>Person(s) Responsible</b>	<b>Due Date/Timeline</b>	<b>Comments</b>
<b>There is open dialogue between faculty and department/college leaderships</b>	<ol style="list-style-type: none"> <li>1. Academic Senate leaders meet monthly with the college leaders</li> <li>2. Each dean meets monthly with the college's AS reps.</li> <li>3. College-wide faculty meetings include time to discuss academic missions and faculty input</li> <li>4. Departmental faculty meetings include time for faculty input.</li> </ol>	<ol style="list-style-type: none"> <li>1. President sends email invitation to each dean; set meetings</li> <li>2. College reps set meetings with dean</li> <li>3. Senate President and college reps work with Deans to add standing Academic Senate item to agenda - academic mission, Q/A.</li> <li>4. Have College Reps arrange to meet with department faculty meetings to introduce themselves as conduits to the Senate, help designate a departmental representative for College rep to share Council input with, to transmit to departmental faculty meetings and obtain faculty input to go to Senate leadership</li> </ol>	<ol style="list-style-type: none"> <li>1, 2. Quarterly meetings (+as needed) starting in March, with agenda items</li> <li>3. Have formal Senate Faculty Agenda item in Semi-annual faculty meetings to report senate activities/get input.</li> <li>4. Have departmental faculty meetings add Academic Senate item to agenda with report from representative active in Senate committee/council work.</li> </ol>	<p>All: Reps should report summary of Deans' meetings and Departmental feedback at monthly Council meetings; summaries of all feedback reported in Council meeting minutes made available on website.</p>
<b>The Academic Senate is the major conduit for information</b>	<ol style="list-style-type: none"> <li>1. AS provides content for UAMS communication screens</li> <li>2. Install additional monitors in key faculty locations – IDW, COPH, Admin West</li> <li>3. AS provides content for Academic Affairs Newsletter</li> <li>4. Communications committee runs faculty blog for problem solving</li> <li>5. Add an exit interview/survey to the formal exit checklist for UAMS faculty as they leave</li> </ol>	<ol style="list-style-type: none"> <li>1. Communication committee sends info to Jon/Andrea</li> <li>2. President makes request to VC Communications</li> <li>3. President sends content to AA editor</li> <li>4. Communications committee sets up blog with Christina/Todd on Intranet and lists monthly problems for faculty to input potential solutions</li> <li>5. Senate President would meet with departing faculty member, and see that they provide their anonymous responses to the survey website and then sign off on the checklist</li> </ol>	<ol style="list-style-type: none"> <li>1. Communication committee chair relays information as needed from Council recommendations</li> <li>2. Already in motion at the campus level</li> <li>3. Council to decide current topics for communicating</li> <li>4. Communications Committee designee and President have approval for posting original blog item on Intranet</li> <li>5. ASAP</li> </ol>	<ol style="list-style-type: none"> <li>2. Another 10 sites for screens have already been designated for education and research areas.</li> <li>3. Quarterly communication, so Senate needs to decide if we do all colleges each time, or focus on one college at a time.</li> <li>4. Blog is limited by UAMS Internal Communications setting it up for us...hopefully in next 30 days.</li> <li>5. Need unique key/password to get into survey for departing people to maintain anonymity of data</li> </ol>

Expectations of College Representatives to the Academic Senate

- I. Meet regularly with the college Dean (at least quarterly and as needed) to discuss Academic Senate activities and college activities that affect the faculty.
- II. Request that the Academic Senate has an agenda item on college faculty meetings, and serve as the person reporting on Senate Activities for that item.
- III. Attend monthly Academic Senate Council meetings and report on college activities/issues.
- IV. Attend the full Academic Senate meetings

In addition, as the primary conduit for communicating to/from faculty in the different colleges, representative should make every effort to:

- a. Introduce yourself as your college's representative and your role on the Academic Senate
- b. Inform faculty the Academic Senate resources and procedures (e.g., website, committees and activities, exit survey, and the intranet blogsite)
- c. Recruit faculty in your college to serve on existing Academic Senate committees
- d. Interface with individual departments and present as appropriate on Academic Senate activities at departmental faculty meetings