

**FACULTY SENATE MINUTES  
December 8, 2011**

The Faculty Senate of the University of North Alabama met in the Faculty Center, Room 100, Floyd Science Building at 3:30 p.m.

President Townsend called the meeting to order and recognized the following proxies:

- Cecile Nabors for Senator Butler from Collier Library,
- Dan Hallock for Senator Gafford from Marketing and Management,
- Keith Jones for Senator Carnes from Accounting,

Kathy

## **REPORTS:**

- A. Senator Williams, chair of the Academic Affairs, presented the Faculty and Staff Computer Administrative Rights document. (See Attachment A) Senator Sanders presented concerns from the Department of Communications. (See Attachment B) Senator Richardson moved to refer this issue back to the committee. Senator Barrett seconded. The motion passed. Senator Carrasco also suggested that the phrase
- sent to Senator Williams or President Townsend. Senator Williams also presented the Network and Computer Monitoring document. (See Attachment C) Senator Sanders presented recommended changes.

Richardson seconded. The motion passed. On reconsideration, the motion to change C average to B average failed. The amended revision of the Early Scholars Program passed.

**NEW BUSINESS:**

- A. Senator Lee moved to send the Establish Reporting of Last Date of Attendance (LDA) issue to the Faculty Affairs Committee. (See Attachment G) Senator Barrett seconded. The motion passed.
  
- B. President Cale reported the problem with funding for Kilby. Kathy Wallace presented information concerning what value Kilby contributes to the universi Each department was encouraged to report how Kilby is used within their curriculum.

Senator Gaston moved the meeting be adjourned. Senator Roden seconded. The motion passed unanimously. The meeting adjourned at 5:30 p.m.

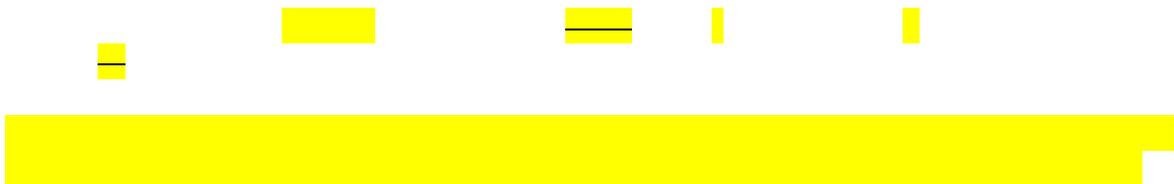
**ATTACHMENT A**







**ATTACHMENT B**





**ATTACHMENT C**



**ATTACHMENT D**

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

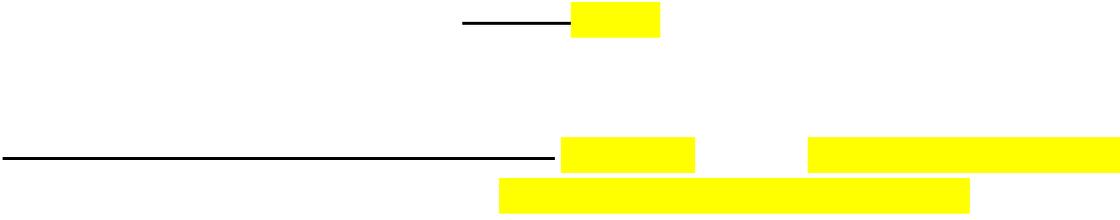
**ATTACHMENT E**

---

## **ATTACHMENT F**

1. Rename the program Early College.
2. Require a high school B average to be eligible for initial enrollment in Early College program.
3. Require a B average on UNA courses for continued participation in Early College program.
4. Allow one 3 or 4 hour course tuition-free per semester. A second course would be charged tuition. The summer is considered one semester.
5. Allow 10th grade students with a composite ACT of 22 or better to participate tuition-free in the Early College program. They must comply with the conditions above. The current policy of allowing 10th grade students to pay tuition would be eliminated.
6. Exceptions must be approved by the dean of the college, the vice president of academic affairs, and the department chair where the course is housed.
7. Establish a university committee charged with developing a new program that engages gifted high school students with UNA consistent with the concept of an early scholars program.





**ATTACHMENT G**





- (1) Regular and punctual attendance at all scheduled classes and activities is expected of all students and is regarded as integral to course credit.
- (2) Each student is directly responsible to the individual professor for absences and for making up work missed.
- (3) Particular policies and procedures on absences and makeup work are established in writing for each class, are announced by the professor at the beginning of the term, and for excessive absences, may provide for appropriate penalties including reduction in grades or professor-initiated withdrawal from class.
- (4) Official written excuses for absences are issued only for absences incurred in connection with university-sponsored activities.
- (5) For all other types of group or individual absences, including illness, authorization or excuse is the province of the individual professor.
- (6) The instructor may take attendance from time to time to be able to verify the student's last date of participation in an academically related activity. There is no specific procedure required of the instructor for determining a student's class attendance.



The University of North Alabama (UNA) is an institution that is not required to take attendance

There is no specific procedure required by UNA or the Department of 9X

## **5.2 CLASS ROSTERS AND ROLL BOOKS**

The official roster of students for each class is provided for the faculty member on-line. It is the prime responsibility of faculty members to assist in validating proper enrollment through careful check of the on-line rosters. A student may not receive a final grade unless properly registered for the course, and faculty members may not merely add a student to a class without supporting documentation.

Standard roll books for daily use in recording attendance and grades are provided for faculty members by the chair of the department. The names entered in the roll books should correspond to those on the online roster. Roll books should be retained for reference purposes for at least one term beyond the term for which used.

Faculty members are required to maintain regular and accurate records of student attendance for academic reasons and for the reports required for compliance with regulations imposed by the Veterans Administration, for compliance with federal student financial aid requirements of the United States Department of Education, and for compliance with other external agencies. If a student stops attending class(es) or exceeds the maximum allowable absences, faculty members are required to report the student's attendance status to the dean of their college.

## **5.4 STUDENT ABSENCES**

The University expects students to attend classes regularly and punctually and regards reasonable participation through attendance as integral to the award of credit. University regulations on student absence are located in the Undergraduate and Graduate Catalogs. The individual faculty member may establish stricter limits and accompanying grade penalties, according to the level and nature of the course, but stricter policies must be approved by the chair of the department, and the students must be properly informed at the beginning of the course. The department chair should try, as much as possible, to ensure that absence policies are uniform in multiple sections of the same course. Each faculty member should review his/her attendance policies for each course, keeping in mind the educational goals of the course. Attendance policies should be no more punitive than required by the course goals.

The student is directly responsible to the individual faculty member for absences and for making up work missed. Makeup procedures should be announced by the faculty member at the beginning of each term. Faculty members may excuse absences for illness or other extenuating circumstances. Official excuse for absence is provided by e-mail from the Vice President for Academic Affairs and Provost for group absences incurred in connection with such university-sponsored scheduled activities as intercollegiate athletics, musical performances, and similar functions. From time to time, faculty also will be notified by the Vice President for Academic Affairs and Provost of requests from other faculty or administrative officials for group absences to be approved in connection with field trips and special meetings or programs of an appropriate nature. Approval of the absence rests with the faculty member, and the individual student must

secure advance permission. Implicit in an "excused absence," whether authorized by the Vice President for Academic Affairs and Provost or by the individual faculty member, is the student's entitlement, without grade prejudice, to make up tests or other specific work missed. Permitting makeup work for unexcused absences is at the discretion of the faculty member. The student is responsible for work missed regardless of reasons for absences.