



FLORIDA A&M UNIVERSITY
FACULTY SENATE

FACULTY SENATE MEETING MINUTES
OCTOBER 20, 2020
ATTENDANCE ROSTER

Officers (Present)

Dr. Ann Marie Cavazos, President
Dr. Tiffany Ardley, Vice President
Dr. Naquita Manning, Secretary
Dr. James Muchovej, Interim Parliamentarian

Senators (Present)

Dr. Yassir Abdelrazig
Mr. Christopher Allen
Dr. Ezzeldin Aly
Dr. Kelley Bailey
Dr. Douglas Blackburn
Ms. Thomasina Brock
Dr. Jamal Brown
Dr. Terrell Brown
Dr. Tarik Dickens
Dr. Kyle Eidahl
Dr. Islam El Sharkawy
Mr. Keith Fagg
Dr. Lisa Gardner
Dr. Kurt Gray
Dr. Muhammad Haseeb
Dr. Lavetta Henderson
Dr. William Henslee
Dr. Roscoe Hightower
Dr. Aretha Hill
Dr. Craig Huffman
Dr. Leah Hunter
Dr. Leona Johnson
Dr. Michee Lachaud
Dr. Michael Martinez-Colon
Dr. Arlesia Mathis
Dr. Courtney Micots
Ms. Jacqueline Menzel
Dr. Mahsan Mohsenin

Senators (Present) cont'd

Dr. Ebenezer Oriaku

Dr. Daniel Osborne
Dr. Robin Perry
Dr. Leon Prosper
Dr. Cynthia Ramkellawan
Dr. Abdul Sharif
Dr. Jeneen Surrency
Dr. Novell Tani
Dr. LeeShawn Thomas
Mr. Anthony Thompson
Dr. Angela Thornton
Prof. Kenya Washington Johnson
Ms. Carrington Whigham
Dr. Pia Woodley

Senators (Absent)

Dr. Clement Allen
Dr. Anthony Ananga
Dr. Micheal Thornton

Senators (Excused)

Dr. Ashvini Chauhan

EX-OFFICIO (Voting) (Present)

Dr. David Jackson, Jr.
Dr. Robert Taylor

Faculty Senate Meeting Minutes
October 20, 2020
3:00 p.m. – 5:00 p.m.
Virtual Meeting via ZOOM

OPENING REMARKS/ANNOUNCEMENTS: Dr. Cavazos, President of Faculty Senate

Good afternoon and warm greetings; Senators, Faculty, President Robinson, Provost Edington, Deans, and distinguished guests.

I would like to open our meeting with a quote from Eleanor Roosevelt,
“Small minds talk about people,
Average minds talk about events
Great minds talk about ideas”

There are a lot of great minds in here today and at the heart of any great University is a great faculty, and that is you!

You are the heart and soul of this great institution and I applaud you and all that you have done, particularly in light of all that our Nation, our State and our University have been through over the last 7 months! You make the difference, and you matter!

Here is a trivia question, can anyone here tell me when FAMU was founded? ...

That is correct, FAMU was founded, October 3rd, 1887, and this year, we celebrate our (One hundred and thirty third) 133rd Anniversary. So much has been accomplished in that time, and now, twenty years into this new Century, we have the awesome task and great responsibility to continue the great tradition of educating young minds which began over a century ago!

Speaking of great traditions, great institutions with great faculties produce great graduates and alumni. Some of our most distinguished alumni include, The Honorable Keisha Lance Bottoms, mayor of Atlanta and a 2020 Vice Presidential contender, and Dr. Ibram X. Kendi, author of “Stamped From the Beginning” and the New York Times Best Seller, “How to Become an Antiracists”, which was on that list over 18 weeks!

As a Historical Black University, we are uniquely positioned to continue to be our ancestors wildest dream and ensure that we, their children, and as FAMU ratters, show up, strike back and VOTE! That is one of the greatest privileges we have as American citizens, is the right to have our voices heard. And what better way to do that than to go to the polls and cast our vote on or before November 3rd!

Speaking of showing up, I have heard from several of you expressing your concerns about our returning to face-to-face teaching in the Spring. I want us all to be assured and confident that the

University will have every precaution in place to ensure safe teaching and safe learning. We as the faculty need to continue to practice all the things that the CDC and other Health Agencies have told us we should do. Wear your mask, social distance as you are able, wash your hands often and be safe! I am confident if we do these few simple but essential things, we will have a safe and successful semester!

I believe that as we, the faculty, lead the way and by that, I mean, lead by example, we will continue to RAISE THE BAR, and as a FACULTY ENABLED...producing EXCELLENCE AT IT'S BEST...our MISSION POSSIBLE...will become our MISSION ACCOMPLISHED!

Let us keep the expectation high and maintain a standard of excellence for our students, our alumni, and our great University. Let us hold high the values of integrity our ancestors envisioned and dreamed for us to see, to enjoy and to benefit from.

Thank you!

Dr. Cavazos called for a quorum. At 3:10 p.m. Parliamentarian Muchovej reported quorum present.

Call to Order Dr. Ann Marie Cavazos

The meeting was called to order at 3:04 p.m. by Senate President Dr. Ann Cavazos

Approval of the Agenda – October 20, 2020

Dr. Cavazos called for a motion and vote to approve the agenda. Moved by Dr. Ebenezer Oriaku. Second by Dr. Daniel Osborne. Voting conducted via Zoom, voice vote. No opposition. Motion passed; meeting Agenda approved.

Approval of September 15, 2020 Meeting Minutes

Dr. Cavazos asked for a motion and vote to approve the September 15, 2020 meeting minutes with necessary correction. Moved by Novell Tani. Second by Dr. Kyle Eidahl. Voting conducted via Zoom voice vote. No opposition. Motion passed, minutes approved.

Announcements

Dr. Ann Cavazos, President Faculty Senate

1. I want to give a special thanks to all Deans for your timely submission from your department/Units' eligible faculty senate representatives, supporting the Senate's shared governance and the Constitution.
2. Faculty and nominees, the Chair, Dr. Robin Perry, of the TEACHERS, ADVISORS, AND ADVANCED TEACHERS OF THE YEAR, and the committee members are diligently working on completing the process. As you know, Covid-19 delayed the process, but they are back on track. Thank you for your patience.

- Dr. Robin Perry thanked the Provost's office and Ms. Nelson for their assistance. Three finalists have been selected and will be interviewed this week (October 21-23), with plan to make final decision for Teach of the Year by next week (October 26-30)
3. **SELECTION OF TEACHERS, ADVISORS, AND ADVANCED TEACHERS OF THE YEAR** are: Nominations for Teachers, Advisers, and Advanced Teachers of the Year will be accepted **Monday, October 5, 2020 through Tuesday, December 8, 2020, via e-mail until 5:00 p.m.** Nominations must be e-mailed (facultysenate@famu.edu). **NOTE:** Nomination forms and criteria for the awards are available on line at www.famu.edu/admin/facultysenate. The dates are listed but subject to Covid-19. Nominees will be **informed** of their nomination by **Monday, January 04, 2021**.
 4. **SELECTION OF HONORARY DOCTORAL DEGREE CANDIDATES**
The deadlines for nominating Honorary Doctoral Degree candidates: on October 4, 2020; February 10, 2021; and April 5, 2021 for fall, spring and summer Commencements. The Faculty Senate Honorary Doctoral Degree Committee will review applications for the honorary doctoral degree according to the following schedule: October 12-16, 2020(fall); February 15-19, 2021(spring); and April 12-16, 2021(summer)
 5. **SELECTION OF PROFESSOR EMERITUS CANDIDATES**
The deadlines for nominating Professor Emeritus candidates are: October 7, 2020(fall); February 3, 2021(spring); and April 6, 2021(summer). The Faculty Senate Professor Emeritus Committee will review candidates for Professor Emeritus during the following periods: October 12-16,
 6. **The Institutional Research Award nomination is online**, and the portal opens November 25, 2020. The Senate webpage will host the information.

UNIVERSITY ADMINISTRATION REMARKS: Provost, Dr. Maurice Edington

Summary:

- Reminder that University will be transitioning to complete remote instruction for all courses after Thanksgiving break.
- Majority of final exams will be administered in remote format, with a few exceptions
- Fall Commencement ceremony will be virtual, December 12, 2020 at 10:00 a.m.
- Spring 2021 Commencement ceremony – no decision has been made on mode of delivery
- First three days of the Spring 2021 semester will be taught remotely for all courses and then those courses that are teaching by other modes of instruction will transition to those modes the following week.
- Spring Break 2021 is cancelled, and the Spring semester will end one week early as a result of the break cancellation.
- We're working on finalizing the schedule for the spring semester, which includes a goal of increasing the number of face-to-face course offerings. University will offer remote courses, and administration expect majority of students will be taking classes remotely.
- Budget: We don't have any specific information on the University's budget for next fiscal year but it is worth paying attention to the general economy in the state and the fact that

revenue collections are down, obviously during the pandemic which could result in state budget reduction.

- On specific information as it comes to us at the institution, we're working to be prudent internally with managing our resources and with monitoring our spending and in many cases, limiting spending, except for those crucial expenditures.
- Town Hall, Thursday, October 22, 2020 at 5:00 p.m. Questions can be submitted to the email address townhall@famuedu.

Provost Edington called for questions:

Dr. Jamal Brown:

Question in terms of the budget and what is being projected for next year. Do you have any indication if faculty and staff salaries will be impacted?

Dr. Maurice Edington:

I do not have any specific information. I think the way the budget works is the state would necessarily mandate how institutions reduce spending. From the President's perspective, he has made it a priority to try to maintain the integrity of our workforce, even in our current situation. It's always a priority to maintain our integrity of our workforce, but we also have to be realistic and have the capability to navigate through situations as they occur.

Dr. Hightower

Related indirectly to the budget, but as it relates to FAMU, I would like to know who issued the directive to increase in person teaching when "we" are an at-risk population and with Leon County being designated as a "hot spot" for COVID-19 infections. And when will faculty have the specifics for their role in related to increase in face-to-face offerings.

Dr. Edington

FAMU is a part of a System and the system via the Board of Governors have strongly encouraged each institution in the system to increase face-to-face offerings Spring 2021 as well as face-to-face activities. This is in accordance with Centers for Disease Control and Prevention (CDC) guidelines for safety. There is also conversation within the legislature that desires increase of face-to-face offerings for institutions.

Deans have been instructed to work to build out their schedules and deadline for finalizing the spring schedules is end of this week, which will include the breakdown of face to face, remote, hybrid, and online course offerings.

Dr. Hightower

The request for accommodation form does not necessarily sync up with the timeline provided. There are some waiting for response to request for work accommodations.

Dr. Maurice Edington

I believe that you're referring to faculty and staff who may be requesting an accommodation for their work situation. Faculty members whose accommodations it may impact your ability to be in a classroom, a physical classroom will need to process request as it relates to course assignment

and a second process for accommodations. Provost has directed Deans to manage their faculty and staff as they are two different, unconnected processes, reviewed on a case by case basis.

Dr. Leah Hunter

We were told that even if you have a class where all of your students choose to be remote, if you are someone that's been designated by your program to be face to face, then you have to teach that class face to face.

Dr. Maurice Edington

If you have a class that is designated as a face-to-face course, in order for it to count as a face-to-face course it has to be taught along the guidelines, meaning the faculty member needs to be in the classroom setting teaching the course. Reiterating, if a course is going to be designated as face to face, officially, the faculty member needs to offer instruction in the classroom setting.

Dr. Jermaine Robertson

Budget question and faculty positions: Department of Psychology was not able to get advertisement posted in time enough to do a proper advertisement for two faculty lines, thus we had to fill them very quickly as visiting positions. If positions have already been approved, we've already gone through the justification process and received approval from Provost office, can we begin immediate advertisement of those positions for fall 2021?

Dr. Maurice Edington

I do not want to give an answer to a specific circumstance. I will need to sit down with your dean and work through the request. It could be a different outcome due to a different situation that presents at that time. But what I will tell you in general, this applies to every program, we have put in place a process to review and approve what we have designated as mission critical hires. Therefore, anytime a program or college or school wants to fill a position, you have to go through that process, even if you did it previously and did not take the search or the higher to conclusion.

Dr. Jermaine Robertson

In follow up related to the spring 2021 increase in face-to-face instruction, specifically related to the high flex option, what is the accurate definition for this term?

Especially regarding a student, being able to determine if they want to do remote and then they change to the face-to-face option. They have an option to flex in and out, by definition, is that correct? Is it going to be made clear to students that high flex doesn't mean they can exercise this option when they choose if it creates issues with observing CDC guidelines?

Dr. Maurice Edington

To your point, we are in no way going to deviate from operating with respect to the safety guidelines. The University is offering face-to-face classes this semester, where we have socially distance seating. These protocols will apply to the high flex environment as well. One of the things that we have been working on with the deans and working through, is all the different processes we will have in place to manage who comes into the classroom on a given day.

Dr. Craig Huffman

Even if every student decides to have their instruction online, we were told that we would still have to come up to the campus to teach that class, which doesn't really make sense if we have to teach it in the way we are teaching it now.

Dr. Maurice Edington

I understand, but if we want the course to be designated as a face-to-face course, then the course must be taught with the faculty member in the classroom. If the program doesn't want the course to be designated as face to face, then you certainly can teach it at home if nobody's showing up. Yet you understand the difference. And so, if that course has been designated as a face-to-face course, the instruction needs to be delivered from the classroom setting.

Dr. Ann Marie Cavazos

I have a question from someone who just texted, and the question is, If students have option to attend face-to-face or online why is it that faculty does not have an option?

Dr. Maurice Edington

The expectations and deliverables have evolved and so what I hope is everyone understands that FAMU was one of the institutions that gave its faculty the most flexibility. We really work in partnership to put out our fall schedule. More so I would say, we have one of the lower percentages of face-to-face courses, but we wanted to work with our programs.

Dr. Hightower

Thanks for recognizing mean once again Provost Eddington. I cannot speak for everyone, but your point about what FAMU fall 2020 is directly the point which where we are. The United Faculty of Florida is looking for FAMU to stand up for faculty against decisions that may negatively impact faculty, because in my opinion the evidence does not support in person, face-to-face instruction.

Dr. Maurice Edington- I appreciate the feedback. Thank you, sir.

Dr. Huberta Jackson-Lowman

My question is actually very similar to what Dr. Hightower posed. I'm wondering if FAMU is developing a response to the demand for more face-to-face classes, given that we are a more vulnerable population.

Dr. Ann Marie Cavazos

Thank you, Dr. Edington for sharing, being transparent, and taking our questions.

CONTINUING BUSINESS

Curriculum Committee Report, Dr. Kyle Eidahl, Chair University Curriculum Committee
Report is summarized as follows:

The October 2020 report of the Curriculum Committee to the Faculty Senate contains 18 new course request, 8 course change requests, 2 online request, and 2 program modifications. These requests were approved by the Committee at its October 7, 2020 meeting. The Curriculum Committee recommends approval of all the requests by the Faculty Senate.

- College of Agriculture and Food Sciences
 - Four new course requests
 - One course change (ENY 3004 General Entomology) – course number change and course credit hours changed from 4 to 3

- School of Business & Industry
 - Program Modification request for Information Systems & Operations Management

- FAMU/FSU College of Engineering
 - Updating and modernizing program
 - 20 requests, 13 new course requests, 4 course updates (description and meta data), 3 course name changes

Dr. Cavazos called to entertain a motion to approve the Curriculum Committee Report as a slate, with necessary corrections.

Dr. Tiffany Ardley motioned to approve Curriculum Committee Report. Second by Dr. Novell Tani. Dr. Cavazos opened for Discussion/Questions: None came forth. Voting conducted via Zoom voice vote. No opposition. Motion passed and report approved.

Question for Curriculum Committee

Dr. Tiffany Ardley: Has Curriculum Committee followed up on course that were approved Spring 2020 and what is the status of courses that were approved?

Dr. Kyle Eidahl

All the required paperwork has been completed and signed off by the Provost and is being processed by the Registrar's office. When I get a response from the Registrar's office that it is completed, I will send that out to the respective Curriculum Committee representative.

Executive Council Update: Dr. Novell Tani and Dr. Kyle Eidahl

Summary of Report: Senior Leadership Team Meetings September 15 – October 12, 2020

The document was shared that summarizes the Senior Leadership Team meeting, highlighting discussion on:

Great Things Happening at FAMU, BOG Meeting, Reopening Plan, Student Affairs, and Academic Affairs Update.

Additional important notes:

- Would like to encourage all faculty members to be sure to record attendance. We still have students even now in October that attendance has not been certified by faculty.
- Students attendance, as we know, does impact our students negatively as it relates to their financial aid and, of course, their ability to register for the spring semester.
- Safety-- Also want to encourage faculty to continue to engage in safe practices as we're moving about the campus, making sure that we're using the Check in App.

- FAMU recently moved to a new textbook adoption portal. iRattler houses the new Barnes and Nobles access for faculty to adopt textbooks by October 30, 2020 for Spring 2021.
- Faculty and staff elements that the faculty would like to put forth to the senior leadership team, you can feel free to convey those items to Dr. Tani and Dr. Eidahl.

Division of Audit Presentation, Joseph Maleszewski, Vice President of Audit

Report Summary of how Division of Audit is relevant to faculty

Mr. Maleszewski discussed: Services Audit provide which include assurance service, consulting services, investigative services, the internal controls and their applicability to faculty members.

Our work is governed by a charter that's approved by the Board of Trustees that gives us duties and responsibilities related to audit investigative matters.

Our role is one of independence and objectivity to the institution. We have a functional reporting relationship to the Board of Trustees through the Chair of the Audit and Compliance Committee and an administrative reporting relationship to President Robinson.

The Institute of Internal Auditors has historically called the three lines of defense model and they've updated it as recently as June. These models include roles and responsibilities of management and delivering services and products to the organization.

Services Provided

Assurance Service to our Board of Trustees and our senior leaders of the University that operations are being handled appropriately. This category examines financial and financial related audit performance and operational audits compliance with laws and regulations, and information technology audits.

The second type of services that we provide is consulting services. These are advisory and related client services. In this capacity, personnel can come to the division and ask questions and seek out information before analyses.

Third type of service is investigative services. We are an administrative function on campus, which means we do not have any law enforcement authority. However, we do have a responsibility to receive complaints, conduct an assessment, and investigate those complaints related to fraud, waste, or abuse of financial mismanagement or financial irregularities.

Internal Control

December 2019, the Board of Trustees and the University adopted policies and two frameworks published by the Kosovo. The directive is for all employees to receive training on Internal Controls. To date, approximately 1800 faculty and staff across the University have received training.

Question: If a faculty member reports to the Division of Audit, is there protection from retaliation?

Reply from VP Maleszewski

There are protections for whistleblowers in statute to protect identity of the person coming forward. Recommend all read the Whistleblower statute and seek counsel if you need legal advice.

Dr. Ann Marie Cavazos thanked VP Maleszewski for his report.

NEW BUSINESS/DISCUSSION

Elections to the Steering Committee and the Committee on Committees.

The function of the Steering Committee is to set the agenda for the Faculty Senate meeting. Meeting is held on the first Monday of the month, provided it is not a holiday. Each college, school, or Department has one representative on the Steering Committee.

The Committee on Committees has the function of making committee assignments outside of the Steering Committee, such as the Deans' Council and others that are in the Constitution. They seek to ensure the Faculty Senate has representation on virtually all committees at the University.

Election of Steering Committee Members

College of Agriculture nominated Dr. Islam El-Sharkawy

College of Education has nominated Dr. Ezzeldin Aly.

College of Law nominates Dr. Cynthia Ramkellewann

College of Pharmacy nominates Dr. Jamal Brown

College of Science and Technology nominates Dr. Micheal Thornton

College of Social Sciences, Arts, and Humanities nominates Dr. Robin Perry

FAMU DRS nominates Mr. Anthony Thompson

College of Engineering

Library nominates Mr. Keith Fagg

School of Allied Health nominates Dr. Pia Woodley

School of Architecture and Engineering Technology nominates Dr. Leon Prosper

School of Business and Industry nominates Dr. Aretha Hill

School of Journalism and Graphic Communication nominates Dr. Leah Hunter

School of the Environment nominates Dr. Ashvini Chauhan

School of Nursing nominates Dr. Naquita Manning

Student Government Association nominates Ms. Carrington Whigham

Election of Committee on Committees Dr. James Muchovej, Parliamentarian

College of Agriculture nominates Dr. Michee Lachaud

College of Education nominate Dr. Lavetta Henderson

College of Law nominates Dr. William Henslee

College of Pharmacy nominates Dr. Arlesia Mathis

College of Science and Technology nominates Dr. Daniel Osborne

College of Social Sciences, Arts, and Humanities nominates Dr. Leona Johnson
FAMU DRS nominates Ms. Thomasina Brock
Library nominates Ms. Jacqueline Menzel
School of Allied Health nominates Dr. Kurt Gray
School of Business and Industry nominates Dr. Kelley Bailey
School of Architecture and Engineering Technology nominates Dr. Craig Huffman
School of Journalism and Graphic Communication nominates Professor Doug Blackburn
School of the Environment nominates Dr. Michael Martinez-Colon
School of Nursing nominates Dr. Lisa Gardner
Student Government Association nominates Mr. Christopher Allen

Dr. Muchovej called for a motion to approve slate for Steering Committee and Committee on Committee members. Moved by Dr. Daniel Osborne. Second by Oriaku. Motion carried, voice vote with no opposition.

Election of Academic Deans Council

Dr. Tiffany Ardley nominated Dr. Ebenezar Oriaku. Dr. Oriaku accepted the nomination.
Dr. Kyle Eidahl motion to close nominations. Second by Dr. Osborne. Motion carried with no opposition.

Dr. Pia Woodley

Reported after sharing that Senate would be updating the Constitution and Bylaws, the faculty voiced concerned about their voting strength. The faculty also wanted to know when they would have the opportunity to review the draft of the revision.

Dr. Ann Marie Cavazos

Shared that Faculty Senator will be involved in the revision of the Faculty Handbook and the Constitution and Bylaws. Faculty will have an opportunity to review the documents, however unsure of time frame for that will occur. Work is ongoing with President and Provost to complete the necessary revisions.

Meeting Adjourned

Motion to Adjourn: Motion by Dr. Oriaku, second by Dr. Courtney Micots. Motion passed with no opposition.

Meeting Adjourned by Dr. Ann Marie Cavazos at 4:52 p.m.

Respectfully Submitted

// *Naquita Jackson Manning* //

Naquita Jackson Manning, DNP
Faculty Senate Secretary