



FLORIDA A&M UNIVERSITY
FACULTY SENATE

FACULTY SENATE MEETING MINUTES

SEPTEMBER 15, 2020

3:00 PM-5:00 PM

VIRTUAL MEETING VIA ZOOM

Officers (Present)

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

Senators (Present)

Mr. Christopher Allen
Dr. Clement Allen
Dr. Ezzeldin Aly
Dr. Kelley Bailey
Dr. Douglas Blackburn
Dr. Jamal Brown
Dr. Ashvini Chauhan
Dr. Kyle Eidahl
Dr. Islam El Sharkawy
Mr. Keith Fagg
Dr. Kurt Gray
Dr. Muhammad Haseeb
Dr. Lavetta Henderson
Prof. 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
Dr. Ebenezer Oriaku
Dr. Daniel Osborne
Dr. Robin Perry
Dr. Leon Prosper

Senators (Present) cont'd

Prof. Cynthia Ramkellawan
Dr. Jeneen Surrency
Dr. Novell Tani
Dr. LeeShawn Thomas
Mr. Anthony Thompson
Prof. Kenya Washington Johnson
Ms. Carrington Whigham
Dr. Pia Woodley

Senators (Absent)

Dr. Yassir Abdelrazig
Dr. Anthony Ananga
Ms. Thomasina Brock
Dr. Terrell Brown
Dr. Tarik Dickens
Dr. Lisa Gardner
Dr. Abdul Sharif
Dr. Angela Thornton
Dr. Micheal Thornton
Ms. Carrington Whigham

EX-OFFICIO (Voting) (Present)

Dr. David Jackson, Jr.



FLORIDA A&M UNIVERSITY
FACULTY SENATE

Faculty Senate Meeting Minutes
September 15, 2020
3:00 p.m. – 5:00 p.m.
Virtual Meeting via ZOOM

CALL TO ORDER:

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

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

Good Morning and warm greetings: Senators, Faculty, President Robinson, Provost Edington, Deans, and distinguished guests.

I am so excited to welcome all returning Faculty, Faculty Senators and a first time welcome to our new Senators to the **new academic year, 2020-2021!**

This year's theme at the Pre-Planning Faculty Conference was

**“STUDENTS FIRST...FACULTY ENABLED...EXCELLENCE AT ITS
BEST...MISSION POSSIBLE...MISSION ACCOMPLISHED”**

Special thanks to the Faculty Pre-Planning Conference Committee under the leadership of Dr. Mary Simmons and staff, for their hard work in creating an excellent program for faculty.

As the President of the Faculty Senate, I am very proud of all of you. The COVID-19 Pandemic is unprecedented. This past March, when the world, it seems, shut down, Faculty went from face-to-face teaching to online teaching. Many of us quickly being trained in Zoom, thereby providing continuing education for our students. **"Students First"**

Faculty did not stop; we marshaled on! Over the summer, the Provost Office launched Faculty online distant teaching certification program through the Office of Instructional Training. Though this platform was new for many of us, under the leadership of Dr. Fitz and her amazing TEAM, I am happy to report that 450 faculty members completed the training, enhancing our teaching online and course delivery. We, the Faculty, are committed to continuing education, to learn the best practices, and provide quality and meaningful education to our students. **"Students First"**

Congratulations to our research faculty, under the leadership of Dr. Charles Weatherford, of breaking research records, earning \$60M in research funding for the 2019-2020 fiscal year, despite the Pandemic. **Mission possible!**

Special thanks to Faculty Senators, Dr. Kenya Washington-Johnson, and Dr. Leah Hunter, who were the voice for the Faculty on the Re-Opening Task Force Team. They worked tirelessly under Attorney Rica Calhoun's leadership, putting in place every precaution and safety measures to reopen a safe campus.

Despite these challenging events, Faculty, you continue to **RAISE the BAR**. The Pandemic has changed how we think about and prepare for the future. Faculty, I celebrate you; you are the best and the brightest University professors and educators! You are resilient, flexible, and adaptable. Amid this Pandemic, faculty remains committed to Students, **“Students First.”**

FAMU Faculty, excellence at every turn! This thematic idea,

“STUDENTS FIRST...FACULTY ENABLED...EXCELLENCE AT ITS BEST...MISSION POSSIBLE...MISSION ACCOMPLISHED”, is something that we will **revisit and return** to over the academic year because in the midst of what seems like the impossible, we continue to say, **all things are possible!**

The more our incredible **Faculty is enabled**, we see **Excellence at its BEST**, the better our students will perform and produce, and that my friends, is **MISSION** accomplished!

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

SWEARING IN OF SENATORS:

Swearing in of Senators by Attorney Shira Thomas

Approval of September 15, 2020 Meeting Agenda:

Dr. Cavazos called for a vote to approve the agenda. Voting conducted via Zoom, hands-raised for approval. No opposition. Motion passed; meeting Agenda approved.

Approval of April 21, 2020 Meeting Minutes:

Dr. Cavazos asked for a vote to approve the April 21, 2020 meeting minutes with necessary correction. Senate asked to vote by raising hand using Zoom icon.

Dr. Muchovej, Parliamentarian stated sufficient number of votes in favor of approving minutes. Opposition asked to show the same sign. No opposition, motion passed, minutes approved.

Dr. Cavazos gave a special thanks to Senator Naquita Manning in her role as Secretary.

Announcements: Dr. Cavazos.

1. Ms. Joyce Harris is on leave and projected to return January 2021.
2. New Senators will receive information regarding orientation.
3. **Special Thanks to the Provost Office**, I have been working closely with Dr. Boston, Ms. Valerie Singleton, and Ms. Carucha Jones- Nelson on Senate matters. I would like to recognize them for their outstanding service with Excellence at its best.
4. **Ms. Nelson** will be working with the Faculty Senate moving forward until the return of Ms. Harris.
5. The **Teacher of the Year** Committee, Chair by Senator Robin Perry, will be working closely with the committee to complete the evaluation and selection process.

6. **Special Thanks to Mr. Michael Simmons**, *Network Engineer, ITS*, for his support to the Faculty Senate.
7. Senators, enclosed are the following attachments.
 - a. Senate Meeting Minutes - April 21, 2020
 - b. Faculty Senate Schedule of Activities
 - c. Curriculum Committee Report
 - d. COVID-19 Report for Faculty from Senate Leadership Team, Dr. Kyle Eidahl and Dr. Novell Tani
 - e. Division of Audit's presentation
8. **The Faculty Senate undertook 3 MAJOR Summer projects:**
 - **Project #1**- Revising the University Constitution,
 - **Project #2**- Revising the Faculty Senate Bylaws.
 - These two projects, Chaired by Dr. Eidahl, and Senate President, Dr. Cavazos
 - **Project #3**- Revising the Faculty Handbook, Chaired by Dr. Muchovej and me.
 - All three projects are comprised of faculty members from the senate, schools and colleges.
 - Projects are in last phase of completion and will be submitted to President Robinson, Provost Edington, and General Counsel for review.
 - Next step will be presentation to Faculty Senate for approval

CONSTITUTION COMMITTEE MEMBERS

- Kyle Eidahl, Chair
- Ann Marie Cavazos, Ex-Officio
- Rob Abrams, (Sub-Chair)-Law
- Caroleen Dineen, (Sub-Chair)-Law
- Ezzeldin Aly, Education
- Tiffany Ardley, Pharmacy
- Patricia Broussard, Law
- Markita Cooper, Law
- David R. Guthrie, Nursing
- Maurice Holder, Pharmacy
- Leah P. Hunter, SJGC
- Robin Perry, CCASH
- Angela Thornton, Pharmacy
- Pia Woodley, Allied Health

BYLAWS COMMITTEE MEMBERS

- Kyle Eidahl, Chair
- Ann Marie Cavazos, Ex-Officio
- Patricia Broussard, (Sub-Chair)-Law
- Ezzeldin Aly, Education
- Tiffany Ardley, Pharmacy
- Markita Cooper, Law
- David R. Guthrie, Nursing
- James Muchovej, CAFS
- Robin Perry, CCASH

- Special thanks to **Ms. Heather Johnson**, Senior Director, Marketing and Communication Provost Office, initial review of the Faculty Handbook.

Faculty Development-Teaching and Learning Center: Under the leadership of **Director Dr. Desmond Stephens**, who provides continuing education in support of the Office of Instructional Training for faculty on Canvas and Zoom teaching. Dr. Stephens is incredible in his delivery, so I encourage you to register for these courses, learn the best practices, and provide **quality** and meaningful education to our students. **“Students First”**

Office of Instructional Technology Team Members	Additional Faculty Facilitators
Dr. Nasiha Arif	Dr. Kelley Bailey
Dr. Niamboue Bado	Dr. Jason Black
Dr. Marilyn Dickey	Dr. Brittany Boykins
Dr. Beverly Gavin	Dr. Leon Brown
Mrs. Telisa Jones	Dr. Cheron Davis
Mr. Robert Seniors	Dr. Na’lmah Ford
	Dr. Lamar Garnes
	Dr. Kenneth Johnson
	Dr. Deanna McKenzie
	Dr. Samuel Pyne
	Dr. Kenya Washington-Johnson
	Dr. LaTanya White

UNIVERSITY ADMINISTRATION REMARKS:

President, Dr. Larry Robinson

Thank you, President Cavazos, members of the faculty senate, and members of the leadership team who are in attendance this afternoon. It is my honor to speak to you today, especially a day after the news was released that Florida A&M University was again the highest ranked public historically black college and university in the nation.

According to the US News and World Report 2021 best college rankings of top public universities, FAMU ranked 117 this year, up from 123 a year ago. The next highest ranked public HBCU lands at 136. I do want to point out that in HBCU rankings, FAMU is tied at number seven for the highest ranked public HBCU. All the institutions ahead of us on that ranking are private institutions, and that's good company.

The FAMU/FSU College of Engineering earned a spot on the US News and World Report Badge Eligible List ranking 69 among the 206 best undergraduate engineering programs offering doctorate degrees. The recent US News and World Report rankings reflect the outcome of a 35-year old partnership between FAMU and FSU with a commitment to excellence, and a clear understanding of the need to catalyze change through diversity, equity, and inclusion.

Another critical and very, very important part of these rankings, is the fact that FAMU ranked 20th nationally in social mobility. This reflects the 6- year graduation rate of PELL eligible students. This is perhaps a truest indicator of FAMU's ability to alter the economic trajectory of individuals and families for generations. We have known for a very long time that HBCU's play a key role in the growth and production of the black middle class in this nation.

I would also like to say, there is more to this story than just the numbers, these rankings reflect your hard work, hard work of our students, and staff, as well as the guidance and vision provided by our Board of Trustees. I cannot leave out the generosity of FAMU's alumni and friends.

Your commitment to student success is clear and apparent to our overall goal is to elevate FAMU to one of the nation's top 100 public universities, and as you can see, we are making ground on that goal. And while rankings are important measures, it is impossible to measure the hard work of everyone on our faculty and on our team as well as to measure the impact that our students will have on the world throughout their careers. But for now, we will all celebrate these outcomes together because we got there together.

Working together as we articulated in our strategic plan, 'Together We Rise'. To that end of working together, I must acknowledge to the leadership of Faculty Senate President, Dr. Ann Cavazos, and UFF President, Dr. Roscoe Hightower and thank them.

Thanks to both for working closely with us as we develop strategies to address our current challenges. This is a great day to be a Rattler and I am honored to serve me as your 12th President.

As you all know, the global COVID-19 pandemic has disrupted practically air aspects of our lives, and all of you have had to make major adjustments in light of this pandemic. Whether in person or not, the Rattler spirit is not virtual, it is real, and it touches you wherever you might be. We will get beyond this pandemic and become stronger because of it.

As we often say, great things happen at FAMU every day. Many of you know since April 25 we've had the largest Community Based, free COVID testing site in the region. And today, more than 44,000 persons have been tested. I have to give thanks to Dr. Cynthia Harris, College of Pharmacy, Institute of Public Health and Ms. Tanya Tatum, Director of Student Health Services for their leadership, and all who have been involved in this collaborative project with Bond Community Health Clinic, Florida Department of Health, Florida Department of Emergency Management, Leon County Department of Health and others.

Countless hours have been dedicated to this day to day operations for COVID-19 testing. What was going to be a 200 a day experiment for two weeks in April has now gone to over 700 COVID tests per day; with no termination date in sight. Thank you to all who have volunteered.

Research: Because of your efficiency, we have had the best year ever in research. During period of 2019-2020, FAMU received 167 research grants awards total totaling over \$60 million.

Remote Learning: I cannot thank you enough for your willingness to transform on short notice to remote and online mode of educational delivery. This has been crucial to the success of our students and crucial to the success Florida A&M University.

Finally, FAMU is moving forward and the work that you do is not going unnoticed. You have been recognized nationally and globally and this institution has been recognized nationally and globally, because we have great faculty. It is in this spirit that we continue to move forward, and even when the dark clouds gather on the horizon, we will continue to do so. Thank you.

UNIVERSITY ADMINISTRATION REMARKS continued

Provost, Dr. Maurice Edington

Summary of several key activities and priorities for the year.

- One of the biggest projects that we undertook this summer was faculty training and I appreciate all the faculty who participated. We had over 400 faculty who completed the training and that was a monumental effort. It was a team effort and an enormous investment of at least One million dollars to provide support. Faculty reported appreciation for the training, and it is paying off in terms of the quality of instruction in the classroom.
- As we move into and through this academic year, there will be a continued focus on enhancing and expanding our distance education footprint at the University. We all acknowledge that there is no turning back now in terms of teaching and learning through distance education and that we need to have a strong presence as an institution in that space. Another major priority for the year is to look at diversifying academic programs offerings in distance education.
- Faculty excellence and continuing to invest in our faculty through various mechanisms, to include training, providing expanded opportunities for the faculty to receive training as well as support for research and participation and internal and external training activities we have expanded our faculty development team. Dr. Desmond Stevens has taken on the lead role, working with the Dr. Boston and the rest of the team in the Teaching and Learning Center.
- We are also going to continue to go out and solicit dollars from the state legislature in direct support of our faculty. This year we submitted a \$15 million legislative budget request and \$8 million of that request was directed for faculty excellence, specifically to hire new faculty as well as a request for \$2 million for faculty retention, which would be directed primarily for salary adjustments for the faculty overall.
- Enrollment: We had anticipated a potential enrollment declines in excess of 10%, however, we were happy to see that it appears to be about 6% down in comparison to the Fall of last year. It is a good sign as we continue to work as an institution to recruit and retain at a higher rate.
- Graduation rates and Student Success outcomes are continuing to increase and are largely due to the work that you all as a faculty, in the classroom.

Questions for Provost Edington

Question from chat: When will OIT certifications be paid for faculty who completed Canvas Training?

Response: Payment processing has begun, some faculty have received stipend, and more information can be provided as to timeline.

Dr. Alan Robertson, CFO gave additional information that Title III had been contacted about specifics and reported processing will occur every other week and will be processed as Special Pay, meaning it will be in regular paycheck.

Question: Seeking clarification, of \$2 million for faculty retention, will it include raises for faculty?

Reply: Yes, revenue for faculty salaries, we call it retention, but that's what we mean by salary adjustments.

President Robinson remarked the request will be presented to Board of Governors this week (week of Sep 15, 2020) for approval.

CONTINUING BUSINESS

Curriculum Committee Report (report is summarized as follows):

Dr. Kyle Eidahl presented report to Senators electronically which contained 5 items. The September 2020 report contains one new course, 3 course change requests, and one program modification. These requests were approved by the Curriculum Committee on September 9, 2020 at the regularly scheduled monthly meeting, held virtually. The Curriculum Committee recommend the Faculty Senate approve all requests.

- College of Agriculture and Food Sciences
 - Program modification for BS in Agricultural Sciences, Major Veterinary Technology
 - Three course change requests
- College of Pharmacy and Pharmaceutical Sciences
 - One new course request (add course to Public Health curriculum)

Dr. Cavazos called to entertain a motion to approve the Curriculum Committee Report as a slate.

Dr. Robin Perry motioned to approve Curriculum Committee Report. Dr. Ebenezer Oriaku seconded. Dr. Cavazos opened for Discussion/Questions: None came forth. The motion passed with majority vote.

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

Summary:

Weekly Executive Council meetings, currently being held on Tuesdays.

Reminder that Assessments due today, 5:00 p.m. for Colleges, Departments, and Schools.

Top points of discussion in leadership team meetings has been centered around supporting faculty with resources that promotes excellence in teaching and other areas of faculty development.

Division Heads encouraged to remind faculty, and faculty remind colleagues to continue to be timely with approving attendance. Currently 900+ students have an attendance hold.

Attendance holds impact financial aid awards to our students.

Faculty need to encourage colleagues and students to be safe. Practice safe social distancing, hand hygiene, and the other necessary precautions are taken to ensure safety of our stakeholders.

Full Report available upon request for email document. You may email Faculty Senate Secretary at naquita.manning@famuedu or Executive Council Member Dr. Novell Tani at novell.tani@famuedu

COVID-19 Meeting Group Report: Dr. Kyle Eidahl

General Comments

The COVID-19 Meeting Group began on March 2, 2020 and met every morning until April 15. Since then the group has met every Tuesday and Friday morning through the present time.

Highlight: reinforcing safety practices.

FAMU has Mobile App for download to Android and iPhone. Anyone coming to campus need to utilize Self-checker prior to reporting to campus. This applies to employees and visitors.

Health Services report included from Tanya Tatum noted

- We are seeing ½ the number of cases, but we are testing about ½ the numbers.
- Positive test results have decreased. Around 6%
- Please do the daily self-check in the mobile app.

FAMU Testing site had performed 37,656 COVID-19 tests by end of August 2020. Testing has continued at FAMU Bragg Stadium, although there is a definite reduction in testing in the state.

Excerpt from meeting report on September 11, 2020

Council for Student Affairs, William Hudson, Jr.

- Some universities are requiring all Fraternity members to test for COVID-19
- Much positivity in Greek life houses
- Many are not talking to contact tracers
- FSU took center stage
 - 103 students isolated at the moment
 - They are worried about the football game.
 - Parents were complaining about roommates.
- FAMU do not have this issue because we only have one student per room.

Report available via email upon request. You may email Faculty Senate Secretary or Dr. Kyle Eidahl at kyle.eidahl@famuedu

NEW BUSINESS

COVID-19, Impact on University Finance, Dr. Alan Robertson Vice President for Finance And Administration/CFO

University reviewed finances, working with Board and have put processes in place to improve financial standing.

FY21 Model, 12 month study done with McKinsey Consulting, assessing the potential impact of Coronavirus on the University.

Three scenarios built around cash flow

Scenario 1 – Hybrid Learning Fall, Spring, Summer

Scenario 2 – Hybrid instruction Fall 2020, ends after Thanksgiving; transition to remote learning Spring and Summer 2021

Scenario 3 – Hybrid Learning Fall 2020, shut down and return to remote learning

The major assumptions according to Model forecast Jst Athletics down 22%, Net Tuition and Fees down 10% to as high as 27% for Scenario 3. Additional revenue will be lost from Room and Board (meal plans).

Enrollment declined as well due to Coronavirus.

Disbursements projected to increase, specifically due to hiring of facility staff for cleaning for COVID requirements.

Based on consulting report, University currently projecting a \$2.6 million deficit. To combat deficit, a plan to reduce spending has been developed and currently being implemented. Focus will be on zero-based budgeting and spending control to reduce discretionary spending.

Revenue Diversification suggestions:

Expanding student populations

Degree completion through evening and weekend programs

Develop certificate and degree programs

Additional information available from report as requested.

Questions:

Question asked if hold back is the same as a budget cut? And if hold back will impact the \$2 million budget request for faculty retention and salary increase?

Response from President Robinson and Provost Edington:

A hold back is a tool, a method of requesting that a percentage of the budget not be spent.

Only the Legislature can decrease the budget allocation.

The budget being given is for next fiscal year, 2021-2022. The monies that have already been allocated for a purpose has to be used as intended and allocated. If money allocated to faculty salary increase, then money will be used for faculty salary increase.

Question: What is the progress and status of the voluntary separation program?

Dr. Robertson replied: The program was approved by the board in 2015 but not executed, due to cost benefit analysis that report voluntary separations incur huge payouts for terminal pay.

Assessment continuing to see if University can offer this program at this time.

There is also the additional expense of hiring new faculty at a higher rate due to market and high demand.

Question: What is the difference between voluntary separation and retirement?

Reply: Voluntary separation may occur before retirement, and eligible to work for another institution without affecting state pension.

Question: What do you think the University will do in the Spring and Summer 2021?

Reply: Hopefully, Scenario 3 is off the table, where complete remote learning occurs again.

President Robinson replied health and welfare of faculty, students, employees are priority. A definite plan has been confirmed, but a lot will depend upon COVID-19 Pandemic.

Question: What does it mean, relating to slide the information showing decline in students and full-time faculty? Does this mean letting go faculty?

President Robinson replied need to assess if we have the right amount of faculty according to number of students. Understand that faculty numbers directly impact student success. At the

same time, have to be mindful of the realities around Pandemic and scenarios may evolve that University had not planned for, as we certainly did not plan for a 6% reduction in enrollment. Dr. Alan Robertson replied that this is unprecedented times, and without the \$13 million and again \$28 million CARES Act funding, the University would not have been able to institute the student resources (technology) and safety practices (plexi glass, personal protective equipment) required.

President Robinson continued with thanking the faculty and ensuring faculty that they are a critical and essential part of the University Recruitment team. Students are sharing positive experience, and this is having an impact on the positive message for the University.

Dr. Cavazos requested for motion to table Division of Audit Report due to time constraints. Motion by Dr. Aly, second by Dr. Eidahl. 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