

## **FACULTY SENATE MINUTES**

**Call to order:**

**Proxies:**

**Members in attendance:**

**Members not in attendance (without proxy):**

**Approval of agenda:**

**Approval of minutes:**

**Remarks from SGA President Nick Lang:**

**Remarks from President Kitts:**

**Remarks from Vice-President Thornell:**

**Reports:**

**Academic Affairs Committee:**

**Faculty Affairs Committee:**

**Faculty Attitude Survey Committee:**

**Unfinished Business:**

**Sick Leave:**

**Office Hours/Communication:**

**New Business:**

**Smoke Free and Tobacco-free Campus:**

Draft Sick Leave Policy  
Faculty Affairs

The University provides sick leave to eligible faculty in order to prevent loss of income when the faculty member is unable to work. For precise, up-to-date information, faculty should consult the UNA Employee Policy Manual and Handbook outlined there. Categories of sick leave include personal illness/accident leave and physician appointments; maternity leave; family illness/accident leave; bereavement leave (death of a family member); funeral leave; personal leave; job injury

FACULTY AFFAIRS DRAFT POLICY, Jan:Feb. 2016

3.2.3 Office Hours

7 committee members; chair abstaining

First Choice of Committee(4 votes as first choice

don't work, what works better? How else can we connect with students to help them succeed and stay at UNA?

The new policy

1. Empowers the deans and departments to set individual policies;
2. Encourages each department to start a conversation on how best to reach students;
3. Respects differing disciplinary/departmental needs, e.g., faculty like those in art who work hands-on with students in the studio 6 hours per course each week; other faculty whose teaching involves intensive one-on-one student contact such as



will continue to lag behind as long as UNA continues with policies that are consistent with teaching-exclusive objectives. Office hours is, of course, only one small piece to this larger



from cities too distant to allow them to hold traditional office hours (St. Louis and Nashville), and [the department chair]

"In addition to the internship, all students who are a part of the Educator Preparation Program are required to complete a minimum of 150 clinical hours in the schools. As faculty, we work with the local schools to arrange these clinical hours. In some cases, the faculty member travels with their students to the schools to conduct teaching sessions within the Preschool - 12th grade classrooms. In addition to visiting interns in the schools, we are required by the Alabama State Department of Education to volunteer a minimum of 10 hours per semester in a classroom. We also develop training sessions for the parents, students, and teachers in the schools. Some of these sessions include students as presenters. Many of the teachers in the local schools are alumni of UNA or are in the graduate program. By being a constant presence in the schools and community, the faculty in the COEHS serve as ambassadors for the university.

HPER: "My time with students outside of class varies greatly by week but can exceed 15 hours per week if data collection is taking place. I am also spending a lot of time preparing advising (I advise close to 100 students). I have posted office hours, but like all faculty in my department I have an open door policy. Students drop into my office frequently throughout the day from 8:00-5:00 later most days. I also respond to emails pretty much anytime I am not sleeping."

Music: "You could set the office-hour-plus-other contact minimum to TWENTY-seven hours a week and (and I say this with a certain pride) every single faculty member in my department would meet it. And that's a regular week, not a performance week! (My guess is that theatre and athletics wouldn't be far behind.)"

Nursing: "When students are here (mostly on Tuesday and Thursday for classes) they come in and get mentoring all the time, regardless of whether it is your office hours or not. I suspect that is like most departments. And ... our online faculty ... set office hours but ... constantly are checking emails and our office hours are just the [required] 7 hours. [Online faculty] check and usually respond frequently not just during office hours."

Science: "I am ... at a conference ... with a student. We won't back until [weekend] taken students to conferences on occasion. Every semester, I take students on a ... field trip and camp at least one night on a weekend. I also take them on day trips to the field ([writer' discipline] is best in the field!)."

Theatre: "I typically teach 156 credit hours each term, with three hours being release time for designing productions. And then I have the 7 office hours each week. I do actually teach 42 'traditional' classes each semester, but most of my work is design/performance oriented. My design classes meet during normal class periods, but I have to maintain some studio hours (more in the middle to end of the term) for the students to work outside of class. I do my best to schedule the studio hours while I am also 'shop' hours so I am not overwhelmed. The 'shop' hours are in connection with the ... course that builds the designs for the shows. I usually schedule 12-15 hours each week just for the scene shop. If I am also directing a show (which doesn't happen every semester), then I put in 20 other 16-hours a week for rehearsals. None of those hours for the shop or rehearsals reflects prep time-it is 100% contact hours. So the research, rendering, shopping parts of the performance work are in addition. It is not unusual, during a production period, to put in 60-70 hours/week for everything. In addition, there are times of the year where I help coach students and alumni for their auditions/interviews for internships, grad school or

festivals/competitions. There are also semesters when helping guide a student designer or director. It is really hard to assign an actual number of hours to some of that because it depends upon the actual production and the student's experience level."

#### FURTHER READING

Griffin, Whitney, et.al. "Starting the Conversation: An Exploratory Study of Factors that Influence Student Office Hour Use." *College Teaching* 62(2014): 94-99. Students come to office hours more in courses with lots of shorter assignments and quizzes.

Gross, Liz. "An Examination of the Relationship between the Communication Methods Used in Out-of-Class Student-Faculty Interactions and the Content and Frequency of Those Interactions." Ph.D. dissertation. Cardinal Stritch University, Milwaukee, 2015. Students in her study had twice as many contacts with faculty who used a social network such as Facebook.

Jackson, Linda Eckstein, and Aimee Knupsky. "'Weaning off of Email': Encouraging Students to Use Office Hours over Email to Contact Professors." *College Teaching* (2015): 183-4. 2011 study showed that 99% of students used email rather than office hours; article lists strategies (bribes) for getting students into faculty offices.

Kitsantas, Anastasia, and Anthony Chow. "College students' perceived threat and preference for seeking help in traditional, distributed, and distance learning environments." *Computers & Education* 48(3) (2007): 389-5. Students were more likely to ask for online help and to feel less threatened in so doing.

Li, Lei, and J(nc)-3(yP <</M3(o)8(nfc)-3(yPt)6(hPt)628m f)3(e)oeni0 358.68 Tm [(L)73(e)oei0 35H

and lack of commitment. To their surprise, the authors found no correlation between grade and office attendance.

Thachij Shoba Anne. "Factors that Relate to the Persistence of Generation Undergraduate Students in a Public University." Ph.D. dissertation. Florida Atlantic University, Boca Raton, 2013. One factor was office hours, which the students in the study underused.

#### OVERVIEW OF ONE ARTICLE AND CONCLUSIONS

From a quick review of some research, namely the following article (which includes a fairly comprehensive review of current research in its opening pages):

Li, Lei, and Jennifer P. Pitts. "Does It Really Matter? Using Virtual Office Hours to Enhance Student Faculty Interaction." *Journal of Information Systems Education* 20, no. 2 (Summer 2009): 175. ProQuest.

- Review of the research: it is well documented that contact beCT2 1 Tf[(c)1c -03e-03e-03tsr



FACULTY AFFAIRS DRAFT POLICY

3.2.3 Office Hours

Faculty-student interactions outside of the classroom are among the most important relationships on a college campus. Interactions of faculty at diverse colleges require meeting individually of individual students in multiple contexts. To promote flexibility, College Deans and Departments, in collaboration and subject to a majority vote of full-time faculty in individual departments will determine appropriate, regular hours that will facilitate student-faculty interaction for consultation, discussion, and advisement except that office hours in excess of seven hours or on days that a faculty member does not have scheduled classes is at the sole discretion of individual faculty members. After approval by the department chair, faculty Faculty members will list their office hours on all syllabi at the beginning of each semester.