



Faculty Senate Meeting Minutes

Committee/Council/Other: Faculty Senate Meeting Minutes No.: 7– AY 2022-2023	
Date of Meeting: May 5, 2023	Start Time: 9:00 AM
Location: Virtual (MS Teams)	End Time: 10:17 AM
Chair: Dr. Fathia Elmenghawi	Minutes Recorded By: Dr. Fathia Elmenghawi
Attendees:	
1. Dr Rawad Hodeify	Biotechnology
2. Dr. Fayez Moutassem	Civil and Infrastructure Engineering
3. Dr. Mohammed Awad	Computer Science and Engineering
4. Dr. Maissa Farhat	Electrical, Electronics & Communication Engineering
5. Dr. Haileslasie Tadele	Finance
6. Dr. Kutbettin Kilic	Humanities and Social Sciences
7. Dr. Abdelfatah Arman	Management
8. Prof. Suleyman Ulusoy	Mathematics and Natural Sciences
9. Dr. Kadhim Al Amara	Mechanical & Industrial Engineering
10. Dr. Khaleda Almansoori	Graduate Studies
11. Mr. Kevin Konecny	University Administration
12. Ms. Urita Sadallah	SGA Representative
13. Dr. Eka Sediadi	Architecture
14. Dr. Sara Faiz Hanna Tasfy	Chemical and Petroleum Engineering
15. Engr. Wlla Mhairat	Instructor
• Excused Absences: Prof. Stephen Wilhite Vice President, Academic Affairs & Student Success / Provost	
• Unexcused Absences: Zainab Usman Abubakar Graduate Students representative	
• Guests: Ms. Abeer AlMalki IT Assistant Manager	
AGENDA ITEM 1: Approving the minutes of the previous meeting (meeting #6 AY 22-23).	
Discussion Summary:	
• Dr. Fathia called for a motion to approve Faculty Senate Meeting #6	
• Motion to approve the MoM was raised by Mr. Kevin and seconded by Dr. Fayez.	
Conclusions:	
• The 6 th MoM has been approved.	

AGENDA ITEM 2: Follow up and updates about previous meetings agenda items:

- Faculty end of contract procedures and timing & Proposal for faculty promotion ceremony (Create a committee)
- Salary of faculty who were hired during COVID-19. (HR reply)
- Including the syllabus within the course registration in EUMS. (OIS & OIT reply)
- From MoM # 8 AY 21-22 “The collaboration between AURAK and RAK Academy & Saint James for the next coming years in terms of mutual tuition fee discounts.”

Discussion Summary:

- Dr. Fathia introduced the second agenda to all faculty members: Faculty end of contract procedures and timing & Proposal for faculty promotion ceremony (Create a committee):
 - Dr. Fathia requested to form a committee as “faculty senate representatives” to coordinate with HR for queries raised in Faculty Senate Meeting #6.
 - Dr. Kevin and Dr. Sara became the faculty senate representatives for HR related queries.
- Dr. Fathia shared reply from HR regarding salary of faculty who were hired during COVID-19:
 - Mr. Abba (HR) replied that the reinstatement was made only for faculties who got salary cut-down during COVID-19, faculty members who are hired after are not included as they are hired according to the new salary structure that have been revised after COVID-19.
 - Mr. Abba recommended that faculties can discuss salary increase when AURAK is renewing their contract or if Provost can consider to approve salary increase or have any other suggestion.
 - Dr. Kadhim requested to do a revision in the contracts which were made after COVID to keep an equality between staffs.
 - Dr. Sara added that there are some faculties who joined before COVID and have same ranking but have different basic salary. Dr. Fathia requested Dr. Sara to raise this concern with Mr. Abba.
- Regarding including the syllabus within the course registration in EUMS:
 - Office of OEFM and IT replied that the requirement for giving access to students in the syllabus library is not possible in IDAP because only faculty and staff has access to IDAP portal. The only way to give access is to create a portal through EUMS which they can start working on from June 12th and it may take 7 working days to complete.
 - Ms. Abeer confirmed what was highlighted by Dr. Fathia. Ms. Abeer also mentioned that IT is in process of working with outsourced project management team to move in-house EUMS to a third party.
 - Dr. Fathia added that as discussed in previous meeting, students will have access to syllabus of previous year in the library as suggested by Ms. Amanda.
 - Dr. Eka shared that some students who are not from architecture have contacted him to join one of his courses in next semester. Dr. Eka suggested student to check course description in the catalog to know more about his course. Therefore, he suggested that student can check catalogs to know more about the courses until they open EUMS syllabus library for students.
 - Dr. Fathia replied that students usually check catalogs for knowing the course description but EUMS library will give them more information about grade distribution, assessment criteria and nature of the course which are not mentioned in catalog.
- From MoM # 8 AY 21-22 “The collaboration between AURAK and RAK Academy & Saint James for the next coming years in terms of mutual tuition fee discounts.”:
 - Dr. Fathia request Mr. Kevin to give update on it.

- Mr. Kevin said that he does not have any update and suggested to wait for Prof. Stephen to respond.
- Dr. Fathia recollected the context that Prof. Stephen and mentioned about activities related to library, there were discussion to invite school like RAK Academy and Saint James students to AURAK campus. Prof. Stephen also mentioned to take this further to discuss with Mr. Basheer and Academic council to make mutual proposal/agreement for tuition fee discounts.

Conclusions:

- Prof. Stephen will be reminded by Mr. Kevin about “The collaboration between AURAK and RAK Academy & Saint James for the next coming years in terms of mutual tuition fee discounts”. To provide updates in the next meeting.

AGENDA ITEM 3: Students chairs and tables in building H and K. (Mr. Ibrahim)

Discussion Summary:

- Mr. Basheer was not available to discuss this item.

Conclusions:

- This agenda will be discussed in the next meeting.

AGENDA ITEM 4: Refurbishment and exchange of AURAK faculty laptops (Mr. Sharul)

Discussion Summary:

- As per meeting no.6, provost requested to invite Mr. Sharul on behalf of IT but Ms. Abeer joined the meeting to clear the complains about refurbishment and exchange of AURAK faculty laptops which are in possession of faculty for over 5 years and which are meant to be exchanged as per the contract.
- Dr. Maissa supported IT as they immediately changed her laptop when it was not working and her name was on the list of people whose laptop require to be changed.
- Ms. Abeer mentioned that as per AURAK policy, laptops are replaced every 4 years. As the workload for IT is currently high therefore, all laptops will be replaced as per the list once the workload is low.
- Dr. Fayeze asked Ms. Abeer about how they keep track of when the laptop is to be changed.
- Ms. Abeer answered that the track is kept in the system as per the date of laptop issued to the staff/faculty. Also, IT keep track about the complains on the laptop issued.
- Dr. Kadhim asked Ms. Abeer about what happens to the old laptop after replacement and if any faculty/staff can buy it.
- Ms. Abeer replied that it depends on the condition of the laptop. They are either utilized for other work as backup laptop or it is presented to the committee to resell and if it is not in working condition then it is sent to scrap. Ms. Abeer also mentioned that as per the policy once a user is having the issued device for more than 2 years then the user is eligible for the purchase of the device.
- Dr. Sara questioned if the desktops are also in the policy to be replaced to which Ms. Abeer replied Yes.
- Mr. Kevin mentioned about a policy in iDAP that talk about computer purchase and its calculation formula of price and the time period that the computer has to be used before it is eligible for purchase by staff/faculty. Mr. Kevin share this information in team’s group chat.
- Dr. Kadhim asked is it in IT’s regulation to replace the laptop in 4 years because many staffs/faculties have their laptop for over 5 years.

- Ms. Abeer replied that it depends on the condition of the laptop, some staff push to replace the laptop before the intended period of replacement which is not always considered. The priority is given to both condition and timing to replace the laptop depending upon case by case.
- Dr. Eka asked that if it is possible to know architecture faculty name is on the list except for Dr. Fathia. Because some faculties are using high-capacity software then the laptop issued.
- Ms. Abeer replied that the list will be shared with Dr. Fathia. And regarding the type of laptop, the faculties are assigned laptops after considering on how they use their laptop, IT hold 2-3 different specs of laptops based on the employee nature of work. Architecture faculties are given heavy duty laptops as per their nature of work.
- Dr. Kadhim requested Ms. Abeer to resolve the issue of his laptop batteries as they are not working properly. Ms. Abeer replied that IT will look into his case.

Conclusions:

- Mr. Kevin shared the policy of purchasing the used laptop on team's chat
- Ms. Abeer will share the list of faculties in Architecture department whose laptops will be replaced.
- Ms. Abeer will look into Dr. Kadhim's case of battery replacement.

AGENDA ITEM 5: Online course evaluation (Dr. Awad)

Discussion Summary:

- Dr. Awad will discuss this topic directly with IT committee.

Conclusions:

- Dr. Awad will update further course evaluation procedure in next meeting after discussing with IT.

AGENDA ITEM 6: TurnItIn software subscription (Dr. Kutbettin)

Discussion Summary:

- Dr. Kutbettin mentioned about an important issue about AI chat GTP which makes hard to detect plagiarism or AI generated content in writing assignments. Therefore, Dr. Kutbettin requested to subscribe to TurnItIn software which detects AI generated content which is also approved by Mr. Shadi. Dr. Kutbettin also mention that this software TurnItIn can also be incorporated in Blackboard system.
- Ms. Abeer replied that Mr. Sharul have sent an email for IT requirement for the future budget but it is not sure if this software is highlighted in it. If it is not included in the list then we cannot have this software for the next academic year.
- Dr. Abdelfatah highlighted that when he discussed about TurnItIn software with SoB Dean Joe, he said that this has to be university initiative and not by any department or school.
- Ms. Abeer asked Dr. Awad if he had discussed this in IT committee to which Dr. Awad replied No.
- Dr. Kadhim highlighted that there can be version of the SafeAssign which AURAK can upgrade to. Dr. Awad replied that he is not sure about SafeAssign software as it is not very efficient and he is not aware about any other version.
- Dr. Sara shared that TurnItIn has been raised by SoE in the current budget along with EndNote software.

Conclusions:

- Ms. Abeer will check if TurnItIn software is in IT purchase list.

AGENDA ITEM 7: Class size procedure (Dr. Kutbettin)

Discussion Summary:

- Dr. Kutbettin discussed about issues in class size procedure by the following points:
 1. This procedure is not working as AURAK facilities are not equipped to handle the classes of big size e.g., the rooms have small screens for the number of students and the rooms are not designed for sound to travel well. Also, students encounter difficulties following the lectures for class consisting 75 – 80 students.
 2. Due to faculty load procedure, faculties are forced to offer fewer classes' options for students. Also, faculties are loaded with 3 courses per semester which does not benefit students nor faculties.
 3. Due to these difficulties in bigger class size, students can lose motivation and interest also the faculty gets frustrated.
- Dr. Fathia questioned if auditorium can be used for bigger class size which have better screen and microphone to conduct such lectures easily.
- Dr. Kutbettin replied that since these classes are writing intensive and have multiple classroom activities, it will be difficult to conduct it in auditorium.
- Dr. Fathia agreed with Dr. Kutbettin and this will be discussed with Prof. Stephen in the next meeting

Conclusions:

- The discussion of this agenda will be done in next meeting with Prof. Stephen.

AGENDA ITEM 8: Other business.

Discussion Summary:

- Ms. Urita asked about the follow-up about the scholarship chance semester.
- Dr. Fathia replied that she did not receive any email regarding this from provost but there is a proposal for modifying the scholarship.
- Dr. Kadhim asked about what is the job of the senate chair and how senate chair is elected.
- Dr. Fathia replied that a Senate chair works for 2 academic years then by the April of 2nd year faculty Senate chair has to announce and send an e-mail to the faculty Senate members that his/her time is up and the floor is open for nomination and based on some criteria highlighted by the OEIS, they will send call for nomination to faculties, they will receive applications. They will also assess or evaluate these applications and based on this evaluation they will short list and then they will ask for elections.
- Regarding the task of senate chair, Dr. Fathia mentioned that apart from faculty senate meetings, preparing agendas and following up regarding these matters, a senate chair is automatically a part of Academic Council committee as well as Provost council committee where provost is present to discuss about faculty senate matters and Senate chair have to give explanations and suggestions related to the matter. Faculty senate chair should be aware about academic and administrative concerns and any issue related to the faculty; senate chair will discuss it with higher rank committee on behalf of the faculty.
- Dr. Kadhim asked if there is reduction of 3 credit hours for the senate chair to which Dr. Rawad agreed.
- Ms. Urita raised concern about closing departments while having materials in the labs is more loss than a gain and suggested that putting a hold is better idea than closing the department.

- Dr. Fathia mentioned that this agenda was discussed 2 meetings ago and our Provost also responded at that time.
- Dr. Maissa asked if Professional development week can be started after the final exam instead of end of August.
- Dr. Fathia answered that as there will be new faculty joining, Professional Development week is a part of their orientation.

Conclusions:

- Proposal for modifying the scholarship will be discussed in the next meeting.
- The agenda regarding closing of the department mentioned by Ms. Urita will be discussed in the next meeting.
- Dr. Maissa’s suggestion of conducting Professional Development week after final exam will be discussed in the next meeting.

Attachments: NA

Date of Next Meeting: TBA

Time: TBA

Place: TBA

Chair’s Signature:



Rapporteur’s Signature: *Himankshi Chudasama*

Distribution List:

- Provost
- Faculty Senate Members
- Guests