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8-18-2020

2020 August 18 - Faculty Senate Agenda and Minutes

Faculty Senate, East Tennessee State University

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EAST TENNESSEE STATE
UNIVERSITY

Faculty Senate

Fall Retreat Agenda

August 18, 2020

Virtual Zoom Meeting

New Faculty Senators Orientation (8:30a-9:15a)

1. Welcome to Senate and Introductions – Mr. Stephen Hendrix, Faculty Senate President
2. Shared Governance – Dr. Virginia Foley, ETSU Board of Trustee Member
3. Constitution/Bylaws – Dr. Susan Epps, Faculty Senate Past President
4. Where to Find Information – Dr. Ginni Blackhart, Faculty Senate Vice President
5. Format of Scheduled Meetings – Ms. Ashley Sergiadis, Faculty Senate Secretary
6. Robert’s Rules 101 – Dr. Patrick Brown, Faculty Senate Treasurer/Chief Operating Officer
7. Comments/Questions
8. Adjourn

2019-2020 Faculty Senate Meeting (9:30a-9:45a)

1. Roll Call
2. Approval of Minutes from April 20th Faculty Senate Meeting
3. Approval of Minutes from July 15th Special Called Meeting of Faculty Senate
4. Committee on Committee Reports – Dr. Susan Epps
5. University Committee Reports
6. Old Business
7. New Business
8. Recognition of Outgoing Senators
9. Recognition of 2019-2020 Executive Committee
10. Comments/Questions
11. Adjourn

2020-2021 Faculty Senate Meeting (10:00a-3:00p)

1. Roll Call
2. Celebrations
3. Introductions of the New Senate
4. Announcements
5. Information Items
 - a. Treasurer's Report/Courtesy Fund – Dr. Patrick Brown
 - b. Board of Trustees Report – Dr. Virginia Foley
6. Elections for At-Large Members to Executive Committee (5 Vacancies)
7. Volunteers for Committee on Faculty Handbook (3-5 Vacancies)
8. Comments from Dr. Noland (11:00a-12:00p)
9. Comments from Dr. Joe Sherlin (12:15p-12:30p)
10. Comments from Mr. Jeremy Ross (12:30p-12:45p)
11. Comments from Dr. Bishop (1:00p-2:00p) – Discussion on Tenure and Promotion Policy
12. College Break-Out Session
 - a. Appointment of a Member to the Faculty Senate Elections and Governance Committee
 - b. Development of a Communication Plan
 - c. One Goal for the 2020-2021 Academic Year for Faculty Senate
 - d. One Goal for the next Two Years of Senate
13. Comments/Questions
14. Adjourn

Fall 2020 Dates for Faculty Senate

- ∞ August 18 (Fall Retreat)
- ∞ August 31
- ∞ September 14
- ∞ September 28
- ∞ October 12
- ∞ October 26
- ∞ November 9
- ∞ November 30



FACULTY SENATE MINUTES

Meeting Date:	08/18/2020	Time:	9:30 – 9:45	Location:	Zoom
Next Meeting:	08/18/2020	Scribe:			Ashley Sergiadis
Present:	Blackhart, Ginette; Brown, Patrick; Burford, Mike; Byington, Randy; Chen, Yi-Yang; Cherry, Donna; Collins, Charles; Dunn, Andrew; Emma, Todd; Epps, Susan; Evanshen, Pam; Foley, Virginia; Fraysier, Donna; Garris, Bill; Hagemeier, Nick; Hemphill, Bill; Hemphill, Jean; Hendrix, Stephen; Holmes, Alan; Johnson, Jeanna Michelle (Mikki); Johnson, Michelle; Livingston, James; Lyons, Renee; Mackara, Fred; McGarry, Theresa; Oh, Sunny; Olson, Nate; O'Neil, Kason; Owens, Bea; Peterson, Jonathan; Sargsyan, Alex; Sergiadis, Ashley; Silver, Ken; Trogen, Paul; Walden, Rachel				
Absent:	Anand, Rajani; Burns, Bracken; Drinkard-Hawkshawe, Dorothy; Ellis, Jon; Gray, Jeffrey; Kim, Sookhyn; Kostrzewa, Richard; Marek, Greta; Ramsey, Priscilla; Sarkodie, Olga; Stone, William; Taylor, Teresa Brooks				
Excused:	Alexander, Katelyn; Sellers, Eric				

Agenda Items

Meeting called to order
1. Roll Call
2. Approval of Minutes from April 20th Faculty Senate Meeting
3. Approval of Minutes from July 15th Special Called Meeting of Faculty Senate
4. Committee on Committee Reports – Dr. Susan Epps
5. University Committee Reports
6. Old Business
7. New Business
8. Recognition of Outgoing Senators
9. Recognition of 2019-2020 Executive Committee
10. Adjourn

DISCUSSIONS

1. Roll Call
2. Approval of Minutes from April 20th Faculty Senate Meeting Hendrix questioned whether there was an objection to approving the minutes from the 04/20/2020 meeting. No Objection: Minutes Approved
3. Approval of Minutes from July 15th Special Called Meeting of Faculty Senate Hendrix questioned whether there was an objection to approving the minutes from the 07/15/2020 meeting. No Objection: Minutes Approved
4. Committee on Committee Reports – Dr. Susan Epps 4.1 Committee on Committee changed its structure. Appointments requiring a Senator will go through the Faculty Senate. Appointments requiring faculty, but not necessarily Senators, will go through the new



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process. Vacancies will be posted on the [Faculty Senate website](#) and advertised in the Weekly Update for Faculty and Staff.

4.2 Updates were provided on appointments filled since the last regular Senate meeting. These appointments take effect in the 2020-2021 academic year.

- Tenure and Promotion Appeals (back-up to Bill Hemphill) – Chuck Collins
- Quality and Effectiveness Sub-Council – Donna Fraysier
- Graduate Council – Michelle Johnson
- IRB – Bill Garris (through 2023)
- Undergraduate Curriculum Committee – Sookhyun Kim (through 2023)
- Disclosure Review Committee – Donna Cherry (through 2021)

4.3 **Walden** asked if the Faculty Senate work group rosters were on the website. **Hendrix** replied that there are no current work groups at this time. They will be determined within the next few weeks.

5. University Committee Reports

5.1 Community Engagement Task Force – Dr. Jean Hemphill

The task force completed their work in July and the report was sent to Dr. Bishop for review.

5.2 Promotion and Tenures Appeals Committee – Dr. Randy Byington

The committee heard one appeal last academic year. The appeal report was sent to Dr. Noland for his consideration.

5.3 Research Advisory Council – Dr. Jonathan Peterson

The council has worked on resolving issues with human subject research, specifically those face-to-face. If you have issues regarding human subject research, contact Dr. Bill Duncan's office as well as the IRB. A new e-grant management system will be rolled out this semester, which will save time routing forms and managing grants. Due to COVID's disruption, they are working on extending RDC grants and rolling over funds.

5.4 Parking Committee – Dr. Paul Trogen

The committee has not been active.

6. Old Business

None.

7. New Business

None.

8. Recognition of Outgoing Senators

8.1 The following senators were recognized for completing their terms of service:

College of Arts and Sciences: Drinkard-Hawkshawe, Dorothy; Dunn, Andrew; Gregg, Chris; Olson, Nate; Oh, Sunny; Park, Esther; Sellers, Eric; Trogen, Paul; *College of Business and Technology:* Hemphill, Bill; Mackara, Fred; *College of Clinical & Rehabilitative Health Sciences:* Byington, Randy; Owens, Bea; *College of Nursing:* Marek, Greta; *College of Public Health:* Peterson, Jonathan; *Clemmer College:* O'Neil, Kason; Taylor, Teresa Brooks; *Gatton College of Pharmacy:* Gray, Jeffrey; *Quillen College of Medicine:* Anand, Rajani; Burns, Bracken; Kostrzewa, Richard; Sarkodie, Olga; *Retirees Association:* Ramsey, Priscilla

9. Recognition of 2019-2020 Executive Committee



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9.1 **Hendrix** recognized the 2019-2020 Executive Committee for their service.

Bill Flora, President; Jeff Gray, Vice President; Susan Epps, Past President; Patrick Brown, Chief Operating Officer; Eric Sellers, Secretary; Nate Olson, Treasurer; Bill, Hemphill, TBR Faculty Collaborative Representative; Virginia Foley, Board of Trustees; Alex Sargsyan, At-Large Member; Ginette Blackhart, At-Large Member; Ashley Sergiadis, At-Large Member

10. Adjourn

Motion to Adjourn: Patrick Brown

Second: Nate Olson

Meeting Adjourned

Please notify Senator Ashley Sergiadis (sergiadis@etsu.edu, Faculty Senate Secretary, 2020-2021) of any changes or corrections to the minutes.



FACULTY SENATE MINUTES

Meeting Date:	08/18/2020	Time:	10:00 – 3:00	Location:	Zoom
Next Meeting:	08/31/2020	Scribe:			Ashley Sergiadis
Present:	Blackhart, Ginette; Blackwell, Roger; Brown, Patrick; Burford, Mike; Byington, Randy; Chen, Yi-Yang; Cherry, Donna; Collins, Charles; De Oliveira Fiuza, Felipe; Dunn, Andrew; Elangovan, Saravanan; Emma, Todd; Epps, Susan; Evanshen, Pam; Foley, Virginia; Fraysier, Donna; Funk, Bobby; Garris, Bill; Gomez-Sobrino, Isabel; Hagemeyer, Nick; Hawthorne, Sean; Hemphill, Bill; Hemphill, Jean; Hendrix, Stephen; Holmes, Alan; Johnson, Jeanna Michelle (Mikki); Johnson, Michelle; Kim, Sookhym; Livingston, James; Lyons, Renee; Mackara, Fred; McGarry, Theresa; Mitchell, Holly; Nivens, Ryan; O'Neil, Kason; Park, Esther; Peterson, Jonathan; Ramsey, Priscella; Sargsyan, Alex; Sergiadis, Ashley; Sliver, Ken; Stevens, Alan; Tai, Chih-Che; Thompson, Beth Ann; Walden, Rachel; Waters, Susan				
Absent:	Ellis, Jon; Gray, Jeffrey; Rice Moran, Renee				
Excused:	Alexander, Katelyn				

Agenda Items

Meeting called to order
1. Roll Call
2. Celebrations
3. Introductions of the New Senate
4. Announcements
5. Elections for At-Large Members to Executive Committee
6. Volunteers for Committee on Faculty Handbook
7. College Break-Out Session
8. Comments from Dr. Noland
9. Comments from Dr. Joe Sherlin
10. Comments from Mr. Jeremy Ross
11. Comments from Dr. Bishop – Discussion on Tenure and Promotion Policy
12. New Business
13. Adjourn

DISCUSSIONS

1. Roll Call
2. Celebrations
2.1 Hendrix's foster children who have been with his family since April are doing very well.
3. Introductions of the New Senate
3.1 All present Senators introduced themselves to the Faculty Senate.
4. Announcements
4.1 Epps informed that international students returning from their home countries are required to



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quarantine for 14 days. She recommended giving these students grace during this time, as they may not be able to attend in-person classes.

4.2 **Silver** encouraged everyone to take the survey from the United Campus Workers-Communications Workers of America on COVID issues.

5. Elections for At-Large Members to Executive Committee (5 Vacancies)

5.1 The following senators were nominated or volunteered: Cherry, Gray, Hemphill (B.), O'Neil, Peterson, Sargsyan, Stevens

5.2 The following five senators were elected: Cherry, Hemphill (B.), O'Neil, Sargsyan, Stevens

6. Volunteers for Committee on Faculty Handbook (3-5 Vacancies)

6.1 **Epps** explained that the new version of the Faculty Handbook is ready to launch, but some policies still need to be moved from the handbook to the university-level policies page. Once these policies are removed, the committee will be responsible for ensuring that the information is current. She thanked Drs. Bill Flora, Virginia Foley, Bill Hemphill, and Alex Sargsyan for their work on the handbook.

6.2 Sargsyan, Foley, and Hemphill offered to continue to serve on the committee. Senators should contact Dr. Epps if they are interested in serving.

7. College Break-Out Session

- 7.1 **Hendrix** separated Senators into groups based on colleges. He asked each college to discuss and send the following items to hendrixs@etsu.edu.
- Appoint a Member to the Faculty Senate Elections and Governance Committee
 - Develop of a Communication Plan
 - Propose Goal for the 2020-2021 Academic Year for Faculty Senate
 - Propose One Goal for the Upcoming Two Years of Senate

8. Comments from Dr. Noland (Tentative 11:00a-12:00p)

8.1 **Noland** reported how ETSU has tackled the challenges caused by the COVID-19 pandemic. While COVID-19 has disrupted some of ETSU's operations, it has not changed who we are from a mission standpoint to improve the quality of life of the people of this region. It also has not changed many of the challenges that we face such as those reported by [AASCU](#) (2020 elections, economy, state budget and affordability, economic and workforce development, etc.). ETSU has made the following steps to provide predictability for our students.

8.1.1 ETSU has not had employment changes (furloughs, layoffs, etc.) like other institutions.

8.1.2 At ETSU, we built the budget based on a decrease of 500 students. We are down between 400 and 700. In comparison, a survey by the American Council for Education (ACE) showed that institutions were looking at enrollment decreases in excess of 10%.

8.1.3 At ETSU, 20% of courses will be on-ground. Most of these courses have lab, experiential, clinical, or pedagogical reasons to be on-ground. When looking at four-year public universities in the ACE survey, almost half of their courses were planning on being on-ground.

8.1.4 ETSU determined ways to reduce our budget based on the directive from THEC to reduce our state funded budget by 12%. It was later determined that our budget would be held harmless by Gov. Lee. We most likely will not have to go beyond Scenario 2 (Admin Reduction of 5.3% and Academic Reduction of 4.3%) based on the Strategic Options



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Workgroup Report. If enrollment surpasses expectation, FY2020 fallout will be distributed according to the budget model (50/50 split). Deans were afforded the latitude to deal with the budget peculiarities on a college by college basis. We have allowed for stipends to move forward for adjuncts to be hired. Locally funded capital projects have been delayed. We have offered the Voluntary Retirement Incentive Program to Faculty and Staff.

- 8.1.5 All of our residence halls are now single occupancy. We went from 2,500 to 1,800 students registered in the interest of their health and safety.
- 8.1.6 We were the lead institution in the Southern Conference to push Fall sports to Spring in the interest of our students' health and safety. Likewise, there will not be large gatherings on campus.
- 8.1.7 Mental health is listed as the third major concern of leadership behind COVID-19 safety protocols and enrollment in the ACE survey. Noland expressed that mental health is also a concern of his as well.

8.2. **Noland** reported that the Committee for 125 (Chapter 2) will launch in September to look at strategic planning, state and institutional finance, and academic quality and student success. C125 realized a vision for ETSU in 2035. We have evaluated and repositioned critical elements of ETSU's infrastructures as detailed in C125's 5 Year Horizon – Action Agenda and have made progress on the 10 Year Horizon – Action Agenda. However, we need to relaunch the work of C125 to deal with landscape changes (creation of Board of Trustees, TN/UT/NC Promise, technological advances, demographic shifts, affordability/student debt, public perceptions of higher education, immigration policy, and COVID-19 impacts and recovery).

8.3 Questions and Comments from the Senate.

8.3.1 **Silver** suggested that we need a disease tracking and reporting (surveillance) system, which would help to stop misinformation on campus. **Noland** responded that ETSU's health team is guiding the development of such a dashboard. **Silver** asked if campus employees will be included in the dashboard. **Noland** responded that separate employee and student categories have been discussed but the dashboard is in the beta phase.

8.3.2. **Peterson** described a situation in which he supervised a student who tested positive for COVID-19 over the summer. He had issues determining who to contact and how much of the student's information he was supposed to share. There was outside pressure for the student to stay home longer than the approved protocols due to fear. He suggested that we need a clearly written list of protocol for faculty when this happens, including a list of primary and secondary contacts. **Noland** responded that he would share with Mr. Hendrix the list of contact protocols when you have a student who discloses to you that they have tested positive. He noted that we have clear protocols for contact tracing if a student has tested positive through one of ETSU's health clinics.

8.3.3 **Nivens** expressed his appreciation for ETSU's effort to make housing a safe environment. He echoed Peterson's concern about the fear on campus. He has noticed a reluctance to say hello or make eye contact. He asked for social norms when walking on campus be addressed. **Noland** responded that we will have more positive cases on our campus than others in Tennessee because we are actively testing at move in and throughout the Fall semester. He relayed information from the health team that masks and social distancing is key. Even if a student tested positive in an on-ground course, the entire class would not need to quarantine if they were not within six feet of the student and wore masks.

8.3.4 **Park** asked if testing was available for faculty members as well. **Noland** responded that any faculty or staff can request to be tested. Faculty can opt-in to random testing. **Park** asked how can one opt-in. **Noland** offered to share her information with Dr. Johnson. **Park** mentioned that the health department recommends people not be tested if they feel well



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because it slows down the testing for others. **Noland** responded that this testing is run independent of the health department.

8.3.5 **Peterson** asked if the testing is prioritized for students and faculty with face-to-face classes. **Noland** stated that they cannot legally require testing, so it is opt-in. Therefore, they are not prioritizing on-ground over online or residence halls over non-residence halls.

8.3.6 **McGarry** requested clarification on the term “random testing” when it is opt-in. **Noland** responded that the term random is in reference to the locations of the testing not the people being tested since it is opt-in.

8.3.7 **Lyons** asked if our Medical School was involved in any significant COVID-19 research. **Noland** mentioned that a significant number of our faculty have leadership roles at a regional and state level around COVID-19 response and action. **Peterson** mentioned that the Center of Excellence in Inflammation, Infectious Disease & Immunity has been active in COVID-19 research. **Lyons** also asked if parents were concerned about the new DOE regulations regarding sexual assault. She thanked Dr. Noland for instituting policy which preserves our commitment to those who need to report. **Noland** could not state if parents were concerned about new regulations. The new regulations do change the landscape of how Title IX is operationalized on campus. Specifically, cases cannot be heard internally but will rely on administrative law judges. There is also a possibility for cross-examination. He expressed concerned that these changes will make victims of assault more apprehensive to step forward.

9. Comments from Dr. Joe Sherlin (Tentative 12:15p-12:30p)

9.1 **Sherlin** reported how ETSU has tackled the challenges caused by the COVID-19 pandemic.

9.1.1 All of our residence halls are now single occupancy, increasing our ability for students to shelter in place if needed. There is still work to be done to ensure that students can access food during such a period.

9.1.2 Food Services will have limited offerings. The dining hall will still be open to those with meal plans and eBucs, but other providers may close due to a lack of density on campus.

9.1.3 CPA opened last week, providing access to equipment such as the aerobic machines and weights. There is a mask policy, strong cleaning protocol, and rules on the number of people allowed at one time. Activities are limited.

9.1.4 The enrollment drop deadline was moved a week earlier, giving students time to resolve their issues. This increased the drop number. We dropped 600+ students last year in comparison to the 1200+ students dropped this year.

9.2 Questions and Comments from the Senate.

9.2.1 **Mackara** asked if the cost of on-campus housing will increase for students who no longer have a roommate to share the cost. **Sherlin** stated that the students will still be paying a double rate even if they are in a single. They have also been working on keeping students close to their roommate and in the building that was their first preference.

9.2.2 **Peterson** asked about the ventilation in the CPA. **Sherlin** responded that the ventilation systems are good and have been reviewed.

9.2.3 **Holmes** asked if masks were required in the locker rooms. **Sherlin** responded that masks will be required in the locker rooms.

9.2.4 **Fiuza** asked about plans to hire a legal advisor with an expertise in immigration law to



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better serve our international students and faculty. He also asked about the planning for the creation of the International Center. **Sherlin** indicated that Dr. Keller is leading the conversations on how to best support our international community.

9.2.5 **McGarry** asked about preventing parties in the dorms. **Sherman** responded that policies are in place like limited visitation. Off-campus parties are more challenging to enforce, so it was decided to lead with education related to mask modeling. Students who are not compliant can be referred to Student Life and Enrollment. RAs will be monitoring the situations in the evenings.

9.2.6 **Epps** mentioned complaints of students whose full aid has not gone through on their accounts before the initial deadline to sign-up for the payment plan. She noted that she knows that the deadline has changed. **Sherlin** responded that this was not an issue of processing but a need to communicate more clearly. The issue often is due to students not submitting their completed paperwork.

9.2.7 **Chen** mentioned that he works with international students every year in regards to registering and financial aid. He suggested that there needs to be a better way to help international students through the process as they have trouble getting through all the steps. **Sherlin** offered to follow up with Mr. Chen to receive his feedback on the process.

10. Comments from Mr. Jeremy Ross (Tentative 12:30p-12:45p)

10.1 **Ross** reported on upcoming capital projects and how ETSU has tackled the challenges caused by the COVID-19 pandemic.

10.1.1 Images were provided of the nearly completed Martin Center for the Arts. The Boulevard Project, a walkway from the Culp Center towards the football stadium, was previewed. This area will have wireless internet and places where laptops and other devices can be charged. It also includes a mini-amphitheater. It was funded through a major donor and the Culp project. They also leveraged the water line project for the Boulevard Project. Lastly, he previewed the planned expansion of Lamb Hall, which includes a courtyard and more space for laboratories and entrances.

10.1.2 At ETSU, we have had a total of 192 COVID-19 cases since March. Of those cases, 110 have been confirmed positive and 82 were other exposures. This includes those who never came to campus.

10.1.3 Much time was spent on space reconfigurations, specifically laboratories and experiential learning areas. There were 150 requests for Plexiglas.

10.1.4 ETSU received a THEC Grant that will support outdoor wireless internet.

10.1.5 ETSU launched the Voluntary Incentive Program. 75 staff applications (now closed) were received. So far, 20 faculty applications have been received.

10.1.6 There may be personal spaces that custodial staff will not clean due to having extra duties such as refilling hand sanitizing stations.

10.2 Questions and Comments from the Senate.

10.2.1 **Nivens** asked whether the tunnel through Lamb Hall would still be there and encouraged **Ross** to keep it. **Ross** confirmed that the tunnel would not be there after construction.

10.2.2 **Epps** requested the status of the police chief search. **Ross** responded that Skype interviews were conducted. The applicants were narrowed to four, but the pandemic meant that they could not bring the candidates to campus for interviews. They recently



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interviewed the four candidates again. They plan on narrowing the pool to two and inviting the candidates for a campus interview. **Epps** also requested information on the changes in HR. Ross responded there have been significant changes. For example, they have been working with a compensation consultant.

10.2.3 **Holmes** asked how the bid for the humanities/STEM building has progressed in these past few months. **Ross** responded that the architectural renderings and data were submitted for review, but he was unsure what state funding would look like.

10.2.4 **Walden** mentioned that this year there has been a lot of attention to racism in police violence and the Black Lives Matters movement. She asked what they are doing in the search process to ensure we get a new police chief who is conscientious of racism in police. **Ross** responded that they had a diverse search committee and inclusion was considered throughout the process. They have been incorporating a different set of questions during the interviews to address those issues.

10.2.5 **Lyons** asked the following question that was not answered due to time constraints: Regarding the humanities building, have we thought about training for law enforcement professionals...how the building progression might consider this progression in training (in humanities) that is needed by these professionals?

11. Comments from Dr. Bishop (Tentative 1:00p-2:00p) – Discussion on Tenure and Promotion Policy

11.1 **Bishop** thanked the faculty for their quick response during 2020. She mentioned that from a survey of 7,000 students, 77% were very satisfied with their Spring semester. She then reviewed the operational realignment that happened during the 2019-2020 year.

11.1.1 Two new positions were instituted: Dr. Bill Flora as the Interim Associate Provost for Academic Initiatives and Dr. Amy Johnson as the Interim Associate Provost for Faculty. Dr. Flora is setting-up the Curriculum innovation Group that will work with the Curriculum Committee and Graduate Council to move programs through the campus bureaucracy more quickly. Due to budget constraints, Marsh Grube left the Office of the Provost.

11.1.2 Dr. Bill Kirkwood moved to Student Life and Enrollment.

11.1.3 The School of Continuing Studies and School of Graduate studies combined to become the College of Graduate and Continuing Studies. Dr. Rick Osborne retired.

11.1.4. Dr. Gordon Anderson is retiring, but will be helping with projects from the Office of the Provost until his retirement date. Dr. Bidwell will be replacing him as Interim Dean for a year. A national search will happen either Spring or Fall of 2021.

11.1.5 National search for the Dean of Clemmer College is underway.

11.1.6 A work group on research recommended a Vice President for Research and Innovation position, which was presented to the Board of Trustees. There will be more discussion about this position in the Fall, as circumstances have changed given the budgetary concerns.

11.1.7 Reports on Community Engagement, General Education Renewal, and Tenure and Promotion have been submitted to Dr. Bishop for review.

11.2 **Bishop** introduced the Tenure and Promotion Report. Ideally, there will be a final document in December 2020 so that in the Spring departments/colleges can update their policies to align with the new policy. Depending on when the policy is approved, it will be implemented Fall 2021 or Fall 2022. Policy questions should come to the Office of the Provost (specifically to Dr. Amy Johnson). System questions should go to Darla Alford in HR. Bishop gave the floor to **Johnson** to lead the discussion



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on the proposed Tenure and Promotion Policy.

11.3 **Johnson** encouraged the faculty to express how they would like to move forward with providing feedback on the Tenure and Promotion Policy outside of this meeting.

11.3.1 **McGarry** mentioned that she would like sessions with interested faculty to discuss the policy in detail.

11.3.2 **Hemphill** suggested an Ad Hoc Committee of Faculty Senate to review the policy, specifically the appeals process. **Fraysier** encouraged those on the potential committee to compare the current policy to the proposed one, which may give perspective on the Tenure and Promotion Policy Review Committee's decisions.

11.4 **Johnson** encouraged faculty to express the strengths of the document.

11.4.1 **Epps** expressed that separating appeals and policy is helpful.

11.4.2 **Elangovan** stated that the language is more clearly presented in regards to how each level of review is independent.

11.4.3 **Hagemeier** expressed that the calendar was clear and helpful. **Elangovan** requested clarification regarding the deadlines in the calendar for different review committees to submit their recommendations and votes for tenure and promotion applications. The revised policy seems to indicate that a committee at any given level of review may request additional information or clarification regarding the candidate's application/dossier and the proceeding recommendation from any committee level below. He asked if a committee has a question they would like answered before making a recommendation will that committee still need to abide by the deadline posited for that level of review in the calendar. **Johnson** stated yes, that is how the proposed policy reads.

11.4.4 **Sergiadis** noted that she supported OERs being counted as research.

11.4.5 **Hemphill (J.)** liked the clarification of each area of teaching, research and scholarly activities.

11.5 **Johnson** encouraged faculty to express the weaknesses of the document.

11.5.1 **Epps** mentioned that the role of assistant/associate deans is inconsistent throughout campus. Some may be hired as administrators and others may be hired as faculty who have administrative roles. This needs to be addressed as the policy mentions the exclusion of assistant/associate deans' service on committees within their colleges. **Peterson** and **Hemphill (J.)** also noted this inconsistency and concern.

11.5.2 **Fiuza** stated that ETSU policy is to hire individuals using the h1-1b and then filing for I-1. He asked if it would be better for ETSU to hire them as tenure track immediately considering their green card and filing the status change within 18 months. **Johnson** noted his question and offered to discuss it with him after the meeting.

11.5.3 **Peterson** indicated conflicting language around the President's approval for credit for prior years of service and applying for early tenure/promotion. He questioned whether these actions needed the President's approval.

11.5.4 **Dunn** noted that the new policy removes the opportunity for appealing the President's recommendation to the Board of Trustees. **Epps** mentioned that it would make sense for the Board of Trustees to receive the appeal since they approve tenure and promotion.

11.5.5 **Blackhart** asked for clarification on the penalty of denying tenure if you go up early.



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Johnson responded that this was debated. In the current policy, if you go up early and are denied tenure you get a second chance. Not everyone knows about that chance or takes that chance, so it could also appear as a penalty.

11.5.6 **Blackhart** asked what a free-standing SAI policy meant and what role SGA has in the creation of this policy. **Dunn** also asked for clarification around the replacement of SAIs. **Kim** added that SAIs should serve distance teaching as well. **Johnson** stated that she viewed it as a joint endeavor since the current policy indicates that students should advise the faculty on the SAI process. She is unclear what a stand-alone policy might propose. She also explained that we are moving to Watermark to store SAIs. Within the next two weeks, we will lose the ability to download SAIs from the old system. If faculty fail to download their reports, ETSU has downloaded the raw data.

11.5.7 **McGarry** had a concern that the policy does not specify how university-wide guidelines work with department guidelines. **Johnson** stated that the proposed policy's examples always state "includes but is not limited to" so that departments could identify additional criterion. **Johnson** thought the policy was unclear in the section on applications needing to consider the college's approved mission, which may (not) be in conflict with the department. **Bishop** stated that the University policy is the minimum standards and departments can add more rigorous requirements.

11.5.8 **Byington** noted that the new policy allows for college-level criteria, which may not be the best course for diverse colleges. **Elangovan** expressed that college-level criteria in terms of scope could provide guidelines for each program. **Bishop** explained that Tenure and Promotion Policy's approval process goes from the department to the dean of the college to her and Dr. Johnson in order to ensure they are consistent with the policy. **Brown** mentioned that college committees should not evaluate the merit of the dossier but ensure the faculty member was given due process at the departmental level. **Peterson, Stevens,** and **Epps** agreed with Brown's statement. **Dunn** concurred that college-wide criteria is unnecessary and only department and University criteria should be used.

11.5.9 **Byington** expressed that based on his interpretation the policy institutes a post-tenure and post-promotion review process. He asked if this is something we want. **Fraysier** stated that this interpretation was not the intention of the Tenure and Promotions Review Committee.

11.6 **Johnson** asked what is needed to support faculty during the 2020-2021 academic year.

11.6.1 **Hemphill (B.)** requested that PDF forms should be copy-able, specifically for the IDC committee.

11.6.2 **O'Neil** suggested highlighting a tech tool of the month.

11.6.3 **McGarry** wanted to know how we can make the Faculty Activity Plan more useful for the faculty. **Johnson** stated that they are looking into this as it is not always used with the intent to help faculty improve or progress toward tenure and promotion.

11.6.4 **Emma** asked if there were any plans to move from D2L to another system. **Bishop** expressed that she has not heard anything about moving from D2L recently. **Emma** also asked if there was a general template that can show faculty how to link discussions to grades, etc. **Peterson** suggested the ATS plug and play template. **Walden** suggested the Faculty Teaching Leadership class from ATS. **Stevens** suggested tutorials from D2L: <https://www.d2l.com/resources/videos/> **Brown** suggested the ATS Resources for Online Course Development: <https://rise.articulate.com/share/gDbK6luB0u2kTurWoP-xo9bxhYGiBd7P#/>

11.6.5 **O'Neil** asked if there would be uniform syllabus language related to



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participation/attendance and how to handle COVID-19. Johnson suggested the following document: <https://www.etsu.edu/coronavirus/documents/etsu-course-management-for-teaching-during-covid-19.pdf> It discusses what you should (not) do in your classroom, but does not include suggested syllabi language around attendance.

12. New Business

12.1 **Hemphill (B.)** proposed a motion to form an Ad Hoc Committee to review the proposed Tenure and Promotion Policy. Fiuza seconded the motion.

Discussion:

12.1.1 **Blackhart** asked if this committee would address policies affected by COVID-19. **Epps** replied that the committee should stand on its own. **Blackhart** agreed.

12.1.2 **Epps** asked what would be the role of the committee and the role of individuals as Senators. In other words, is the committee an unnecessary step? How will Senators get feedback from constituents?

12.1.3 **Brown** suggested that another option would be to have a full Senate meeting dedicated to discussing the document. **Funk** agreed with Brown's suggestion, as it would allow him to have time to talk with his faculty.

12.1.4 **Peterson** and **Byington** suggested staffing the committee with those who have served on the Tenure and Promotion Appeals Committee. Peterson also stated that current policy appears to specify that the tenure clock may be stopped for a max of one year. In light of the current issue, he asked if we should recommend the removal of the limit in the current policy, with approval of the president.

12.1.5 **McGarry** expressed that she needs a step where she can review the words, not just the ideas.

12.1.6 **Lyons** suggested that if we meet as a group it should not just be one meeting but a process. For example, there could be small groups, then a discussion with the entire Senate. **Walden** agreed that it should be taken in sections.

12.1.7 **Dunn** asked what happens to the document after our discussions. Does the full faculty get to review it? There are issues that came up during with COVID-19 that we need to address in Tenure and Promotion Policy. Example: If you increase the teaching load, we need to discuss the expected productivity of research/creative.

Hendrix asked for any opposition to form the Ad Hoc Committee. After hearing none, the motion passed.

12.2.8 **Epps** nominated Mr. Bill Hemphill as Chair of the newly formed Ad Hoc Committee. **Cherry** seconded. **After no discussion, Hemphill was confirmed as Chair.**

12.3.9 Emma asked for a timeline on when the full Senate would review the Ad Hoc Committee's findings. Hendrix offered to organize the timelines/charges during the next Faculty Senate Executive Committee.

12.4.10 For those interested in joining the Ad Hoc Committee, contact Mr. Bill Hemphill or President Hendrix.



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13. Adjourn

Motion to Adjourn: Patrick Brown

Second: Felipe De Oliveira Fiuza

Meeting Adjourned

Please notify Senator Ashley Sergiadis (sergiadis@etsu.edu, Faculty Senate Secretary, 2020-2021) of any changes or corrections to the minutes.