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Faculty Senate Agendas and Minutes

Agendas and Minutes

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8-20-2019

### 2019 August 20 - Faculty Senate Agenda and Minutes

Faculty Senate, East Tennessee State University

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Faculty Senate Retreat Agenda  
Sherrod Library - room 309 w/311  
Aug. 20, 2019

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**8:00 am -8:30 a.m. – Breakfast, check-in**

**8:30 a.m. – Last meeting of 2018-2019**

- Call to order
- Approval of Minutes from April
- Update of actions over the summer
- Action item(s):
  - Committee on Committees – Dr. Epps
- Treasurer's Report/Courtesy Fund
- Board of Trustee report – Dr. Foley
- Recognition of outgoing senators and senators who have completed their terms
- Any old business
- Adjourn

**8:45 am. – First meeting of 2019-2020**

- Call to order
- Introductions
  - Officers
  - Senators

**9:15 am**

- Senate 101 – Officers
  - Charge of the Senate/Shared governance (what is and is not our business)-Flora
  - Constitution/Bylaws-Epps
    - Structure (exec committee, standing committees, and the role of *ad hoc* committees)
  - Where to find information (i.e. the web site) - Hendrix
  - General format of a scheduled meeting
    - Agenda-Flora
    - Minutes-Sellers
    - Attendance-Sellers
  - Basics of Robert's Rules -Brown
  - How to get stuff on the agenda/make a motion-Flora

**10:00 am - 10:45 am Presentation and Questions: Chief Collins, Chief of Police**

**11:00 am - 12:00 pm Presentation and Questions: Dr. Bishop, Interim Provost**

**12:00 pm – 1:00 pm Lunch! With Special Guests**

**1:00 pm – 1:30 pm**

- Action Items

#### Elections/Standing Committees

- Committee on Committees
  - (Past President will chair, need 4 others)
- Faculty Senate Elections and Governance Committee
  - (Dr. Flora, Dr. McGarry, one from each other college)
- Faculty Concerns and Grievances
  - (Chair)
- Handbook Committee
  - (Dr. Epps, Chair; 4 other members)
- Parliamentarian (Appointed by Executive Committee, Confirmed by Senate)
- Executive Committee At-large members – Dr. Epps to run

#### **1:30 pm – 2:30 pm - Brainstorming / Planning – Break Out Session**

#### **2:30 pm – 3:00 pm - Other business**

#### Reminders:

- Faculty Convocation, Friday, Aug. 23 – Convocation Breakfast 8:30 a.m.  
Convocation at 9:00 a.m. Millennium Center Grand Ballroom
  - Executive Committee – report by 8:30 a.m.
- Student Convocation, Friday, Aug. 23 at 11:00 a.m. in the Dome
- Classes start Monday, Aug. 26 / Executive Committee Meets at 2:45 Campus Center Bldg. room 220C to room 235
- Next Faculty Senate meeting – Monday, Sept. 9 at 2:45 p.m. Building 60 VA campus lower level lecture hall

#### **Adjourn**



## FACULTY SENATE MINUTES

<b>Meeting Date:</b>	08/20/19	<b>Time:</b>	14:45 – 16:30	<b>Location:</b>	Library, 320
<b>Next Meeting:</b>	09/19/19	<b>Scribe:</b>			Eric Sellers
<b>Present:</b>	Alexander, Katelyn; Alsop, Fred; Anand, Rajani; Blackhart, Ginette; Brown, Patrick; Burns, Bracken; Byington, Randy; Chen, Yi-Yang; Cherry, Donna; Collins, Charles; Drinkard-Hawkshawe, Dorothy; Dunn, Andrew; Ellis, Jon; Emma, Todd; Epps, Susan; Evanshen, Pam; Flora, Bill; Foley, Virginia; Fraysier, Donna; Garris, Bill; Gray, Jeffrey; Hagemeyer, Nick; Hemphill, Jean; Hendrix, Stephen; Holmes, Alan; Johnson, Jeanna Michelle; Kim, Sookhyn; Kostrzewa, Richard; Livingston, James; Lyons, Renee; Mackara, Fred; Marek, Greta; McGarry, Theresa; Mikdachi, Hana; Oh, Sunny; Olson, Nate; O'Neil, Kason; Owens, Bea; Pealer, Jennifer; Peterson, Jonathan; Ramsey, Priscilla; Sargsyan, Alex; Sarkodie, Olga; Sellers, Eric; Sergiadis, Ashley; Silver, Ken; Smith, Samuel; Stone, William; Taylor, Teresa Brooks; Trogen, Paul; Walden, Rachel				
<b>Absent:</b>					
<b>Excused:</b>					

### Agenda

8:00 – 8:30 Breakfast/check-in

8:30 – Last Meeting of 2018-2019

8:45 – First Meeting of 2019-2020

9:15 – Senate 101

10:00 – 10:45 – Presentation and Questions: Chief Collins, Chief of Police

11:00 – 12:00 – Presentation and Questions: Dr. Bishop, Interim Provost

12:00 – 1:00 – Lunch with Special Guests

1:00 – 1:30 – Action Items

1:30 – 2:30 Brainstorming/Planning – Break Out Session

2:30 – 3:00 Other Business

3:00 – Adjourn

### DISCUSSIONS

1. Last Meeting of 2018-2019

1.1 Call to Order

1.2 Approval of Minutes

**Flora** questioned whether there was an objection to approving the minutes from the 04/22/19 meeting.

**No Objection: Minutes Approved**

1.3 Update of actions over the summer

1.3.1 Executive Committee met three times. Continued to work on by-laws and considerations for changes to the constitution. Updates will be presented at future meetings. The website is up to date.



## DISCUSSIONS

### 1.4 Action Item(s)

#### 1.4.1 Committee on Committees – Dr. Epps

1.4.1.1 The committee will be working to get the word out in regard to recruitment. It is important that we reach out to colleagues with opportunities to serve. The committees will have a lot of work to do this year and many people will be needed to serve.

1.4.1.2 Committees with members that need to be affirmed:

1.4.1.2.1 Affirm membership on committees:

Academic Freedom and Faculty Ethics: Daryl Carter; Don Good; Bill Stone – Terms expire 2022

Disability Issues: Pam Scott – 2022; Courtney Andrews – 2021

Commission on Women: Rebecca Fletcher – 2022

Intercollegiate Athletics: Russ Brown; Don Good; Kelly Covert – Terms expire 2022

Veterans Affairs: Robert Pattie Jr. – 2022

Undergraduate Curriculum: Teresa Brooks Taylor – Thanks to Theresa McGarry for serving on the committee for many years.

Parking Traffic and Pedestrian Safety: David Cluck; Jill Channing

**No objections proposed membership on all committees affirmed.**

### 1.5 Treasure's Report/Courtesy Fund - Olson

The fund currently has \$674.71. No expenditures were made in the 2018 – 2019 year. Additional contributions are welcome.

### 1.6 Board of Trustee Report – Dr. Foley

New Trustee training was held in Memphis last Wednesday – Friday. Foley noted that THEC can take up to two years to approve new programs, Mike Krause (Executive Director of THEC) acknowledged and agreed. The training was informative and ETSU was represented well; Mike Hoff and BJ King led breakout sessions. The fall meetings are open and will be held at the Millennium Center. The first meeting is on September 20.

### 1.7 Recognition of Outgoing Senators

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

Leila Al-Imad; Doug Burgess; David Cluck; Jon Ellis; Virginia Foley; Retha Gentry; Jeffrey Gray; Bill Hemphill; Ashley Sergiadis; Candice Short; Rachel Walden

### 1.8 Old Business

None.

### 1.9 Adjourn

**Motion to Adjourn: Epps**

**Second: Hendrix**

**Meeting Adjourned**

## 2. First Meeting of 2019-2020

### 2.1 Call to Order



## DISCUSSIONS

### 2.2 Introductions of Officers and Senators

Each officer and senator introduced themselves and shared a personal fact that most people would not know.

### 3. Senate 101 - Officers

#### 3.1 Charge of the Senate/Shared governance (what is and is not our business) – Flora

Given the new Board of Trustee structure, we have a great opportunity to effect change. We have come a long way in shared governance in a short amount of time at ETSU. It is important for Faculty Senate to become and remain a body that makes important faculty decisions on campus. Because of the currently strong relationship between faculty and administration, we need to be mindful of the relationship and strategically place our body for the future. We should strive to preserve the current relationship and put contingencies in place so that it will continue regardless of the composition of the administration. Our main charge is to represent faculty concerns, academic issues, and faculty welfare. When colleagues come to you with requests please look at the by-laws to make sure that they are in line with our mission.

#### 3.2 Constitution/Bylaws – Epps

3.2.1 A working group has been editing the by-laws and constitution. Several areas are no longer consistent with the current operations of the Senate. The by-laws and constitution changes will be brought to the full senate in the near future. By-law changes require the approval of the senate, whereas changes to the constitution require approval of the entire faculty.

3.2.2 In the past the senate had numerous standing committees. Some of the committees never met and we have reduced the number of standing committees. Recently, we have been addressing issues by establishing ad-hoc working groups. The new structure will be addressed and reflected in the by-laws.

#### 3.3 Where to find information (i.e. the web site) – Hendrix

[www.etsu.edu/senate](http://www.etsu.edu/senate) is our website; it contains a lot of useful information and links for senators and others. You can also submit motions using the website. There is a calendar of yearly activities and contact lists for all of the officers and senators, as well as lists of committees and committee membership. Past agendas and minutes are also provided. A resource section provides links to numerous helpful documents. **Emma** questioned whether the minutes/agenda are searchable. **Hendrix** was not sure; however, he will check with ITS to see how the documents are indexed. Mr. Hendrix manages the website and suggestions for changes to the website should be addressed to him.

#### 3.4 General format of a scheduled meeting

##### 3.4.1 Agenda – Flora

The agenda will typically be sent out a week before the meeting. If anyone has any new business to discuss it should be sent to Flora. After a motion has been submitted via the online form, it will be placed on the agenda as an information item for the next meeting and will then be discussed and voted upon at the following meeting of the full senate. This provides enough time for senators to receive feedback from constituents before voting on the motion.

##### 3.4.2 Minutes – Sellers

The minutes will typically be sent out on the Thursday prior to the Monday meeting. Please read the minutes and provide feedback to Sellers before the meeting. The recordings of the meetings are not for public record. Once the minutes have been approved they are deleted.

##### 3.4.3 Attendance – Sellers

Attendance is required. If you are going to miss a meeting, send an email to the Secretary and explain



## DISCUSSIONS

the reason for the absence. If notification is not provided the absence will be marked as unexcused. After a senator misses two meetings the Secretary will send a notification to the senator. After a third absence, another notification will be sent, the Senator's attendance will be reviewed by the Executive Committee, and the results and recommendations of the review will be sent to the Senator.

### 3.5 Basics of Robert's Rules – Brown

The purpose of Robert's Rules of Order is to ensure that everyone has a voice and that everyone is allowed to participate in debate. No one can monopolize the debate and the rules ensure that minority opinions can be heard. Meetings are conducted using motions. A motion is a request that the assembly act. Formal motions may not be made from the floor. They are to be submitted in writing (as discussed above). Once a motion has been made it belongs to the assembly, not the person who made the motion. In the case of urgent matters, a motion to suspend the rules can be made to discuss the matter at hand. The President presides over the meeting and during the discussion of a motion you must raise your hand and be called on by the President before you can speak. Senators are not allowed to speak again until everyone who wishes to speak has spoken. Referring to another member of the assembly in a negative manner, or as a personal attack, will not be tolerated. Motions can be postponed definitely (to be discussed at a later date), postponed indefinitely (discuss no further), or tabled (something more urgent has come up). A motion to 'call the question' can be submitted if debate has gone on for too long and, if seconded, requires a two thirds majority to end debate.

### 4. Presentation: Chief Collins, Chief of Police

Presentation cancelled – Chief Collins resigned. The interim Chief will present at a subsequent meeting.

### 5. Presentation: Dr. Bishop, Interim Provost

5.1 We have over 500 graduate students this year. Regular enrollment is close to breaking even this fall. This is good because the university had planned for a 100-student deficit.

5.2 Course Hero is a website where students can upload documents and if they upload a document they can download documents for free. There are approximately 6000 ETSU documents on the website including exams. We are going to try to have our information removed from the website unless faculty explicitly state that they want their information posted to the website.

5.3 Over the summer the following projects have been moving forward:

5.3.1 Health and Academic offices have been combined.

5.3.2 Dr. Chris Keller has been hired as the new dean of the Honors College.

5.3.3 Little Bucs will be continuing to provide excellent child care.

5.3.4 Meetings have been held with all of the chairs in CAS and CBAT, meetings with chairs in the other colleges will happen in the near future.

5.3.5 Additional faculty development and leadership training is going to be occurring and a Provost Academy, which will be similar to the Presidential Fellows Program, is being discussed.

5.3.6 Operational alignment efforts are under way. Several working groups are being created to examine institutional policies, procedures, and strategic planning.

5.3.7 EAB consultants have been on campus to look at advising.

5.3.8 The Academic Space Master Plan has been updated in order to justify our need for additional space.

5.3.9 Searches are under way for a new dean of the College of Nursing and University School.

5.4 Operational alignment of the Provost Office is going to begin in the fall. We have 11 schools and colleges and 12 deans, including the library. All 12 deans and four Vice Provosts report to the Provost. This requires a great deal of organization. So the new structure of the Provost Office needs time for strategic leadership. A structure that allows you to lead, not lags, needs to be created. This is especially the case when thinking about curriculum development and collaboration. Thus, there needs to be structure in the Provost Office to support and facilitate curriculum development. Curriculum committees are making decisions and the question becomes what needs to go to Academic Council (AC) for review. The AC should be less involved



## DISCUSSIONS

in some of the decision making to help expedite new programs and program modifications. Some things that currently go to AC should be going to University Council (UC). For example, when AC decided to approve an engineering program the UC could have suggested including Biomedical Engineering as a concentration. In addition, the UC could help to identify space and funding for new programs. This is all part of letting the structure support critical decisions.

- 5.5 It is also important to make sure that people need to have a clear understanding of their positions and their responsibility, and that they are held accountable. Under the new structure of the Provost Office some of the redundancy across campus needs to be removed. Other redundancy needs to be retained because people in different units are dealing with different populations – there needs to be a balance.
- 5.6 We need a strong focus on transfer students and we need to understand what impact the number of transfer students will have on the general education program. For example, the College of Arts and Sciences is going to be affected because it is dependent on freshman and sophomore level courses.
- 5.7 Consistent and transparent two-way communication is necessary.
- 5.8 The restructuring of the Provost Office also needs to consider alignment with institutional culture. We need to put things in the context of who we are, what is established, and what resources are available. With the establishment of the new budget model many decisions will be moved back to the college level.
- 5.9 **Epps** asked what people should do if they are interested in serving on working groups or committees. **Bishop** replied that they will be putting together a website where people can sign up, or they can email Dr. Bishop directly.
- 5.10 The first working group to be established was the Research and Innovation Working Group chaired by Dr. Hagemeyer. The group was able to produce a report describing a position description for a Vice President of Research and Innovation. It included recommendations for the structure of the office, reporting, year-by-year goals, etc. The Board of Trustees requested the position description because they feel strongly that a VP for Research and Innovation position at the university is necessary. The first step was to understand what such a position would mean for the university and how it would fit into the current structure, which was deliverable one. The second deliverable is to revise the university's Strategic Plan for Research and provide key recommendations for what this person and the university needs to be aware of moving forward.
- 5.11 Another workgroup will be established to look at advisement after the EAB report is completed in September. Dr. Sherlin has had consultants come in and do diagnostics on our admissions process and they have provided very specific recommendations.

## 6. Lunch with guests

Dr. Wilsie Bishop; Dr. BJ King; Dr. Joe Sherlin; Ms. Pam Ritter; Ms. Candy Massey; Stefanie Murphy? Dr. Mark Fulks; Aamir Shaikh

## 7. Action Items

### 7.1 Elections/Standing Committees

- 7.1.1 Committee on Committees – Epps will chair, four other members are needed. Sunny Oh and Kason O'Neil volunteered to serve. The committee will stand with three members.
- 7.1.2 Faculty Senate Elections and Governance Committee – Flora, McGarry, Hendrix (following college discussions members from the other colleges will be chosen).
- 7.1.3 Faculty Concerns and Grievances – **Epps moved to postpone appointments until the review of the by-laws is complete. Second: Peterson.** Discussion: **Silver** commented that Doug Burgess was very good as the chair of the committee in the past and questioned whether he could continue as chair. **Epps** replied that the committee is a standing committee of the faculty senate. According to the grievance





DISCUSSIONS

policy, the committee appoints people to serve as procedural consultants, which is what Doug Burgess Amber Kinser, and Jim Bitter have done in the past. After an appointment is made, the committee is charged with training the appointee. It is being proposed that the Faculty Concerns and Grievances Committee becomes the procedural consultant. Burgess could continue to be the chair if the by-laws are revised such that the chair does not need to be a member of faculty senate. Garris questioned whether the procedural and consultant group currently exists or if new members need to be selected. Epps replied that it does not currently exist and a new group has been appointed every year. Peterson moved to call the question and close debate. Second: Hendrix. Motion passed (one nay). Epps' motion was voted on and passed (three nay).

7.1.4 Handbook Committee – Epps will chair, four other members are needed. Two people from Health Affairs and two people from Academic Affairs are needed; however, with the new structure of the university this is not necessary. Sargsyan, Foley, Flora, and Hemphill were on the committee last year and will continue to serve.

7.1.5 Parliamentarian – Brown appointed by the Executive Committee and confirmed by the senate.

7.1.6 Executive Committee At-large members – Dr. Epps  
The following senators were nominated or volunteered: Sergiadis, Gray, Ellis, Sargsyan, Fraysier, and Emma.  
The following three senators were elected: Sergiadis, Sargsyan, and Gray.

8. Brainstorming/Planning Break Out Session

9. Old Business

None.

10. Reminders

10.1 Faculty Convocation, Friday, Aug. 23 – Convocation Breakfast 8:30 a.m. Convocation at 9:00 a.m. Millennium Center Grand Ballroom

10.2 Student Convocation, Friday, Aug. 23 at 11:00 a.m. in the Dome

10.3 Classes start Monday, Aug. 26

10.4 Executive Committee Meets at 2:45 Campus Center Bldg. room 220C to room 235

10.5 Next Faculty Senate meeting – Monday, Sept. 9 at 2:45 p.m. Building 60 VA campus lower level lecture hall

11. Comments from Guests

None.

12. Adjourn

Motion to Adjourn:  
Second:  
Meeting Adjourned

Please notify Senator Eric Sellers (sellers@etsu.edu or 9-4476, Faculty Senate Secretary, 2019-2020) of any changes or corrections to the minutes.

