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2018 December 3 - Faculty Senate Agenda and Minutes

Faculty Senate, East Tennessee State University

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EAST TENNESSEE STATE
UNIVERSITY

Faculty Senate Agenda

December 3, 2018

2:45 p.m. Lecture Hall, Building 60 VA Campus

1. Introductions
2. Celebrations
3. Announcements
4. Approval of minutes from November 19, 2018
5. Information item(s)
 - a. Dr. Karen King, CIO/Sr. Vice Provost for ITS – Presentation with Questions / Discussion
 - b. Board of Trustees report – Dr. Alsop
 - c. Working Groups Report – Work Group Chair
 - Administrative Review– Dr. O’Neil
 - Shared Governance – Dr. Lyons
 - Campus Communications – Dr. Garris
 - Grants and Research – Dr. Peterson
 - Faculty Safety and Planning – Dr. Pealer
6. Action Item(s)
 - a. Committee on Committees – Dr. Epps
7. New Business
 - a. Motion to approve recommendations from Campus Communication Committee (See attached Document for recommendations and motion)
 - b. Motion to approve Faculty Senate Pledge Of Ethics (see attached for Pledge of Ethics and motion)
 - c. Open Nominations for Faculty Senate Trustee to the ETSU Board of Trustees
8. Old Business
 - a.
9. Comments from guests
10. Adjourn

Next meeting: January 28, 2019 – Happy Holidays!!

Executive Committee Meeting: Dec. 10, 2018



FACULTY SENATE MINUTES

Meeting Date:	12/03/18	Time:	14:45 – 16:30	Location:	VA Campus, Building 60
Next Meeting:	01/28/19	Scribe:			Eric Sellers
Present:	Al-Imad, Leila; Alsop, Fred; Anand, Rajani; Blackhart, Ginette; Brown, Patrick; Burgess, Doug; Cluck, David; Drinkard-Hawkshawe, Dorothy; Ellis, Jon; Emma, Todd; Flora, Bill; Foley, Virginia; Fraysier, Donna; Gentry, Retha; Gray, Jeffrey; Hemphill, Bill; Hendrix, Stephen; Herrman, Andrew; Holmes, Alan; Johnson, Jeanna Michelle; Kim, Sookhyn; Kostrzewa, Richard; Livingston, James; Lyons, Renee; Mackara, Fred; Masino, Anthony; McGarry, Theresa; Mikdachi, Hana; Olson, Nate; O'Neil, Kason; Owens, Bea; Paul, Timir; Pealer, Jennifer; Peterson, Jonathan; Ramsey, Priscilla; Sargsyan, Alex; Sarkodie, Olga; Sellers, Eric; Sergiadis, Ashley; Smith, Samuel; Stone, William; Taylor, Teresa Brooks; Trogen, Paul; Walden, Rachel; Washington, Georgita				
Absent:	Elangovan, Saravanan; Garris, Bill; Marek, Greta; Oh, Sunny				
Excused:	Burns, Bracken; Byington, Randy; Epps, Susan; Hagemeyer, Nick; Short, Candice				

Agenda Items

Meeting called to order

1. Introductions

2. Celebrations

3. Announcements

4. Approval of Minutes

5. Informational Items

6. Action Items

7. New Business

8. Old Business

9. Questions on reports/summaries from committees/working groups

10. Other Items

11. Comments from Guests

12. Adjourn

DISCUSSIONS

1. Introductions

None

2. Celebrations

None

3. Announcements

3.1 **Hendrix** announced that the Entrepreneurship iBUCs competition is now receiving submissions. The competition will be held on Friday April 5, 2019 from 11am-5pm. The deadline for entries is in early spring.



DISCUSSIONS

3.2 **Foley** noted changes in Common Rule will become effective on January 21, 2019. There is a PowerPoint and documents in an email that will be distributed by Bill Flora. Email questions to Foley.

3.3 **Brown** clarified what is necessary to “move the previous question”. If you feel a debate has gone on long enough, you must: seek the floor, make a motion to move the previous question, and then the motion will be voted on. If the motion passes (2/3rds), the previous question is immediately voted on. The point of parliamentary procedure is to give a voice to the minority, and they cannot do that if the debate is ended prematurely.

4. Approval of Minutes

Flora questioned whether there was an objection to approving the minutes from the 11/19/18 meeting.

No Objection: Minutes Approved

5. Informational Item(s)

5.1 Dr. Karen King, CIO/Sr. Vice Provost for ITS – Presentation with Questions / Discussion Regarding the unauthorized access to a faculty’s email:

5.1.1 **King** described what happened. Someone got a phishing email and clicked on the link and entered their username and password. When that happened, everything in that person’s email was compromised. A copy of the police report will be provided when it is complete. Public safety and the FBI are still investigating the incident. They are trying to find out who is responsible but the chance of finding out is very slim.

Remember: this can happen to anyone. We learned a lot of lessons from this incident. It made us look at our protocols and how we approach everything. We did what we always do when an account has been compromised. We scrambled the passwords and deactivated the account. For those who have had issues with compromised accounts in the past month, we have had them use two-factor authentication before reactivating their accounts. Any administrators who have access to sensitive information are now on two-factor authentication. We are about to roll out two-factor authentication to the whole campus.

If you want to turn on your two-factor authentication, you can. If you have any questions about that process, you can ask King and there are tutorial videos. The IT Annual Report was provided to you. If you did not receive one, it is on the IT website.

5.1.2 **Hendrix** questioned how to differentiate between the training emails with links and phishing emails.

King replied that links in emails are an issue. IT has been trying to limit the number of links in emails and it is difficult to do. The external tags are provided to help, but it is not fool proof. URL redirector would be a good idea as well.

5.1.3 **Stone** asked if we have considered hiring an outside service to filter email; Google Chrome has such a filter. **King** replied that ETSU uses a service called Spam Filter, but it does not filter out everything. About 20% of the messages sent to ETSU are blocked; even the best cannot filter out everything. Not everyone is using Google Chrome, but we are about to put some new rules in place with our firewall. If you visit a site that might be suspicious, it will give you a warning.

5.1.4 **Foley** asked if passwords will still need to be reset every few months once the two-factor authentication is in place. **King** replied that two-factor authentication will be implemented first, then the firewall, and then changes to password requirements. As soon as two-factor is implemented, the special character/number requirements and password length will be decreased. It will not be necessary to change the password unless the account has been compromised.

5.1.5 **Peterson** stated that training emails should be white listed because they are still coming from external sources. **King** replied that they should have sent those on to be white listed and this will not be such a problem in the future.



DISCUSSIONS

5.1.6 **Masino** asked what would happen if someone lost their phone with two-factor authentication and how long ISP login data are stored. **King** replied that an authentication code is not required for each login and the ISP data are not currently stored for very long, but the hope is to store it for longer in the future.

5.1.7 **Ellis** noted that King did not call the incident a data breach, and questioned what a data breach would be. **King** replied that the system was secure, but data were lost. So essentially, it was a data breach; however, the whole system remained secure.

5.1.8 **Hemphill** asked why ETSU chose the identity protection company that was chosen. **King** replied that she did not know why All Clear was chosen, and it was not her decision.

5.1.9 **Sellers** questioned why a spreadsheet with so much personal information would be stored in someone's inbox. **King** replied that it was part of their job duties to have and communicate the information. Keeping confidential information in an inbox is not the best practice and it was likely done to provide easy access to the information; however, the information should not have been in an email to begin with.

5.1.10 Cluck asked if a credit freeze should be put on his accounts. King suggested a monitor but not a freeze.

5.2 Board of Trustees report – Dr. Alsop

No report.

5.3 Working Groups Report – Work Group Chair

5.3.1 Administrative Review– Dr. O'Neil

A list of essential questions is being compiled.

5.3.2 Shared Governance – Dr. Lyons

The committee is reviewing ETSU governance procedures and will develop strategies and quality recommendations to formalize faculty senate and faculty. Over the next semester/year the necessary governing committees will be identified and decisions in regard to whether some committees should be combined will be determined. The impact of faculty representation on identified governing committees will be determined.

5.3.3 Campus Communications – Dr. Garris

No report.

5.3.4 Grants and Research – Dr. Peterson

The committee is looking at the ETSU report on research and the 125 report to determine what issues have been identified and addressed and how we compare to our peer institutions. All the work has already been done, but many items identified by these committees have not been implemented. We have asked the executive committee to specifically ask President Noland regarding the status of the recommendation from both committees that the Vice Provost of Research be transition to a direct report to the President.

5.3.5 Faculty Safety and Planning – Dr. Pealer

An overall lack of knowledge has been identified. For example, no one knows the definition of the term "shelter in place." There has not been any communication between University School and parents. Students coming to campus were not aware of the situation. GoldAlert, being the main form of communication, is voluntary and it should be changed to opt-out – many students and parents have not signed up for alerts. Sirens did not work or were hard to understand. The doors in many of the classroom could be breached. We recommend all faculty/staff/students be required to sign up for GoldAlert notifications, and additional training for faculty should be established.



DISCUSSIONS

6. Action Items

6.1 Committee on Committees – Dr. Epps

No report.

7. New Business

7.1 Motion to approve recommendations from Campus Communication Committee (See Appendix A for recommendations and motion)

This will be discussed and voted on at the next meeting: Jan 28th. Please review the motion and be ready to vote on it at the next meeting.

7.2 Motion to approve Faculty Senate Pledge Of Ethics

This Pledge of Ethics is used to acknowledge a commitment to professional conduct in shared governance at East Tennessee State University. The goal is to produce a Faculty / Staff Senate that is fair, objective, honest, and trustworthy; therefore, as a member of the ETSU Faculty or Staff Senate I will:

- Constantly uphold the honor and dignity of my position in conduct with students, faculty, staff, administration, and outside constituencies.
- Maintain confidentiality with privileged information.
- Be mindful of the trust I have from my colleagues.
- Exercise a high level of integrity and decorum when working with fellow senators in spite of differences in opinion.
- Represent the collective viewpoints of fellow staff / constituents of my college or unit during discussion and voting.

7.2.1 **Alsop** expressed concern in regard to the scope of the pledge, how it applies to senators, possible punishments that will go along with the pledge, and where the document originated from. **Foley** replied that the pledge came from the Faculty Senate Executive Committee as a result of a Staff Senator audio recording their Executive Committee meeting with President Noland without his knowledge. She further noted that the pledge is applicable when one is acting in the capacity of a senator.

7.2.2 **Peterson** asked how to propose changes to pledge. **Flora** replied that suggested changes can be made during debate at the next meeting of the senate.

7.2.3 **Lyons** suggested that the language needs to be significantly qualified.

7.2.4 **Brown** added that the pledge is meant to be aspirational, it is meant to say, “As a Senator, I will do my best to strive by these standards.”

7.2.5 **Emma** expressed concern with the pledge noting that the senate has been dealing with codes of ethics for a while and he sees it as a punitive effort to ‘get’ those who go against the grain.

7.3 Open Nominations for Faculty Senate Trustee to the ETSU Board of Trustees

The floor will be open for nominations until 5pm on Jan. 31 and on Jan. 18 at 10am Dr. Alsop will provide an informational session for nominees and potential nominees. If you cannot make that day, let him know.



DISCUSSIONS

8. Old Business

None

9. Questions on reports/summaries from committees/working groups

None

10. Other Items

None

11. Comments from Guests

None

12. Adjourn

Motion to Adjourn: Brown

Second: Hendrix

Meeting Adjourned

Please notify Senator Eric Sellers (sellers@etsu.edu or 9-4476, Faculty Senate Secretary, 2018-2019) of any changes or corrections to the minutes.



Appendix A

Committee Charge:

The Campus Communications Committee (CCC) will develop strategies and recommendations for improving the flow of information and shared communications across the campus and community.

Motion: Campus Communications Committee moves that the following recommendations for addressing campus communications are forwarded to the President, with a request for follow-up regarding the administrations actions on these recommendations.

I. SAFETY AND SECURITY

Problem: we need clearer instructions for how to respond in emergency situations.

The CCC recommends the following:

- A. Emergency protocol posters should be placed in every classroom.
- B. Radio signal strength (cell phone service) should be inventoried on campus.
- C. Following B, above, public safety and administration should insure good radio/telephone/wireless signals strength vis-a-vis repeaters. Public safety or administration should report back on progress and changes made by January 1, 2020.
- D. The campus should explore conducting active shooter drills, and all members of the campus who participate might receive a certificate or badge for successful completion (analogous to other trainings required of faculty).
- E. Public safety should improve clarity of emergency messaging as on its webpage. There appeared to be conflicting messages of “shelter in place” while the active shooter site promoted “run, hide, fight” (https://www.etsu.edu/safety/emergency_preparedness/active_shooter.php).
- F. Voice directions, accompanying sirens, should be made clearer (audibly, not semantically). During the incident at the beginning of the fall 2018 semester, sirens were heard but voice directions were indistinct. Alerts (including siren and audio) should clarify which campus is affected (VA, Main, Nave . . .).

II. Technical Fixes to Communication and a Reminder about University Policy Governing Use

Problem: Our e-communication needs to be improved more generally.

A public-facing branch of ETSU’s administration should **actively** manage social media and, especially, “product” review pages. Other universities (MTSU) and private business effectively build goodwill and credibility, appear responsive to criticism and feedback, and grateful for compliments. ETSU fails here and appears unresponsive.