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2017 July 10 – University Council Agenda and Minutes

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AGENDA
University Council
Monday, July 10, 2017
East Tennessee Room – Culp Center
8:30 a.m. – 11:00 a.m.

1. Call to Order
2. Roll Call
3. Standing Items
 - 3.1. Review agenda
 - 3.2. Approve minutes of June 12, 2017 meeting (*attachment*)
 - 3.3. President's Report -- *Dr. Brian Noland*
 - 3.4. Report of Completed Action Items from
 - 3.4.1. Academic Council – *Dr. Bert Bach*
 - 3.4.2. Information Technology Council – *Dr. Karen King*
 - 3.4.3. Facilities/Construction – *Mr. Jeremy Ross*
 - 3.4.4. Research Council – *Dr. William Duncan*
 - 3.4.5. Faculty Senate/Staff Senate/SGA – *Dr. Susan Epps / Ms. Stefanie Murphy / Ms. Keyana Miller*
4. Action Items
 - 4.1. New Business
 - 4.1.1. Approval of additional ex officio/non-voting members to the UC
 - 4.1.1.1. Dr. Ramona Williams, Vice Provost for Enrollment Services
 - 4.1.1.2. Ms. Bridget Baird, Associate Vice President for Community & Government Relations
 - 4.1.2. Establish term limits for Chairs' Council Representatives and Deans' Council Representatives
 - 4.1.3. Discuss Sub-Council charges and membership structure
5. Announcements
 - 5.1. University Council website
 - 5.1.1. request for feedback – *Ms. Mary Cradic*
6. Adjournment

University Council
July 10, 2017 at 8:30 a.m.
East Tennessee Room, Culp Center

1. Call to Order

Dr. Wilsie Bishop called the meeting to order, noting that this was the first meeting of the University Council (which grew out of the Interim University Council). She explained that, according to the Standing Rules of this Council, she will be presiding over the meeting after being elected vice chair of the group at the final IUC meeting in June. This will allow President Brian Noland, who is the chair of the University Council, to take a greater participatory role in the meetings and will also allow for meetings to take place even in his absence.

2. Roll Call

Ms. Kristen Swing called the roll. Those in attendance were: Dr. Bert Bach; Dr. Wilsie Bishop; Dr. Cheri Clavier; Dr. William Duncan; Dr. Susan Epps; Dr. Bill Flora; Ms. Joy Fulkerson; Dr. Mike Hoff; Dr. Jane Jones; Ms. Mary Jordan; Dr. B.J. King; Dr. Claudia Kozinetz; Dr. David Linville; Dr. Celia McIntosh; Dr. Robert Means; Ms. Keyana Miller; Ms. Stefanie Murphy; Dr. Rick Osborn; Dr. David Roane; Mr. Jeremy Ross; Ms. Melody Russell; Mr. Michael Luchtan; Dr. Jana Scarborough; Dr. Joe Sherlin; Mr. Joe Smith; and Dr. Randy Wykoff.

Absent members were: Mr. Keith Johnson; Mr. Ed Kelly (arrived at 9 a.m.); Dr. Karen King; Dr. Brian Noland; Ms. Pam Ritter; and Dr. Richard Sander.

Also in attendance were: Ms. Ramona Williams; Ms. Bridget Baird; Ms. Mary Cradic (staff support); and Ms. Kristen Swing (taking minutes).

Following roll call, Dr. Bishop asked the new members representing the Graduate and Professional Student Association, Ms. Russell (alternate for graduate students) and Mr. Luchtan (main representative for graduate students), to introduce themselves. She also asked Dr. Kozinetz, a new Council of Chairs representative on the University Council, to introduce herself. The new dean representatives, Drs. Means, Osborn, and Wykoff were also recognized.

3. Standing Items

3.1 Review Agenda

Dr. Bishop explained that, through the creation of the IUC, the University Council became a governing body of the university. She noted the University Council's role will have both advisory and governance aspects. Policies that affect the whole university will be action items to be reviewed and voted on by the University Council. Other items will come to University Council for the purpose of information and communication. Another major role of the University Council is ensuring the integration of a planning, budgeting, and assessment process. Dr. Bishop noted that the University Council serves an important role that advances the Mission of the

University and works in concert with the President and others to achieve the University's Mission.

In reviewing the agenda, Dr. Celia McIntosh asked that an "other" section be added to the agenda for items that may come up since the agenda was set and are appropriate for discussion. Dr. Bishop agreed and added the "other" section to the July meeting's agenda (and will add it to future agendas) under the "announcements" section.

3.2 Approve [Minutes of June 12, 2017 IUC meeting](#)

Dr. Epps moved to approve the minutes. It was seconded by Dr. Roane and unanimously approved.

3.3 President's Report – Dr. Brian Noland

Due to unexpected travel delays, Dr. Noland was unable to attend the meeting, thus there was no report from the president.

3.4 Report of Completed Action Items from

3.4.1 Academic Council – Dr. Bert Bach

Dr. Bach reported that the Academic Council met on June 22 and had two action items that have subsequently been approved by the president:

- In April, the Academic Council approved an Excellence in Teaching at ETSU report. On June 22, the group approved the creation of the Center for Teaching Excellence at ETSU.
- Approval of curricular modification to the master's of science in engineering technology. The modification adds course requirements to the concentration to improve and enhance the program.

3.4.2 Information Technology Council – Dr. Karen King

With Dr. King absent, Dr. Bishop shared that the first meeting of the Information Technology Council in its new format is scheduled for early August.

3.4.3 Facilities/Construction – Mr. Jeremy Ross

Mr. Ross reported that the University is currently in the process of capital severance from the Tennessee Board of Regents. He said ETSU is currently under a period of observation by the State Building Commission, which will determine if the University is capable of successfully executing this process on its own. Mr. Ross said severance is going well in Nashville and that he gets the impression from both the State Building Commission and the Tennessee Higher Education Commission that ETSU will be able to sever. He believes the new format will allow the institution to be more nimble and move more quickly than when these things were dictated by TBR.

3.4.4 Research Council – Dr. William Duncan

Dr. Duncan reported that the Research Council did not meet in June but is scheduled to meet later this week. At that meeting, Dr. Duncan said the group will do three things:

- Review and approve, on the Research Council level, the crowdfunding proposal (working with Advancement on this);
- Review and approve, on the Research Council level, the research storage and back-up policy; and
- Review and approve, on the Research Council level, start-up funds proposal.

3.4.5 Faculty Senate/Staff Senate/SGA

- Faculty Senate – Dr. Susan Epps
Dr. Epps said the full senate does not meet in the summer but pointed out that elections took place at the last meeting. Dr. Bill Flora was re-elected as vice president; Dr. Eric Sellers will serve as secretary; Cynthia Chambers will take over as treasurer; and Patrick Brown will serve as chief operating officer. Dr. Epps will continue as president, completing her second year of a two-year term.
- Staff Senate – Ms. Stefanie Murphy
Ms. Murphy said Staff Senate meets later today. The process for nominations has been completed for the upcoming term, and election information will be out by the end of the week.
- SGA – Ms. Keyana Miller
Ms. Miller reported that SGA meets every Tuesday when school is in session. She said the executive team and cabinet have been gearing up for the fall semester and to expect some great things.

Following the reports, Dr. Bishop noted that it seemed appropriate that reports from the Council of Chairs and the Graduate & Professional Student Association be added to the reports section of the agenda.

4. Action Items

4.1 New Business

4.1.1 Approval of additional ex-officio/non-voting members to the University Council

Dr. Bishop reported that Dr. Noland has requested two individuals with critical roles that support the University Mission be considered as additional ex-officio members of the University Council: Dr. Ramona Williams, Vice Provost for Enrollment and Ms. Bridget Baird, Associate Vice President for Community and Government Relations. Dr. Means made a motion to approve the addition of Dr. Williams and Ms. Baird. The motion was seconded by Dr. Wykoff and unanimously approved.

4.1.2 Establish term limits for chairs' council representatives and deans' council representatives

With the establishment of the University Council membership, it was determined that it would be advantageous for Council of Chair members and

Dean representatives would serve staggered terms. It was also determined that, if any representative continued in service from the Interim University Council, that individual would automatically have a one-year term. For Academic Affairs, one Deans' Council member is continuing (Dr. McIntosh) and will accept the one-year term while the new Deans' Council member (Dr. Osborn) will accept the two-year term. Both Health Affairs deans, however, are new to the University Council, and a coin toss was used to decide term limits. Winning the toss, Dr. Means chose the two-year term, leaving Dr. Wykoff the one-year term.

4.1.3 Discuss Sub-Council charges and membership structure

Dr. Bishop asked that this item be deferred until a time when Dr. Noland could be present and involved in the discussion. Dr. Flora moved to table the agenda item. The motion was seconded by Dr. McIntosh and unanimously approved.

5. Announcements

5.1 University Council Website

Ms. Mary Cradic explained that with the University Council becoming a permanent organization that is more broad-based and involved, it would be appropriate for the Council's site to become freestanding rather than remain a sub-site on the President's Office web page. She said it was important, especially to Dr. Noland, that information be accessible within a couple of clicks welcomed any feedback regarding improving the site.

Dr. Epps said the "budget call" portion, as currently presented, is buried and hard to find, noting that it needs to be front and center if it is going to be on that page. She also said the resources provided from each meeting are hard to find as they are currently accessible only as resources for individual meetings. She recommended that presentation resources be listed in such a way that would not necessitate looking through every meeting to find particular materials. Ms. Cradic thanked Dr. Epps and said they would work on these items.

Ms. Cradic also said that the "submit agenda item" button will carry over to the new Council site, allowing anyone with a user login to submit items for consideration to come before the Council. Ms. Jordan questioned how people know they can do that, and Dr. Epps recommended that there be a preamble of sorts that outlines what is appropriate to submit to the University Council and what items perhaps need to be addressed by a more appropriate University group. Ms. Cradic noted that the tool was originally intended only for members of the IUC and said she would look at how to incorporate the suggestions.

Because the goal is for the site to be easily accessible, a link to the University Council will be added to the university governance organizations page as well as a link on the President's page and in the A-Z directory. Ms. Cradic asked for any additional feedback to be emailed to her.

5.2 Other items for discussion

- Dr. Epps announced that she has been asked the question as to why there are only two faculty members representing all of the faculty on the University Council

while there are four each of deans and chairs. Dr. Bishop noted this issue was raised following the group discussions in March and no consensus was reached to change the number of representatives from the various governance councils with seats on the University Council. Ms. Miller and Dr. McIntosh both pointed out that there are even more students on campus than faculty, and they do not have a larger proportion of the University Council membership. Dr. Epps said she was not advocating for more faculty members to be on the University Council but felt she did not have the answer to the individual's question and wanted to bring it to the group. As a matter of interest, Dr. Bishop noted that actually the chairs, deans, and many of the administrators also hold faculty status. A brief show of hands revealed that there are currently 13 individuals on the University Council who have faculty status. There was no action to change the membership of the UC.

- Dr. McIntosh asked if the implementation of the new Creative Services policy should be further discussed by the group as her unit had experienced an issue with a print job at Biomedical Communications. Dr. Bishop noted that the new plan had not been officially launched and that the University Council would be an appropriate venue for further discussion/feedback of policies it previously has passed. She suggested it be put on the August agenda for further discussion. In the meantime, Dr. McIntosh was asked to meet with Dr. Jane Jones and Dr. Bishop, who are co-chairing this transition, to discuss her current concerns immediately following today's meeting so they could be addressed.
- Mr. Ross said Dr. Wally Dixon recommended at a previous meeting that coffee be available during the University Council meetings. He said he thought that was an excellent idea. Dr. Bishop said she'd look into the rules and see if providing beverage service would be possible.

6. Adjournment

The meeting adjourned at 9:15 a.m.