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Faculty Senate Agendas and Minutes

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8-21-2018

### 2018 August 21 - 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. 21, 2018

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

**8:30 a.m. – Last meeting of 2017-2018 – Dr. Susan Epps**

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

**9:00 a.m. – First meeting of 2018-2019- Dr. Bill Flora**

- Call to order

**9:00-9:30 a.m.**

- Welcome to Senate – Dr. Brian Noland

**9:30-9:45 a.m.**

- Introductions
  - Officers
  - Senators

**9:45-10:30**

- 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

**10:30-10:40 Break**

**10:40-11:00**

- Action Items
  - Elections/Standing Committees
    - Parliamentarian
    - TBR Sub-council representative
    - 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
      - (Dr. Burgess, Chair; one from each college)
    - Executive Committee At-large members – Dr. Epps to run
    - Handbook Committee
      - (Dr. Epps, Chair; need 2 from Academic Affairs, 2 from Health Affairs)

**11:00-11:30 – College break out session**

- Review of term expirations/adjustments
- Communication with constituents
- Gathering feedback from constituents on motions/action items

**11:30 a.m. -12:30 p.m. – LUNCH! With Special Guests****12:30-1:00 p.m. – Presentation – Jennifer Clements and Joe Smith, University Relations****1:00-1:45 p.m. – Brainstorming/Planning - Break Out Session****1:45-2:215 – Reports****2:15 p.m. – Other business****3:00 p.m. – VA Building 60**

## Reminders:

- Faculty Convocation, Friday, Aug. 24 – Convocation Breakfast 8:30 a.m. Brown Hall Courtyard (rain location Auditorium foyer) Convocation at 9:00 a.m. in Brown Hall Auditorium
  - Greeters – report by 8:30 a.m.
- Student Convocation, Friday, Aug. 24 at 11:00 a.m. in the Dome
  - Greeters report immediately following Faculty Convocation to the Concourse level
- Classes start Monday, Aug. 27 / Executive Committee Meets at 2:45 Campus Center Bldg. room 220C to room 235
- Next Faculty Senate meeting – Monday, Sept. 10 at 2:45 p.m. in VA Bldg. 60 Forum

**Adjourn**



## FACULTY SENATE MINUTES

<b>Meeting Date:</b>	08/21/18	<b>Time:</b>	9:00 – 15:00	<b>Location:</b>	Sherrod Library 309/311	
<b>Next Meeting:</b>	09/10/18				<b>Scribe:</b>	Eric Sellers
<b>Present:</b>	Al-Imad, Leila; Alsop, Fred; Anand, Rajani; Blackhart, Ginette; Brown, Patrick; Burns, Bracken; Byington, Randy; Elangovan, Saravanan; Epps, Susan; Flora, Bill; Foley, Virginia; Fraysier, Donna; Garris, Bill; Gentry, Retha; Gray, Jeffrey; Hagemeyer, Nick; Hemphill, Bill; Hendrix, Stephen; Herrman, Andrew; Holmes, Alan; Johnson, Jeanna Michelle; Kim, Sookhyn; Kostrzewa, Richard; Livingston, James; Lyons, Renee; Mackara, Fred; Marek, Greta; Masino, Anthony; McGarry, Theresa; Oh, Sunny; Olson, Nate; O'Neil, Kason; Owens, Bea; Peterson, Jonathan; Ramsey, Priscilla; Sargsyan, Alex; Sarkodie, Olga; Scheuerman, Eugene; Sellers, Eric; Sergiadis, Ashley; Taylor, Teresa Brooks; Trogen, Paul; Walden, Rachel					
<b>Absent:</b>						
<b>Excused:</b>	Burgess, Doug; Chakraborty, Kaniska; Cluck, David; Drinkard-Hawkshawe, Dorothy; ; Ellis, Jon; Emma, Todd; Paul, Timir; Pealer, Jennifer; Short, Candice; Smith, Samuel; Stone, William					

### Agenda Items

Meeting called to order – Dr. Flora thanked Dr. Epps for her service as President.

1. Welcome to Senate – Dr. Brian Noland

1.1 Forty new tenure-track faculty members have been hired and will begin this fall.

1.2 Construction Updates

1.2.1 The stairs on Dossett Hall will not be completed until the Fall. The stairs on Gilbreath Hall should be completed in the next month.

1.2.2 Building 60 is operational including food service. Ribbon cutting will be in two weeks. Simulation equipment needs to be installed.

1.2.3 Culp renovations are moving forward and the Marketplace is ready to serve campus with auxiliary space in the ballroom. The renovation is on time and should be completed by late fall or early spring 2019.

1.2.4 Martin Center is on time, under budget, and will open next year.

1.2.5 The contract to purchase the Millennium Center has been signed and the closing is set for October 1, 2018. The purchase price is 5.8 million, 2 million of which is from university reserves. The remaining amount will be raised through parking fees.

1.2.6 The proposed humanities building was number nine on THEC's list last year hopefully will move up next year.

1.3 Enrollment remains within confidence intervals. As of today, there will be 2042 new freshmen on campus; this is down about 40 from last year. There will not need to be any changes to the planning principles on which the budget was predicated.

1.4 It is important to grow in order to generate the revenue necessary to increase salary, new faculty lines, etc. We need to grow in size and grow new programs. The BOT is pushing for new programs. Tusculum is growing in the health sciences and starting to compete with us. The BOT has asked for a proposed list of the programs we plan to move forward with in the next years.



1.5 The BOT has pushed to examine how ETSU is marketed and why we are not more aggressive in marketing. Money has been set aside for marketing and best practices will be examined and possibly branded under the umbrella of ETSU.

1.6 How the decentralized budget relates to salary will be examined in the next year. The system is not yet perfect and modifications will be needed. Faculty and staff salaries are near, or are, at the bottom as compared to our peer groups. Under the decentralized budget, additional salary enhancements may be given at the college level.

1.7 A new policy to focus on regionalism is under way. Business and industry partners are suffering; the economy is in bad shape and the opioid problem is ravaging the area. We need to think about how to promote, market, and grow economic opportunities in the region.

1.8 The Ballard merger will take time to mature. Dr. Block is the new dean of COM and will bring clinical experience the will help facilitate the merger.

1.8.1 **Peterson** questioned whether we are trying to recruit post-baccalaureate students. **Noland** replied that online programming is designed to capture many of these students.

1.8.2 **Elangovan** questioned whether there are plans to add additional campuses. **Noland** replied that our main focus is on the Knoxville region.

1.8.3 **Peterson** noted that Ballard often talks of research integration; however, ETSU does not seem to discuss integration and there is little talk about how ETSU clinics will be involved in the research. **Noland** explained that a consultant has looked at our research structures and will be providing a report.

1.8.4 **Byington** asked what efforts are being made to make sure our alignment of teaching will be in line with the goals of Ballard. **Noland** replied that consultants are being brought in to determine where we want to be as a university and this will direct some of those decisions. We should look for programmatic opportunities for the university.

1.9 Considerable time has been spent reviewing administrative policies. Financial Aid processes have been streamlined and the long lines have disappeared. **Noland** requested that the Faculty Senate Executive Committee identify their top five or ten policies that should be revised.

1.10 Social issues are pressuring us in many different ways and we need to look at our role in protecting and promoting democracy. Higher education is under attack and we need to stay true to our roots, traditions, and core. Polls show that 70% of rural republicans feel that higher education is bad for the country.

2. Introductions

2.1 Officers

- Flora – President
Hendrix – Vice President
Sellers – Secretary
Olson – Treasurer
Brown – Chief Operating Officer

2.2 Senators

3. Senate 101 – Officers

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

3.1.1 The charge of the Senate is faculty issues, instruction, and curriculum. Our role is to serve the university faculty body. It is important to take the issues back to our constituents. Shared governance is a large part of our role and with the move to the LGB we have a stronger voice than ever before. Mackara commented that,



in the past, being a member of FS was frowned upon by administration.

### 3.2 Constitution/Bylaws - **Epps** (exec committee, standing committees, and the role of *ad hoc* committees)

3.2.1 It is important to be familiar with the constitution and by-laws. We will be making revisions to both in the near future. Standing committees need to meet regularly and we have pruned the number of standing committees because some were not meeting on a regular basis. The standing committees are as follows:

- Executive Committee
- Board of Trustees Representative
- Faculty Collaborative
- Faculty Concerns and Grievances
- Elections and Governances
- Committee on Committees
- Handbook Committee
- Ad-hoc committees/working groups

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

3.3.1 [www.etsu.edu/senate](http://www.etsu.edu/senate) is our official website. All of the information regarding policies, agendas, minutes, committee membership, etcetera, are all included on the website.

### 3.4 General format of a scheduled meeting

#### 3.4.1 Agenda – **Flora**

The Executive Committee sets the agenda during the week that the full senate body does not meet. To get an item on the agenda, you can simply email any member of executive committee.

#### 3.4.2 Minutes – **Sellers**

Minutes will typically be sent out on the Thursday before each Monday meeting. Comments and corrections should be sent to [sellers@etsu.edu](mailto:sellers@etsu.edu) by noon on Monday the day of our meeting.

#### 3.4.3 Attendance – **Sellers**

Name plates and sign-in sheets will be on a table in front of the room to be picked up before each meeting. To be excused from a meeting, send an email to [sellers@etsu.edu](mailto:sellers@etsu.edu). If an email is not received, it will be considered an unexcused absence and once you have three unexcused absences a letter will be sent to your dean with notification that you are not fulfilling your duties as a senator.

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

3.5.1 [Brown presented a history of Robert's Rules.] We operate based on motions, which are a proposal for action requiring a vote. To propose a motion, a 'submit a motion' link is on the senate website. The form is then put on the next agenda as an information item. Subsequently, the motion will be added to the next agenda for discussion and a vote.

3.5.2 Once the discussion of a motion begins, to obtain the floor you must get the attention of the presiding officer. You may not interrupt the person who has the floor. In addition, no one is allowed to have the floor for a second time until everyone who wishes to speak has done so.

3.5.3 A motion can be postponed in one of two ways. First, there is a definite postponement. In this case, the motion will be discussed at a later time after additional clarification or information is obtained. Second, a motion to postpone indefinitely. This will end discussion and effectively kill the motion.

3.5.4 If someone gains the floor and moves to call the question, it must be seconded and then requires a two-thirds vote of yea to end discussion and vote on the motion.

### 3.6 TN University Faculty Senates – **Byington**

3.6.1 TUFs is comprised of faculty senate leadership of the public universities of TN and the UT system. TUFs meets in person twice a year. The purpose of TUFs is to deal with larger issues that affect all of



the universities in the state. There is a lot of sharing of best policies and practices across the state. The next TUFSS meeting will be held at ETSU on October 19-21 in building 60 on the VA campus. **Alsop** added that ETSU initiated the first meeting and the organization has stayed independent from other state agencies.

4. Action Items

4.1 Elections/Standing Committees

4.1.1 Parliamentarian – Appoint for approval Patrick Brown – **Motion to approve Alsop; second Hendrix motion passed**

4.1.2 TBR Sub-council representative – Appoint for approval Bill Hemphill – **Motion to approve Epps; second Brown. Motion passed**

4.1.3 Committee on Committees (Past President (Epps) will chair, need 4 others)  
Volunteers: Garris; Hermann; Kostrzewa; Burns

4.1.4 Faculty Senate Elections and Governance Committee  
Flora (CC); McGarry (CAS); Hendrix (COBT); other colleges TBD

4.1.5 Faculty Concerns and Grievances (Dr. Burgess, Chair; one from each college)  
**Motion to nominate Burgess: Foley: second; Epps. Motion passed**  
Colleges will select volunteers during the break out session

4.1.6 Executive Committee At-large members – Dr. Epps  
Elected: Hagemeyer; Masino; Sergiadis

4.1.7 Handbook Committee (Dr. Epps, Chair; need 2 from Academic Affairs, 2 from Health Affairs)  
Hemphill and Foley (Academic Affairs); Sargsyan and Elangovan (Health Affairs)

5. College Break-out Session

6. Lunch

7. Presentation – **Jennifer Clements**, University Relations

7.1 A marketing budget of 200k has been established. The university will be continuing the Footprints campaign based on the initial success of the campaign. The three pillars of marketing will be research, academics, and service. Billboards have been erected around JC and the campus. Additional signage has been added to help direct people around campus. Creative services have been changed over to university relations except for the COM and can help promote departments and programs. Marketing requests can be sent to [identity@etsu.edu](mailto:identity@etsu.edu). **Peterson** asked how social media is being handled. **Clements** replied that Jennifer Barber is handling social media requests. The university does have guidelines for how social media can be used. An audit of all of the university social media accounts is being conducted to determine how many accounts the university has, how many followers the accounts have, and how often are people posting to their accounts.

8. Brainstorming/Planning – Break-out Session

9. Reports

None

10. Other Business

None



11. VA Building 60

Cancelled

12. Adjourn

**Motion to adjourn: Brown**

**Second: Peterson**

**Motion approved**

*Please notify Senator Eric Sellers ([sellers@etsu.edu](mailto:sellers@etsu.edu) or 9-4476, Faculty Senate Secretary, 2017-2018) of any changes or corrections to the minutes.*