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2018 March 12 - Faculty Senate Agenda and Minutes

Faculty Senate, East Tennessee State University

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Faculty Senate Agenda

March 12, 2018

2:45 p.m. Forum

1. Introductions
2. Celebrations
3. Announcements
4. Approval of minutes
5. Information item(s)
 - a. Board of Trustees report – Alsop
 - b. **Motion** (submitted by McGarry): I move that the Senate issue a letter of concern on the model of the letter attached. **Rationale:** The dissolution of the Classroom Utilization Committee is troubling because it is now unclear how faculty will influence control of classroom space, and on a more general level, the process whereby it was dissolved indicates a disturbing lack of transparency and disregard of shared governance principles. A response on our part is called for to show that these principles are important to us.
6. Action Item(s)
 - a. Committee on Committees-Foley – Veteran’s Affairs standing committee
7. New Business
8. Old Business
 - a. Elections – review and clarification of process
9. Questions on summaries
10. Comments from guests
11. Adjourn
- 12. Working groups convene as needed**

Next meeting: March 26, 2018

“It was one of those March days when the sun shines hot and the wind blows cold:
when it is summer in the light, and winter in the shade..”

~Charles Dickens, *Great Expectations*



FACULTY SENATE MINUTES

Meeting Date:	03/12/2018	Time:	14:45 – 16:30	Location:	Culp Center, Room 311
Next Meeting:	03/26/2018	Scribe:			Eric Sellers
Present:	Al-Imad, Leila; Alsop, Fred; Anand, Rajani; Brown, Patrick; Burgess, Doug; Byington, Randy; Elangovan, Saravanan; Ellis, Jon; Epps, Susan; Flora, Bill; Foley, Virginia; Hall, Katherine; Hemphill, Bill; Hendrix, Stephen; Kwasigroch, Thomas; Littleton, Mary Ann; Liu, Ying; Livingston, James; Mackara, Fred; Marek, Greta; McGarry, Theresa; Mullins, Chrissy; Olson, Nate; Owens, Bea; Pealer, Jennifer; Peterson, Jonathan; Ramsey, Priscilla; Sawyer, Robert; Scheuerman, Eugene; Sellers, Eric; Sergiadis, Ashley; Short, Candice; Stone, Bill; Walden, Rachel				
Absent:	Chakraborty, Kaniska; Drinkard-Hawkshawe, Dorothy; Kostrzewa, Richard; Masino, Anthony; Paul, Timir; Pope, Victoria; Sarkodie, Olga;				
Excused:	Brooks Taylor, Teresa; Campbell, Heidi; Chambers, Cindy; Cluck, David; Doran, Erin; Duncan, Joyce; Dunn, Andrew; Gentry, Retha; Gray, Jeff; Mitchell, Lorianne; Oh, Sunny; Panus, Peter;				

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

1.1 Four journalism students were present to report on the meeting.

2. Celebrations

2.1 **Epps** noted that Cindy Chambers, from the College of Education, accepted a temporary appointment as the Associate Dean of the College of Education. She is officially on a leave of absence from the Senate. Kason O'Neil will be filling in for her for the remainder of the academic year.

2.2 **Alsop** shared that the first baby eagle has hatched. (The video was played.)



DISCUSSIONS

2.3 **Hemphill** also noted a birth of a granddaughter in his family.

3. Announcements

3.1 Epps shared that the early alert system for students at risk will open re-open soon. Email notification will be sent out.

3.2 **Epps** noted that Peterson and Chambers raised concerns about ETSU email appearing to be spam or phishing messages from non-ETSU sources. The messages were sent to Dr. Noland and Dr. King. Dr. King responded that they are beta testing a new system that will flag whether the email comes from an inside or outside source. If anyone has a concern about a message it should be forwarded to IT.

3.3 TUFs will be held on April 6 – 8 at TTU. Anyone interested in attending should contact Epps.

3.4 **Byington** noted that the Budget Model Committee (Calhoun 2) will be reconvening to look at implementation issues. Byington forwarded two issues to James Batchelder. First, competition across campus has led to stealing credit hours from other colleges rather than creating new credit hours for the university. Second, as of December, some chairs have not seen their budgets and there is a lack of transparency.

3.5 Open forums are scheduled for April 18 and April 19.

3.6 The Executive Committee meets with Dr. Bach next Thursday, March 22. Please send questions for him to Epps.

4. Approval of Minutes

Epps questioned whether there was an objection to approving the minutes from the 2/26/2018 meeting.

No Objection: Minutes Approved

5. Informational Items

5.1 Board of Trustees Report – Alsop

5.1.1 **Alsop** stated that the next BOT meeting will be held on Friday, April 27. Student tuition and fees, tenure and promotion, the University budget will be proposed, and salaries (possible 2.5% across the board) will be acted upon. These issues have been moved to the April meeting so that all stakeholders will have this information before they leave campus for the summer. Under the TBR, these decisions were not made until June. Meetings are open and they start around one.

5.2 Motion – Submitted by McGarry

Motion (submitted by McGarry): I move that the Senate issue a letter of concern on the model of the letter attached. Rationale: The dissolution of the Classroom Utilization Committee is troubling because it is now unclear how faculty will influence control of classroom space, and on a more general level, the process whereby it was dissolved indicates a disturbing lack of transparency and disregard of shared governance principles. A response on our part is called for to show that these principles are important to us.

5.2.1 The motion will be on the agenda as an action item for the meeting on March 22.

6. Action Items

6.1 Committee on Committees-Foley – Veteran's Affairs standing committee

Foley reported that there is still a vacancy on the Veteran's Affairs committee. An ETSU faculty member who is a veteran is required to fill the position. Several committees have people with terms that are expiring. On the Intercollegiate Athletics Committee, Jean Hemphill will be replacing Patricia Vanhook. For all of the other



DISCUSSIONS

committees the current members have agreed to serve an additional term. (A list of the committees and members is available from Foley, Epps, or Sellers.)

7. New Business

8. Old Business

8.1 Elections – review and clarification of process

Epps noted that Dr. Alsop's term on the BOT will expire in Spring 2019. Thus, his replacement will need to be chosen in Fall 2018 and this requires Faculty Senate to update the bylaws to move the election from the Fall to the Spring.

8.2 **Epps** explained that there has been some confusion in regard to whether colleges are handling their election separate from the new policy that was recently adopted. The senators in the respective colleges are the responsible parties for the elections. Thus, each college has the flexibility to conduct their election as appropriate, provided they follow the timeline provided by the Election Committee. **McGarry** added that the default procedure is for every college to send nominees to her by March 26 and Survey Monkey will be used for the elections. If a college does not want to use this format it is still necessary to hold elections and not simply appoint new senators. If a vacancy occurs in the middle of a term, the college can appoint a replacement to complete the term or the academic year. **Brown** added that the bylaws state that the Elections Committee has authority over the election. Any college that wishes to deviate from the process needs permission from the committee and a request to deviate from the process is required to be submitted.

8.3 **Hendrix** questioned whether it is necessary for a given college to request permission to deviate from the process every year. **Brown** suggested that as long as the approved process is being followed year after year it should be acceptable. **Hendrix** responded that this should be specified in the bylaws. **Brown** agreed.

8.4 **Epps** noted that the tenure policy was discussed at Academic Council on Thursday, March 8. The AC was not willing to appoint a group to edit the policy. The Executive Committee will draft a charge and process to provide to the AC at the next meeting on March 22. Dr. Kirkwood had concerns that the revision could not be completed over the summer. Faculty members at the meeting were very emphatic that the committee should include more faculty than non-faculty. **Foley** added that Kirkwood felt that the process could not even start until the Fall semester. Send Epps an email if you are interested in serving on the committee. The working title of the committee is the Tenure and Promotion Policy Review Committee.

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

9.1 **Walden** discussed ETSU Creative Services and what they provide to the university. Walden is the Director of the Medical Library and the Associate dean of Learning Resources, which is a department in the COM and it includes the medical library, the graphic design and print shop, an IT person, and will soon include an academic support counselor. Questions or complaints about the services should be communicated to Walden or one of her staff members. Creative services was created so that the university could have a "one-stop" shop to deal with issues related design, printing, mailing, etc. Creative Services will handle all aspects of the process and obtain the appropriate approvals. Biomedical Communications is the only unit on campus that does large scale printing, brochures, scientific posters, banners, tickets, etc. They have extensive experience with all aspects of print media. The university asks that all users go through Creative Services for possible printing by Biomedical Communications; if an outside print vendor is needed for price, capability, or timing reasons Biomed will assist in outsourcing the job. Often times they will be able to provide their services for a lower price than if the project was outsourced. Moreover, they will go through the process of getting outside quotes and help determine how a project should be approached.

9.1.1 It was noted by **Epps** that most people on main campus do not even know about all of the services provided by Creative Services and the information provided to faculty has not been clear or complete.

Walden replied that the services were initially for the COM and the resources have been extended to the university. **Flora** added that the services have been promoted as a monopoly and this is misunderstood across campus. **Walden** agreed that communication about the services has not been optimal.



DISCUSSIONS

9.1.2 The cost to have Creative Services provide a quote is \$12. They will price the job and also provide quotes from outside vendors. As part of the process, University Relations reviews the information to make sure it complies with university branding. Scientific posters and classroom materials are exempt from University Relations review. **Mullins** noted that the CON exclusively uses the services and they are very satisfied with the products produced. **Peterson** further noted that it would be helpful to have Creative Services information on the weekly email sent by the university. **Epps** stated that she would bring the issue of better communication to Dr. Bishop.

9.2 In regard to the summary of the meeting with Dr. Bach, **McGarry** questioned whether the reconstituted Classroom Utilization Committee will also audit research space. McGarry's understanding was that there would not be a reconstituted committee and the ad-hoc work group was unrelated to the disbanded committee. **Epps** replied that the Classroom Utilization Committee was disbanded. The ad-hoc working group is inventorying all the space. The ad-hoc working group will provide a report and then a new committee including faculty will be reconstituted. The new committee will inventory research and other space.

9.3 **Peterson** commented that classes are held next to radiation rooms and certain types of classes should not be held in these areas due to safety issues. Despite the safety issues being recognized by Dan O'Brian, classes continue to be scheduled in these areas.

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, 2017-2018) of any changes or corrections to the minutes. Web Page is maintained by Senator Doug Burgess (burgess@etsu.edu or 9-6691).

Feb. 26, 2018

Motion submitted by Senator Theresa McGarry: I move that the Senate issue a letter of concern on the model of the letter below. **Rationale:** The dissolution of the Classroom Utilization Committee is troubling because it is now unclear how faculty will influence control of classroom space, and on a more general level, the process whereby it was dissolved indicates a disturbing lack of transparency and disregard of shared governance principles. A response on our part is called for to show that these principles are important to us.

Statement of Concern Regarding Shared Governance and the Classroom Utilization Committee

In the spirit of increasing transparency and safeguarding the principles and mechanisms of shared governance at ETSU, the Faculty Senate intends by this statement to identify a problem area evoking serious concern and call this matter to the attention of President Noland. The issue at the heart of the matter is the recent handling of instructional space assignment, particularly with regard to the Classroom Utilization Committee (CUC).

Our understanding is that the CUC has been disbanded by the Provost. The two justifications given for this action were that the Technology Access Fee Advisory Committee's work was overlapping significantly with that of the CUC and that the Chair of the CUC indicated that the committee had not met in over a year.

The charge of the Technology Access Fee Advisory Committee, taken from <https://www.etsu.edu/its/classroom/special-projects/taf/tafcommittee.php>, is as follows.

- Advise the Provost on uses and proposed expenditures from the Technology Fee Committee.
- Solicit advice from campus constituencies.
- Report, as appropriate, its assessment of the effectiveness of the expenditures in enhancing the availability of technologies to students.

The charge of the CUC, as provided to the committee in an email from the Chair on 9/20/13, is as follows.

- Develop and recommend for review its operating policies and procedures.
- Recommend the establishment and revision of policies and procedures related to classroom utilization and course scheduling
- Review and recommend to the Provost regarding proposals to:
- Change the purpose of a classroom, either to make the space something other than a classroom or to significantly alter the nature, function, or instructional classification of the classroom
- Significantly change the seating capacity of a classroom
- Designate a classroom as "dedicated" for scheduling
- Designate a classroom as "first priority" for scheduling
- Schedule classes in time/day patterns that are non-standard
- Review issues related to the quality of instructional space, particularly those that affect the utilization of classrooms and recommend actions for improvement.
- Encourage innovation in course scheduling and the utilization of available space.

Caveat: The committee will NOT review or arbitrate disagreements about scheduling of individual classes and will not serve as an avenue for appealing administrative decisions.

Feb. 26, 2018

Motion submitted by Senator Theresa McGarry: I move that the Senate issue a letter of concern on the model of the letter below. **Rationale:** The dissolution of the Classroom Utilization Committee is troubling because it is now unclear how faculty will influence control of classroom space, and on a more general level, the process whereby it was dissolved indicates a disturbing lack of transparency and disregard of shared governance principles. A response on our part is called for to show that these principles are important to us.

When these two charges are compared, no significant overlap is apparent. If such overlap existed in practice, we submit that an appropriate response would have been to bring the chairs of the two committees together, with other relevant people, and discuss what to change, considering alternatives such as revising the charges, asking the committees to change their practices, combining the committees, or numerous other possibilities.

Similarly, we do not find grounds for disbanding a committee in the fact of the committee's not having been convened for a year. The line of thinking seems to have been that if a committee has not been meeting, it is unimportant. However, numerous other reasons for a committee not having met when it was supposed to are possible. Similarly, we are aware that the CUC Chair expressed doubts to the Provost about the importance of the committee. This is, however, one person's opinion. Rather than eliminating a committee, a more appropriate response would have been to investigate further by, for example, talking to the committee members. The meeting between the Chair and the Provost has occasioned a significant amount of confusion and misinformation. For example, the Chair informed the committee members that "the university ha[d] a new space committee and all responsibilities for space (including classrooms) [would] belong to that committee," which has subsequently been disputed in administrative committee meetings.

Openness and clarity about governance are being seriously undermined in the handling of this situation. However, it is not only the general principle that gives rise to concern here, but also the specifics regarding this particular committee. The use of instructional space is of clear and immediate importance to the faculty of this university. The CUC was the mechanism whereby faculty influenced control of the space. As an example of its operation, in 2013 Women's Studies, despite having many minors and also some majors, had no designated or priority classroom, and the CUC was the venue in which this problem was addressed. Without the committee, it is unclear where faculty's concerns about instructional space will be addressed.

Therefore, we are asking for a response from President Noland on both a general and a specific level. How are faculty going to influence the use of classroom space in the university? Equally importantly, what explains the lack of transparency regarding the dissolution of the CUC, and how will transparency be assured in the future with regard to shared governance bodies?