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Faculty Senate Agendas and Minutes

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8-22-2017

### 2017 August 22 - Faculty Senate Agenda and Minutes

Faculty Senate, East Tennessee State University

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EAST TENNESSEE STATE  
UNIVERSITY

Faculty Senate Retreat Agenda  
Carnegie Hotel – Taylor Salon  
Aug. 22, 2017

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**8:00-8:30 a.m. – Check in (snacks will be available throughout the day)**

**8:30 a.m. – Last meeting of 2016-2017 – Dr. Susan Epps**

- Call to order
- Approval of Minutes from April 24, 2017
- Update of activities over the summer
- Action item(s):
  - Committee on Committees – Dr. Foley
    - Safety Committee
    - Disclosure Review Committee
    - Veterans Affairs Committee
    - IRB Committee
    - Sherrod Library Faculty Advisory Council
    - Campus Sustainability Fee Committee
    - Parking Committee
- Treasurer's Report/Courtesy Fund- Dr. Shafer
- 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 2017-2018- Dr. Susan Epps**

- Call to order
- Welcome to Senate – Dr. Brian Noland
- Introductions
  - Officers
  - Senators
- Action Items
  - Elections/Standing Committees
    - Parliamentarian
    - Executive Committee At-large members – Dr. Foley to run
    - TBR Faculty Collaborative rep
    - Committee on Committees

- Faculty Senate Elections and Governance Committee
- Handbook Committee
- Faculty Concerns and Grievances Committee\* - Chair
- Senate 101 – Officers
  - Charge of the Senate/Shared governance (what is and is not our business)-Epps
  - Constitution/Bylaws-Foley
    - Structure (exec committee, standing committees, and the role of *ad hoc* committees)
  - Where to find information (i.e. the web site) -Epps
  - General format of a scheduled meeting
    - Agenda-Epps
    - Minutes-Sellers
    - Attendance-Sellers
  - Basics of Robert’s Rules -Brown/Flora
  - How to get stuff on the agenda/make a motion-Flora
- College/unit break out session
  - Review of term expirations/adjustments
  - Communication with constituents
  - Gathering feedback from constituents on motions/action items
  - \*Criteria for serving on Concerns and Grievances – who can/will serve

**11:30 a.m. -12:30 p.m. – LUNCH!**

Special Guests

Dr. Bach, Dr. Bishop, Dr. Sherlin, Mrs. Ritter, Dr. BJ King, Mr. Ross,  
Ms. Stefanie Murphy, Dr. Janna Scarborough)

**12:30 – Begin afternoon session**

- Presentation – Jennifer Clements & Joe Smith, University Relations
- Break Out Sessions and reports
- Other business
- Reminders:
  - Faculty Convocation, Friday, Aug. 25 at 9:00 a.m. in the Culp Auditorium
    - Greeters – report by 9:00 a.m.
  - Student Convocation, Friday, Aug. 25 at 3:00 p.m. in the Dome
    - Greeters report at 2:30 to the Concourse level
  - Classes start Monday, Aug. 28
  - Next Faculty Senate meeting – Monday, Sept. 11 at 2:45 p.m. in the Forum
  - Senate Dinner at Shelbridge – date to be determined, likely in October

**Adjourn by 3:30 p.m.**



## FACULTY SENATE MINUTES

<b>Meeting Date:</b>	8/22/2017	<b>Time:</b>	9:30 – 14:30	<b>Location:</b>	Carnegie Hotel Taylor Salon
<b>Next Meeting:</b>	9/11/2017	<b>Scribe:</b>			Eric Sellers
<b>Present:</b>	Alsop, Fred; Brooks Taylor, Teresa; Brown, Patrick; Burgess, Doug; Byington, Randy; Campbell, Heidi; Chambers, Cindy; Cluck, David; Doran, Erin; Drinkard-Hawkshawe, Dorothy; Duncan, Joyce; Dunn, Andrew; Ellis, Jon; Epps, Susan; Flora, Bill; Foley, Virginia; Gentry, Retha; Gray, Jeff; Hemphill, Bill; Hendrix, Stephen; Lowery, Ashley; Mackara, Fred; Marek, Greta; Masino, Anthony; McGarry, Theresa; Mitchell, Lorianne; Oh, Sunny; Olson, Nate; Owens, Bea; Panus, Peter; Pealer, Jennifer; Peterson, Jonathan; Ramsey, Priscilla; Sellers, Eric; Short, Candice; Trogen, Paul; Walden, Rachel				
<b>Absent:</b>					
<b>Excused:</b>	Anand, Rajani; Al Balbissi, Kais; Al-Imad, Leila; Chakraborty, Kaniska; Dula, Chris; Elangovan, Saravanan; Hall, Katherine; Littleton, Mary Ann; Livingston, James; Maisonet, Mildred; Mullins, Chrissy; Ning, Shunbin; Paul, Timir; Sarkodie, Olga; Scheuerman, Eugene; Stone, Bill				

Agenda Items	Responsible
Meeting called to order	Dr. Epps
1. Welcome to Senate – Dr. Brian Noland	Dr. Noland
2. Introductions	Dr. Epps
3. Action Items	Dr. Epps
4. Senate 101	Dr. Flora, Dr. Brown
5. College/Unit Break Out Session	Dr. Epps
6. Lunch	
7. Presentation – Jennifer Clements and Joe Smith – Univ. Relations	Ms. Clements/Mr. Smith
8. Break Out Sessions and Reports	Dr. Epps
9. Other Business	Senators
10. Reminders	Dr. Epps
11. Adjourn	Dr. Epps

### DISCUSSIONS

#### 1. Welcome to Senate – Dr. Noland

1.1 The 2016-2017 academic year was historic because of the governance change from TBR to the Board of Trustees (BOT). The transition to the BOT has been affirmed by SACS; they conducted a site visit in May and provided a glowing review.

1.2 In June 2017, at the first meeting of the BOT, they approved the strategic plan. At the second meeting they discussed tuition, fees, tenure and promotion, and budgets. All of the meetings are open to the public and are live-streamed.

1.3 The University and BOT are working hard to determine policies and process; however, there is still a lot of work to be done. The campus is figuring out what it means to have a board and the board is figuring out what it is



## DISCUSSIONS

to be a board. It is expected that the transition will take a couple of years.

1.4 The 2017-2018 academic year is starting out very smoothly and total enrollment, as of today, is approximately 300 students higher than the statistical models had predicted. The budget was based on a decline of 250 students; thus, if we are up 300 students it will be possible to make strategic investments (e.g., reserves, and the new funding model). The interventions that we implemented three and four (e.g., budget, staffing, strategic planning, recruitment) years ago seem to be coming to fruition. The freshman class is up approximately 300 students over last fall. The class also has an average ACT score of slightly under 24. Our retention rate for starting at ETSU and continuing at ETSU is 77.8%, which is the highest in university history by at least 5%.

1.5 The next BOT meeting is on September 8, 2017, in the East TN room of the Culp. After the meeting a groundbreaking ceremony will be held for the Performing Arts Center. The naming of the football stadium will be on Thursday, August 24. Faculty and student convocations will be on Friday, August 25.

1.6 This year the university will initiate a concerted advertising campaign, which has not happened in the past. This year a campaign called 'footprints' will be launched and everyone will be asked what type of footprints they leave on the university, community, and region and what impact people have on the university mission.

### 1.7 Myth Busters

True or False? Most ETSU undergraduate students graduate with debt. FALSE - 54% of students graduate with a debt of approximately \$25,000.

True or False? The majority of ETSU undergraduate students are Pell recipients. FALSE - Fewer than one third of ETSU students are Pell eligible and we have the fewest Pell students of any public university in TN.

True or False? The majority of ETSU students are first generation - FALSE.

True or False? If you look at our graduation rates we are below the average of our peers. TRUE - We have made improvements but we still have work to do.

True or False? We have the lowest paid faculty of our peer group. FALSE - We are 18<sup>th</sup>. Salaries are not where they should be across the board. We are increasing but still among the lowest.

True or False? The number of faculty at the institution has increased over the last five years. TRUE - We have hired approximately 40 faculty in the past five years; at the same time, enrollment has declined by about 1000 students.

True or False? We have not built a new academic building on campus in 20 years. TRUE - This is about to change - the Center for Professional Education will begin within the month, the Performing Arts Center should open in about two years, and construction for Lamb Hall will begin in about 18 months.

### 1.8 The Culp Center renovation will begin next summer.

1.9 Discussions in regard to the merger between Mountain States and Wellmont are still ongoing. The State must make a decision by mid-September; the possibility will be taken off of the table. If the merger does not happen it is predicted that both will be purchased by other health care systems. Medicine, Nursing, Public Health and other programs are very dependent on Mountain States and the merger. If it does not occur there will be harm inflicted on our programs.

1.10 Dr. Noland has never been evaluated and the BOT is going to request that his record be evaluated in the near future. He requested that the Faculty Senate provide a recommendation as to how the evaluation should be conducted.

## 2. Introductions

### 2.1 Officers

President – **Susan Epps**



## DISCUSSIONS

Vice President – **Bill Flora**  
Secretary – **Eric Sellers**  
Treasurer – **Cindy Chambers**  
Past President – **Virginia Foley**  
Chief Operating Officer – **Patrick Brown**

### 2.2 Senators

All senators gave a brief introduction including their name, department, and one thing they plan to do to help students succeed in the upcoming academic year.

### 3. Action Items

3.1 Elections/Standing Committees – Appointed by the Executive Committee and confirmed by the Senate at large.

3.1.1 Parliamentarian – **Patrick Brown**; confirmed unanimous

3.1.2 Executive Committee At-large Members (3)

**Foley** explained that a college with more than 2 voting members of exec cannot have an at-large member as well; thus, there are openings for Business and Technology, College of Nursing, Library, Pharmacy, Public Health, and Medicine.

**Stephen Hendrix** nominated by **Flora** seconded by **Brown**

**Anthony Masino** nominated by **Hemphill** seconded by **Trogen**

**Foley** motioned to approve nominations by acclamation seconded by **Flora** – passed unanimously.

The third member will be selected at the next full Senate meeting.

3.1.3 TBR Faculty Collaborative Representative – **Bill Hemphill**; no confirmation necessary

3.1.4 Committee on Committees – **Virginia Foley** (Chair); **Retha Gentry** and **Theresa Brooks-Taylor** volunteered.

3.1.5 Faculty Senate Elections and Governance Committee – **Theresa McGarry** (CAS); **Jonathon Peterson** (Public Health); **Erin Doran** (Education); **Greta Marek** (Nursing); **David Cluck** (Pharmacy); **Rachel Walden** (Medicine) **Saravanan Elangovan** (Clinical Rehabilitation); **Steven Hendrix** (Business).

**Epps** explained that this committee is responsible for election of senators within the respective colleges. In the past the dean's offices have been responsible for the elections; however, this committee should organize the elections and the committee is responsible for providing an opportunity for all faculty to vote. The committee must be comprised of a senator from each college.

3.1.6 Handbook Committee – **Virginia Foley** (Chair); **Susan Epps**, **Bill Flora**, **Bill Hemphill**, and **Bea Owens** (after the meeting) all volunteered to serve.

**Foley** indicated that the handbook has many TBR policies that will need to be reviewed and changed to be in line with the BOT. Many policies should be created by Faculty Senate, for the BOT to act upon.

3.1.7 Faculty Concerns and Grievances Committee (Chair) – **Doug Burgess**; no confirmation necessary

**Burgess** described the purpose and function of the committee. A faculty member can bring a concern or grievance to the Faculty Senate at any time. The definition of a grievance is narrow; it is something that is a violation of ETSU policy, a violation of BOT policy, or unconstitutional. The committee decides whether the issue brought forth by a faculty member reaches the level of a grievance and makes a recommendation to the president. Typically the committee has been ad-hoc; however, the handbook states that the committee should include one member from each college. Do we want to follow the handbook or decide on a new policy and amend the by-laws accordingly? **Flora** questioned what would happen if the faculty member who submits a grievance is from a college that has a member on the Grievance Committee. **Burgess** indicated that the member of the committee would need to recuse and an alternate member would be appointed. **Epps** mentioned that having one member from each college can be problematic because some colleges have very few faculty.

### 4. Senate 101



## DISCUSSIONS

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

**Epps** stated that the Senate is a shared governance body at ETSU along with Staff Senate, and SGA; all three of the bodies collaborate on issues affecting faculty, staff, and students. The three bodies interact closely with the administration.

### 4.2 Constitution/Bylaws – Foley

**Foley** explained that the standing committees are: Executive Committee, Committee on Committees, Faculty Senate Elections and Governance Committee, Handbook Committee, and Faculty Concerns and Grievances. The by-laws were changed in Spring 2017 to include the following people on the Executive Committee: Past President, President, Secretary, Treasurer, COO, Chair of Concerns of Grievances, TBR Faculty Collaborative Representative, the BOT member, and the three at large members. Ad-hoc committees are formed as faculty issues arise. All senators are encouraged to read the Faculty Senate constitution and by-laws.

### 4.3 Where to find information (i.e. the web site) – Epps

**Epps** explained that the Faculty Senate website includes agendas, approved minutes, a section for motions, the names of the officers and general membership, and a link to the constitution and by-laws.

### 4.4 General format of a scheduled meeting

4.4.1 Agenda – **Epps**: The Executive Committee meets on Mondays when the entire senate does not meet. The agenda for the following meeting will be distributed on Tuesdays after the Executive Meeting committee meeting. It is important to review the agenda. If you would like to have an item added to the agenda email the request to Dr. Epps before Friday at noon.

4.4.2 Minutes – **Sellers**: A draft of the minutes is generally distributed on the Thursday or Friday before the Monday meeting. Please send comments/corrections by Monday at noon so they can be incorporated before the 4:30 p.m. meeting. It is important not to distribute the draft of the minutes to your constituents.

4.4.3 Attendance – **Sellers**: Please email Sellers if you need to be excused from a meeting. If you get three unexcused absences the dean of your college will be notified that you are not fulfilling your duties as a senator. Also remember to sign the sign-in sheet and get your name placard when you come into the meeting room. All of the meetings are held in the Forum of the Culp Center.

### 4.5 Basics of Robert's Rules – Brown and Flora

4.5.1 **Flora** explained that motions should be made and not voted on immediately because there will not be time to receive feedback from your constituents. Motions are to be submitted using the form on the Faculty Senate website. The motion will be on the agenda for the next full meeting of the senate. **Brown** indicated that we will be following Robert's Rules more closely this year, especially when it comes to providing the opportunity to let everyone who wishes to speak do so before a senator is allowed to speak again. Once a motion is on the floor, only motions with higher precedence can be made. **Ellis** commented that the motion to place a topic on the table can be abused by being used to avert further discussion of a particular motion. **Brown** explained that the senate had previously used the motion to table inappropriately and a motion to suspend indefinitely should have been used.

## 5. College/Unit Break Out Session

Senators from each college met in groups and discussed how to address the following issues:

- 5.1 Review of term expirations/adjustments
- 5.2 Communication with constituents
- 5.3 Gathering feedback from constituents on motions/action items
- 5.4 Criteria for serving on Concerns and Grievances – who can/will serve

## 6. Lunch

- 6.1 Special Guests - Dr. Bach, Dr. Bishop, Dr. Sherlin, Ms. Ritter, Dr. BJ King, Mr. Ross, Ms. Stefanie Murphy,



## DISCUSSIONS

Dr. Janna Scarborough

Each guest briefly described their respective role/unit and updated the senate in regard to their current activities.

7. Presentation – Jennifer Clements and Joe Smith – University Relations

**Smith** shared details about the new Footprints campaign and how we are going to market ETSU in the future. **Clements** described that the campaign is a marketing opportunity for the university as well as a way for us as an institution to tell a story. ETSU does a number of great things that many people do not know about and the campaign will allow the community to learn more about what is going on at the university. Videos will be produced to highlight particular individuals and their contributions to the community. If faculty have specific efforts they wish to market the PR office can help do so.

8. Break Out Sessions and Reports

Senators were divided into several groups to identify areas of concern and reported two main concerns to the entire group.

9. Other Business

None

10. Reminders

10.1 Faculty Convocation, Friday, Aug. 25 at 9:00 a.m. in the Culp Auditorium – Greeters report by 9am

10.2 Student Convocation, Friday, Aug. 25 at 3:00 p.m. in the Dome - Greeters report at 2:30 to the Concourse level

10.3 Classes start Monday, Aug. 28

10.4 Next Faculty Senate meeting – Monday, Sept. 11 at 2:45 p.m. in the Forum

10.5 Senate Dinner at Shelbridge – date to be determined, likely in October

11. Adjourn

**Motion to Adjourn: Brown**

**Second: Hendrix**

**Meeting Adjourned**

*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. Web Page is maintained by Senator Doug Burgess ([burgess@etsu.edu](mailto:burgess@etsu.edu) or 9-6691).*