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### 2014 November 17 - Faculty Senate Agenda and Minutes

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# 2014-2015 Faculty Senate

## MINUTES—November 17, 2014

Faculty Senate—East Tennessee State University

UPCOMING MEETING:	FOLLOWING MEETING:
December 1, 2014, 2:45 pm Forum, Culp Center	January 26, 2015, 2:45 p.m. Forum, Culp Center

*Present:* Leila Al-Imad, Fred Alsop, Patrick Brown, Doug Burgess, Randy Byington, Kathy Campbell, Joyce Duncan, Susan Epps, Lon Felker, Bill Flora, Virginia Foley, Lee Glenn, Tammy Hayes, Jill Hayter Bill Hemphill, Helene Holbrook, Tod Jablonski, Karin Keith, Ken Kellogg, Guangya Li, Fred Mackara, Anthony Masino, Tim McDowell, Jerome Mwinyelle, Bea Owens, Timir Paul, Peter Panus, Jonathon Peterson, Judy Rice, Thomas Schacht, Melissa Shafer, Kathryn Sharp, Taylor Stevenson, April Stidham, Bill Stone, Paul Trogen, Jennifer Vanover-Hall, Liang Wang, Robert White.

*Excused:* Beth Baily, Koyamangalath Krishnan, Dhirendra Kumar, Deborah Ricker, Eric Sellers, Kim Summey, Jim Thigpen,

*Absent:* Robert Beeler, Sharon Campbell, Daryl Carter, Dorothy Drinkard-Hawkshawe, Nick Hagemeyer, Mary Ann Littleton, Kerry Proctor-Williams, Darshan Shah, Craig Turner, Ahmad Watted

**CALL TO ORDER:** President Foley called the meeting to order at 2:48PM

President Foley requested approval of the minutes from October 20, 2014. Senator Epps moved that the minutes be approved. Senator Brown seconded the motion. The minutes were approved with no nay votes and 2 abstentions.

President Foley began with an update from the Senior Staff meeting. She said that the morning's Senior Staff meeting was primarily a presentation by Adobe on their Digital Publishing Suite. A lot of universities are using it for their Annual Reports and their alumni magazines. It was an impressive product presentation. The other item on this morning's agenda was the president thanking people for their participation with the Leadership Retreat held Sunday, November 9<sup>th</sup> and Monday, November 10<sup>th</sup>. The retreat looked at the work of the Budgeting Committee, the Academic Portfolio Review, and the Administrative Review. The president also presented his initial rough draft of vision, goals, objectives, and benchmarks for the next strategic planning cycle. President Noland shared that the draft states that "By 2020, ETSU will become an institution dedicated to stewardship, thereby allowing the university to

enhance educational attainment, population health outcomes, diversity, and economic vitality for the wellbeing of the citizens of our region.”

President Foley announced that several working groups are to report today. She asked for the Faculty Development committee report. Senator Brown said that currently the committee is working on two documents. The first is essentially compiling all of the resources currently available for faculty training in teaching, research, and service. The second is creating questions for a survey that is going to be administered by QEP about where faculty members want more opportunities for training. The committee is going to meet again this week and establish the next steps and start creating short term and medium term recommendations that could be brought back for discussion.

President Foley asked Senator Sharp to report on the SAI committee. Senator Sharp stated that the committee has met several times and is making progress. They met with Leigh Lewis, the Assistant Director over Assessment and that has been very helpful. Currently the committee is trying to draft SAI questions and restructure the ways some questions are written. She said that they should have a draft for the senate very soon.

President Foley asked if there was a report from the committee on Faculty Termination with Cause. Senator Masino stated that the committee took TBR policy and ETSU policy and went through both documents side by side. There are some concerns that the ETSU policy does not follow exactly the TBR policy. Senator Masino surmised that the big item was that once a person gets into the pre-hearing committee, TBR policy clearly states a tenured faculty member is allowed to be represented by an attorney. ETSU policy says the faculty member is allowed to bring an attorney but the attorney must sit in the corner and be quiet. He said that is a fundamental constitutional violation. He said that they have created a summary sheet and that the hope is that ETSU will comply with the TBR policy. President Foley asked Senator Masino to email a copy of the summary to her.

President Foley stated that the first item for discussion on the agenda was the Faculty Club presentation led by Senator Glenn.

Senator Glenn began by saying in 2007 ETSU administration and faculty looked into to starting a Faculty Club and it was put on hold because there were some large budget shortfalls due to the economic downturn. There was also a shortage of volunteers to do the initial work of launching it. The proposed club would be for faculty, staff and administrators. It also included retirees. It would be private and independent of ETSU campus property on order to allow alcohol consumption. It was proposed that it could expand out to colleges such as Milligan or King in the future. It should be within walking distance to ETSU’s main campus. Carnegie was voted as the first site to consider due to the low startup cost. It would not require securing a building or equipment and it’s easy to close down if it doesn’t work.

Senator Glenn said that the Association of Colleges and University Clubs [ACUC] has a program where they help start faculty clubs. And if you’re a member of the ACUC you have reciprocity, you can go to another university that is an ACUC member and be welcomed to the faculty club there.

Since it would be a private club we cannot use the name “ETSU” or “Buccaneers” according to the university attorney. The legal status would be an unincorporated business league or trade association, also known as a “club”. Since it would collect dues, the IRS is interested in making sure it is not used for profit making purposes and money is not being misappropriated. We would be required to fill out a 2 or 3 page form with the IRS and once a year would report on how much money came in and where it went.

Senior staff has approved the plan for a private club. The Carnegie Hotel is willing and able and flexible in the plan for space, services, and amenities. A letter and brochure was written and drafted. The ACUC stands ready to help. The ETSU Retirees Association is extremely interested. They came to all our meetings and they are probably the most likely people who will have the time and drive to take the leadership role in setting up the club. If anyone in here would be interested in it, that would be great.

The ideas proposed by the Carnegie Hotel included free parking, discounted food/drink/services/shopping, discounted room rentals for members, and the use of the exercise room and pool. The Carnegie Hotel is ready. They said they would bend over backwards to help, but they can't lose money in the deal and we cannot drive away their other business. They're not interested in having students or ETSU volunteers delivering their services. They want to have complete control over the quality of service.

Senator Glenn continued that the next step is establishing steering committee. The retirees would appear to be in the best position to take control. The organizing committee would file with the IRS, set up a bank account, collect initial dues, join the ACUC and get that assistance going, and negotiate a contract with the Carnegie Hotel. The steering committee would need to build a mission statement, further development of bylaws and a governing structure, and come up with a logo. Instead of hiring a club manager, the Carnegie staff could be used. After the grand opening the members of the board can start finding sources of revenue in addition to dues, recruitment drives to increase the membership, and set up a website. The organizing committee could issue press releases and since it is a private trade association, it could be involved in lobbying activities on behalf of the members.

Senator Mackara said that when we first talked about this, we talked about it being faculty and staff. What has evolved since then? Senator Glenn replied that nothing has evolved. He said that the faculty are definitely interested, retirees are interested, administration is interested, and the staff was the least interested. The club could be for everybody.

Senator Stone asked if we could we bring a guest. Senator Glenn replied that we could have a one guest per member sort of thing. The Association of Clubs has sample membership applications. The application would go to HR to verify the person is an employee and is eligible then it comes back to the organizing committee. The ACUC has statistics for budgets and dues. All that would be provided to us. We would also have to report that to the Association. What distinguishes this is most clubs are on a campus. This would be a free standing one.

Senator Al-Imad asked why the club could not use the name ETSU. Senator Glenn replied because it is a private organization. Senator McDowell asked if there is an estimate of critical mass point where you have enough members to make it go at your startup level. Senator Glenn replied that there is none -

essentially we could start it up with ten members. Senator Brown asked what the monthly dues would be. Senator Glenn replied that they had discussed 20 dollars per month. The average dues nationwide are 300 dollars per year. Ours would be \$240. Senator Peterson asked if family would be able to use the facilities. Senator Glenn replied that he didn't know what the bylaws would say but that certainly could be part of it.

President Foley asked how the senate would like to proceed. She suggested that a committee probably needs to revisit it as this has not been discussed. It was laid to rest a few years ago. Senator Alsop added that the information should go back out to the faculty again since this is 5-7 years old. He suggested we try to recruit as many of the retirees as possible and make them the nucleus of the working group. President Foley asked if anybody was willing to serve on this committee. Senators Al-Imad, Felker, Jablonski, and White volunteered.

President Foley stated that the next item on the agenda for discussion was the Proposal for Emeritus Status. Senator Schacht began by explaining that this is a proposal that came before the senate last year. We approved a version of this and sent it on to the Academic Council where there was some pushback from the department chairs. The draft before us today contains the changes that were requested by the chairs. Senator Schacht said that he moved that we approve this draft and send it back to the Academic Council. Senator Trogen seconded the motion. Senator Brown asked if Senator Schacht would give a brief summary for those who were not on senate last year. Senator Schacht said that this was prompted by a request from a retiring faculty member who was denied emeritus status by his department in what was perceived to be a personal affront. In trying to consult with that person about their situation, one of the things that became clear was there were no criteria for emeritus status. It is simply an unguided, unstructured vote of the department faculty that could be made on any basis. This is simply an attempt to create some structure for that process.

Senator Peterson asked if Senator Schacht would explain what emeritus status actually gives to the faculty. Senator Schacht explained that at the end of the policy there is a list of some of the perks. The faculty member will be listed in the university catalog, will continue to have an email account, and will keep certain university privileges including library use, CPA use, and parking. Emeriti can also stay academically active. They can apply and request use of lab space or office space. They can apply for grants.

Senator McDowell commented that the one thing that seems a little vague is the fourth paragraph regarding full time faculty. He said he is not sure if it includes lecturers or post-docs. There are lots of types of faculty. Senator McDowell continued that in the second paragraph it states the faculty member must have served the university as a full time regular faculty appointment. At some universities there are occasions when a faculty who is retired from another university has an emeritus appointment because they're a highly regarded researcher and the department is interested in fostering them. Senator Schacht stated that the language is carried over from previous policy.

Senator Flora said that Senator McDowell makes a decent point, but we shouldn't confound this particular policy if the university has an existing policy on honorary appointments. That would probably be a better place to address that concern.

Senator Byington said that he would like to address Senator McDowell's question about temporary and full time faculty. TBR policy specifies what those two terms mean.

Senator Hemphill asked if it could be hard coded into this document that retired emeritus faculty don't count as faculty when the administration starts counting faculty for reasons of not hiring people? We have administrators that haven't been in the classroom for decades who are still on the faculty rolls. Senator Alsop replied that if they are not on the payroll, they are not full time faculty. Senator Hemphill responded that when they start counting warm bodies for their reasons, they could say 'looking at our faculty including our emeritus we have such and such'. Senator Schacht said that Senator Hemphill makes a good point which is that statistical shenanigans can mess things up. He is not sure if this is the right place to address that.

Senator Felker asked if we are saying that each department needs to generate its own criteria for emeritus appointment. Or are we saying the departmental criteria need to conform to the universities' and TBR's policy? Senator Schacht explained that it says the review shall be conducted according to clearly described criteria that shall be established and published by each department as a part of its departmental promotion and tenure criteria. The departments already have to have criteria. They'll now simply have to add an additional set of criteria for the emeritus determination. What that hopefully will do is prevent ad hoc decisions from being made where one set of implicit criteria get used for one candidate and a different candidate gets a different set.

Senator Holbrook asked if you're up for this appointment and you've got 200 people in your college and 10 vote, is there some criteria that makes it a substantive vote. Does it have to be unanimous? Senator Schacht replied that it says the vote shall be by secret ballot and recommendation shall be by simple majority vote of all faculty eligible to vote. It would not be college level, it would be departmental.

President Foley asked if there was any other discussion.

Senator Mackara pointed out the third paragraph where it talks about the faculty member upon receiving an emeritus appointment- he/she within one month of receiving must submit to their department chair a statement and such other materials. He asked is that like an application form or whatever you choose to supply you can supply. Senator Schacht replied that the department may require something more structured.

Senator Stone asked if this information be conveyed to the chairs. Senator Schacht replied that if this passes through Academic Council and is approved by the president, then it will become part of the faculty handbook and at that point hopefully the chairs will know about it.

Senator Flora called for the vote. President Foley asked for those in favor of passing the revised proposal on to Academic Council to signify by saying aye. The motion carried with no nay votes and one abstention.

President Foley announced that President Noland is going to deliver his State of the University Address on January 30<sup>th</sup>. She said that she asked if he would be willing and available to present information and have some Q&A with the entire faculty. He was very interested in the idea and he would like to have it before the State of the University Address so that he could then respond to things that come up from that in his address on the 30<sup>th</sup>. President Foley said that she would like to schedule it a week before classes start in January. Senator Alsop stated that he agreed with the idea, but not the timing. Many faculty will still be on their holiday break. President Foley said that classes start on the 20<sup>th</sup>. She was making the assumption that people would be back the week before classes start. Some colleges have meetings that week. Is there a preference between the January 13<sup>th</sup> or 15<sup>th</sup>? Senator Schacht commented that his personal preference would be the 15<sup>th</sup>. Senator Holbrook stated that the College of Nursing has their doctoral student intensives the week before the formal start of school. That Monday is usually an administrative day; the rest of the week gets cut up amongst the faculty. Some of us might not be available. Senator Keith said that she thought President Noland said that it could be streamed. President Foley confirmed that he did say that. Senator Schacht asked if the streaming could be two ways so people could ask questions from a remote location. President Foley said that could be done via Twitter.

President Foley reminded the senate that Senator Schacht had distributed his notes from the TBR Sub-council and to be sure to take time to look at those. She continued that the update on Academic Integrity was that Jeff Howard provided the executive committee a copy of the report generated a few years back. Senator Epps has gone through and identified what wasn't implemented from that report. The senate executive committee will spend time looking at that next Monday and then bring it back to the senate for possible action.

Senator Byington announced that the policy on rolling three year contracts for instructors that faculty senate approved has been approved by Academic Council.

President Foley asked if there were any other announcements. She asked that before senators leave they get together by college and talk for a minute about what needs to be communicated to the college and how it is being communicated. Senator Epps asked if there were specific complaints. Senator Byington stated that if there are people who say they aren't being communicated with, we can send all faculty emails. President Foley commented that there are some colleges that are doing a good job of communicating; the College of Pharmacy gets together and shares. Senator Hayes suggested that we make an email list to the chairs. Senator Trogen replied that he didn't know if we can depend on the chairs; his department tends to have maybe a meeting every semester or so. He asked is it is possible to put the agenda and minutes on the website. President Foley stated that everything is on website. She has also reminded people that chairs can be elected to faculty senate and that our meetings are open.

Senator Brown moved to adjourn the meeting. Senator Epps seconded.

ADJOURNMENT: The meeting was adjourned at 3:55 p.m.

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*Please notify Senator Melissa Shafer ([shaferm@etsu.edu](mailto:shaferm@etsu.edu) or 9-5837, Faculty Senate Secretary, 2014-2015, of any changes or corrections to the minutes. Web Page is maintained by Senator Doug Burgess ([burgess@etsu.edu](mailto:burgess@etsu.edu) or x96691).*