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### 2014 August 19 - Faculty Senate Agenda and Minutes

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## Faculty Senate Retreat Agenda

Carnegie Hotel  
August 19, 2014

- 8:30-9:00 Light Refreshments
- 9:00-9:15 Welcome and Wrap-up Session of 2013-14 Senate (Dr. Byington)
- Approval of Minutes from April 28, 2014
- 9:15-9:20 Opening of 2014-15 (Dr. Foley)
- 9:30-10:00 Elections
- At-Large Executive Committee Members (3)
- Chair of Promotion and Tenure Appeals Committee (per faculty handbook)
- Parliamentarian
- 10:00-10:15 Update on summer activities
- Advisement –Service
- SAs
- Committee appointments
- 10:15-10:30 TBR Sub Council Report –Dr. Bitter
- 10:30-10:45 Break
- 10:45-11:00 TUFs Report –Dr. Schacht
- 11:15-11:30 Goals –Dr. Foley
- 11:30-12:30 Lunch/ Remarks/Welcome from
- Continue Goals Conversations over lunch
- 12:30-1:00 Updates from three university committees—
- Administrative Review--Dr. Bach
- Budget – Dr. Byington
- Academic Portfolio Review—Dr. Foley

1:00-1:45	Old Business
	Status of Code of Ethics
	Athletics Report from Senator Epps, Faculty Athletic Representative
	Reports from Standing Committees
1:45-2:00	Break
2:00-2:30	New Business
	SAs
	Teaching Development Center
	Diversity
2:30-3:00	Wrap-up

Invited Guests:

ETSU Senior Administrative Staff (Drs. Noland, Bach, Bishop, Sherlin, and Collins)

**2013-2014 Faculty Senate  
2014-2015 Faculty Senate  
MINUTES— August 19, 2014**

Faculty Senate—East Tennessee State University

UPCOMING MEETING:	FOLLOWING MEETING:
September 8, 2014, 2:45 pm Meeting Room 6, Culp Center	September 22, 2014, 2:45 p.m. Forum, Culp Center

*Present:* Beth Baily, Jim Bitter, Patrick Brown, Randy Byington, Kathy Campbell, Joyce Duncan, Susan Epps, Bill Flora, Virginia Foley, Allan Forsman, Nick Hagemeyer, Tammy Hayes, Jill Hayter, Helene Holbrook, Karin Keith, Ken Kellogg, Dhirendra Kumar, Guangyu Li, Fred Mackara, Anthony Masino, Lorianne Mitchell, Jerome Mwinyelle, Bea Owens, Alan Peiris, Kerry Proctor-Williams, Judy Rice, Deborah Ricker, Thomas Schacht, Eric Sellers, Melissa Shafer, Darshan Shah, Kathryn Sharp, Taylor Stevenson, Kim Summey, Paul Trogen, Craig Turner, Jennifer Vanover-Hall, Robert White

*Excused:* April Stidham

*Absent:* Katie Baker, Robert Beeler, Doug Burgess, Sharon Campbell, Daryl Carter, Dorothy Drinkard-Hawkshawe, Lee Glenn, Bill Hemphill, Tod Jablonski, Koyamangalath Krishnan, Mary Ann Littleton, Timir Paul, Peter Panus, Bill Stone, Jim Thigpen, Ahmad Wattad, Shimin Zheng

*Guests:* Vice-presidents Bach, Bishop, Collins, and Sherlin

**CALL TO ORDER:** President Byington called the meeting to order at 9:00am

President Byington requested approval of the minutes from April 28, 2014. Senator Forsman moved to approve the minutes. Senator Epps seconded. The minutes were approved without dissent.

President Byington distributed certificates to senators whose terms expire at this meeting. President Byington then passed the gavel to President Foley. President Foley thanked Past-president Byington for his service over the past two years.

President Foley opened the 2014-2015 Senate at 9:20am. Introductions were made around the room.

President Foley announced the first order of business was to elect three At-Large Executive Committee Members. There are two colleges not eligible due to current representation, the College of A&S and the College of Clinical and Rehabilitative Health Sciences. She suggested we elect one representative at a time.

Senator Epps nominated Senator Kathy Campbell of Library. President Foley asked that all in favor of Senator Campbell being elected as an At-Large Representative to the Executive Committee to signify by saying aye. Senator Campbell was elected without dissent.

Senator Epps nominated Senator Ken Kellogg. Senator Kellogg accepted the nomination. President Foley asked that all in favor of Senator Kellogg being elected as an At-Large Representative to the Executive Committee to signify by saying aye. Senator Kellogg was elected without dissent.

President Foley asked if there was anyone interested in serving as an At-Large Representative from the College of Medicine or the College of Education. Senator Karin Keith stated that she would be willing to serve. President Foley asked that all in favor of Senator Keith being elected as an At-Large Representative to the Executive Committee to signify by saying aye. Senator Keith was elected without dissent.

President Foley announced that the next election was for the chair of the Tenure and Promotion Appeals Committee. She stated that Senator Burgess has held that position for a number of years. Senator Forsman nominated Senator Burgess to continue as chair. Senator Trogen seconded. President Foley asked that those in favor of reelecting Senator Burgess as Chair of the Tenure and Promotion Appeals Committee signify by saying aye. Senator Burgess was elected without dissent. Senator Schacht suggested that the senate consider creating a vice-chair position to enable a sense of continuity and institutional memory on the Tenure and Promotion Appeal Committee when Senator Burgess retires from the position. President Foley stated that was a good idea and that we would take action on it at a future meeting.

President Foley announced that senate needs to fill the position of Parliamentarian. Senator Flora volunteered. President Foley asked that all in favor of Senator Flora being elected as parliamentarian to signify by saying aye. Senator Flora was elected without dissent.

President Foley stated that the next item on the agenda was several updates of information items that occurred over the summer. There were a number of committee appointments that were made over the summer. A list of the committee nominees was provided at the sign-in table. Senator Byington moved to approve the slate of committee nominees. Senator Epps seconded. The slate of committee nominees was approved with no dissent.

Another update from the summer dealt with reporting faculty advisement activities on the Tenure and Promotion dossier. Past-president Byington explained that TBR guidelines state that advisement is reported under teaching. The Executive Committee approved language to change our Faculty Handbook to state that it is up to the candidate's department to decide if advisement is reported as teaching or service. The department's guidelines should change to reflect their decision. Past-president Byington stated that Academic Council has not met on this yet but it is anticipated that there will be no problems with the change.

Senator Epps reported on SAIs. Many of the faculty complaints regarding online SAIs have been addressed. This past semester the glitch that allowed faculty to see the SAI results before the semester's end has been fixed. The SAI will now be left open to the last day of classes to allow

students to reflect upon the entire course experience. The ability to customize questions will now be made available to departments and faculty. This past year courses with fewer than 5 students enrolled have not been assessed in order to protect student anonymity. Now all courses regardless of enrollment will be assessed. The small classes will not be made available for faculty review, but the results will be provided in an aggregate for Tenure & Promotion purposes. This past year students were receiving reminders to complete the SAI every other day. This will be scaled back to once a week.

Senator Epps relayed that data shows that SAIs that include questions on the student's effort creates a more honest result. She said that this is a topic of conversation for inclusion in future revisions.

Senator Hayter asked if we are going up for Tenure & Promotion can we contact the SAI office. Senator Epps replied that there is a tutorial on how to access the data that she can forward to us.

Senator Hagemeyer asked why SAIs responses could not be extended past the end of the semester. Senator Hayter commented that final grades and evaluations would be complicated. Senator Masino stated at his last school there was a problem with SAIs and final grades occurring at the same time. Senator Trogen commented that the Lottery Scholarship pressure towards grade inflation would make the timing undesirable.

President Foley moved to the next item on the agenda, the TBR Sub Council report. Senator Bitter stated that he is happy to be turning the position over to Dr. Schacht. He said he is completely discouraged with the position and it needs someone with hope. TBR is a political process from the top down. The Governor is the head and all members are appointed to the board including the one faculty representative. It is a highly controlled process. Two years ago we put through a partner benefits proposal that passed through the faculty sub council. The Governor would not consider it.

Vice-chancellor for Academic Affairs Dr. Denley is creating a new TBR Digital Journal to highlight scholarship of faculty in the TBR system. The *Research Tennessee* magazine will be peer reviewed and they are soliciting articles now. Senator Bitter said that Dr. Bach introduced a proposal at TBR to create a library consortium among the TBR institutions. This should be a huge cost cutting measure and should also improve library holdings and services. A proposal for dual enrollment is going through the system. Senator Bitter objected to dual enrollment for 9<sup>th</sup> graders as they haven't yet taken the ACT score. The proposal is now limited to 10, 11&12 graders, but it is likely that 9<sup>th</sup> graders will be added later.

Senator Bitter said that the Transfer Pathways from community colleges to any four year TBR university means that four year schools automatically accept those community college credits. There is a new proposal that allows students who transfer from a community college without completing the Associates Degree to complete the Associates Degree at the university. When the student completes the needed courses at the university, that institution notifies the community college and the Associates Degree is conferred.

Senator Bitter stated that Past-president Byington asked him to inquire about the Tennessee Uniform Administrative Procedures Act (TUAPA). He said that within the university system everyone functions under TUAPA except faculty. In TBR's opinion, they have a better policy or process for terminating faculty than TUAPA. There are only three reasons one can be terminated as a faculty member: the first is financial exigency, the university can no longer afford a program and closes that program; the second is curricular problems— a program has not graduated a student in a number of years; and the third is adequate cause. Adequate cause is comprised of seven items: incompetence or dishonesty in teaching or research; willful failure to perform duties and responsibilities for which a faculty member was hired; refusal to comply with policy of the Board of Regents or the university; felony conviction of crime involving moral turpitude; improper use of narcotics or intoxicants which impairs the faculty member from his or her duties; capricious disregard of standards of professional conduct; falsification of information in hiring; and failure to maintain excellence. When one of those causes is alleged there are nine steps that must be taken according to TBR policy. Senator Bitter said that when he looked at them and thought about recent cases at the university he found numerous steps had been missed. He urged faculty senate to look at the TBR policy and see how it can be implemented at the university level. He said he did not know which was better, the TUAPA policy or the TBR policy, but all students and staff in the TBR system operate under TUAPA.

Past president Byington commented that what is being asked is can the subject of the dismissal process choose between TUAPA or TBR policy? Senator Bitter replied that the community colleges feel that the TBR process is better and so are unlikely to vote for such a policy.

Senator Hayter asked what the difference between the two policies is. Senator Bitter replied that the TUAPA process is basically the same process as a criminal court proceeding - you can face you accuser, there is evidence presented, etc. TBR also has a due process but Senator Bitter stated that the university is not following that. He said that is what we need to review. There needs to be a clear process in the Faculty Handbook and the senate must serve to inform faculty of their due process.

President Foley thanked Senator Bitter for his service on the TBR Sub Council.

Senator Schacht reported on the Tennessee University Faculty Senates. He explained that TUFSS was started by Fred Alsop during his tenure as ETSU Faculty Senate president and is a consortium of faculty senate representatives from all THEC four year institutions. TUFSS most recent meeting was held at ETSU. At that meeting issues related to university administration common across all campuses were discussed. There is concern about the proliferation of mid-level administrative positions. Administrators may be occupying faculty lines but not teaching, which inflates the figures reported on money spent on instruction.

The frequency and transparency of administrator's evaluation is another concern. Department chairs are only evaluated every 4 years. Some campuses have their faculty senate conduct evaluations of upper administrative levels across campus. One idea is to propose to legislators that they cap the percentage of a university's budget spent on administration much as the



government caps the percentage of administrative costs on Medicare. Another idea is to send a proposal from TUFSS to Chancellor Morgan requesting that TBR require universities to devote a portion of their budget for management and leadership training for administrators, especially new department chairs.

Senator Schacht continued that another topic of discussion at TUFSS is what Senator Bitter has already mentioned, TUAPA. One option TUFSS is exploring asks that each senate make a formal request for TUAPA as an option for procedural matters at TBR. Once enough institutions request TUFSS can work to push the proposal through. Another issue involves a law (Public Chapter 538) that passed this spring. The law states that any communication from any university employee to a legislator that discusses state funding towards higher education must first be cleared through the university's president and the Chancellor of TBR - this matter currently under review by legal director of the ACLU. If they agree to take the case and if enough university senates agree, TUFSS will be a plaintiff in the legal process.

President Foley asked if Senator Schacht was asking for a motion to support the TUFSS proposal. Senator Schacht replied that it could be placed on a future meeting agenda for action once the ACLU has completed their review.

Senator Hayter asked now that the budgeting process is becoming more transparent, will it be possible to see how the dollar amount spent on administration has changed over the past years? Senator Schacht replied that several years ago we tried to dig into the budget and understand it. Our own Business Professors could not figure it out. The faculty senate retained the treasurer of AAUP as a consultant. He could not decipher our public records. Senator Schacht added that Dr. Collins could not relate the information. Senator Byington commented that the budget allocation vs. how the money is actually spent is two very different things.

Senator Shah asked if the administrator's evaluation can happen with greater frequency and be made more meaningful. President Foley added that the companion piece of the evaluation is training.

Senator Mitchell asked if there was any further discussion on the TBR and UT systems merging. Senator Schacht replied no, nothing at the state level. The party line is that it will not save money.

President Foley announced that the next item on the agenda was setting goals for this year. There are several goals that emerged last year to be carried forward such as the work on the SAs. Another item is the Teacher Development Center for faculty who want more teacher training. Faculty diversity is another item being carried over. President Noland is working with Mary Jordan and Keith Johnson to develop plans for increasing faculty diversity. Another ongoing goal is the Faculty Code of Ethical Conduct. Other emerging issues are training for chairs and more frequent chair evaluations. Another ongoing goal is to do a better job of communication. The senate website is current thanks in part to Senator Epps.

Senator Kellogg asked what is happening with Academic Misconduct. It was a topic of concern during our last Executive Committee meeting with president Noland. President Foley explained

that there was a concern that was brought forward as it appeared some administrative intervention had happened with a grade. She said we were able to give Dr. Noland some info that he did not know. This issue is still being investigated.

Senator Hayes inquired if there has ever been a committee for representation for adjuncts or lecturers on faculty senate? Senator Schacht replied that one of the primary concerns is that untenured faculty are vulnerable. Lecturers are unique to ETSU and not a TBR standard but there is a newly adopted career track for lecturers in the works. Senator Bitter suggested that a goal for this year should be to get an ideal faculty profile for the university.

ETSU vice-presidents Bach, Bishop, Collins, and Sherlin joined faculty senate for lunch. They were invited to make any remarks to the senate before the lunch break. The administrators each thanked the senate for its work on behalf of faculty and students.

After the lunch break, President Foley invited Dr. Bach to speak on the Administrative Services Review Committee. Dr. Bach stated that he sent a memorandum to entire faculty this past spring and was pleased with the participation. The committee's charge is to identify opportunities for increased quality of service, efficiencies and cost savings. The committee has established nine subgroups: Facilities; Administrative Structures; Leveraging Technology; Public Service; Academic Support Structure; Student Support Structures; Net Revenue Generators; Duplication of Effort; Vendors and Contracts.

The Administrative Services Review Committee has met five times – tomorrow will be sixth meeting. They are working on a list of issues and concerns in each of the nine categories. Dr. Bach stated that he would give president Foley a list of the topics under review which will be revised tomorrow. Currently there is some duplication across committees. Tomorrow's meeting includes eliminating that duplication. The second item for the meeting tomorrow is to look at the issue of engaging the campus and finding the best method of communicating to all faculty members. By the middle of this year some recommendations that are actionable for next budget cycle should emerge.

President Foley thanked the administrators for joining us for lunch. She asked if there were any more questions for them.

Senator Brown asked about the Dell computer contract and wondered if buying individual units was a less expensive option. Dr. Collins replied that the maintenance costs go up when there are such a wide variety of machines. He said that departments can buy other computers, but the maintenance will not be supported by ETSU's Office of Information Technology. Senator Schacht offered that if we are limited to Dell products there are multiple ways to buy. For example, scratch and dent models save roughly 40%. He asked can we do that. Dr. Collins responded that he would leave that up to Mark Bragg.

Dr. Bach asked the senators to write the committee if we have any ideas. President Foley encouraged the senators to go to the website and to take advantage of this opportunity.

Senator Shah asked Dr. Bishop about the relationship of ETSU Medical School to MSHA and competition with King College. Dr. Bishop said that there are lots of issues. King Medical School is not working with ETSU. They will be slow getting started. She said that ETSU is very interested in the two major health systems in area and we are positioning ETSU to take advantage of whatever happens there.

President Foley thanked the administrators again before they departed.

Past-president Byington reported on the Budget Committee which preceded the two Budget Review Committees. The committee is chaired by Dr. Larry Calhoun, dean of the College of Pharmacy. ETSU's past budget process has been based on what one had in the previous year. The committee is leaning toward recommending implementation of a budget based on Responsibility Centered Management which will be decentralized on the academic side to at least the college level. The committee is also recommending that there be a person in charge of strategic planning for the university rather than it being an additional duty and that the budget support the strategic plan. This structure points to the need for additional training for administrators as new deans or department chairs may have never dealt with budgetary matters. The budget may be status quo for next year with a parallel document depicting 'this is what your budget would be once RBM is implemented'.

President Foley reported on the Academic Portfolio Review Committee. The committee will examine opportunities for program redesign, interdisciplinary collaboration, and the potential for program elimination for those entities that are low-producing, duplicative, or do not align with mission-specific priorities. The review process will assist in identifying programmatic changes that enhance program viability and student success. The Academic Portfolio Review Committee is not just looking at costs but what the program adds to the campus. There are 17 people on the committee, 15 of the 17 are faculty. The committee has met four times and is currently looking over various documents. They are attempting to design a template for programs to annually evaluate where they are and what they need to do to get better. It is a slow process.

Senators met in a short break-out session for colleges to plan for information dissemination at the college level. Senator Epps shared that her college send the agendas and minutes to the dean's admin assist that then sends them to the faculty via e-mail. She also reminded everyone that the agendas and minutes are available on the website.

President Foley moved to the old business on the agenda. She stated that the Faculty Code of Ethics is still a work in progress. We did not pass it last spring and will need to convene a group to continue working on it. Last year the committee was comprised of senators Foley, K. Campbell and Loess. Loess is no longer on Senate and will need to be replaced. Senator Ricker volunteered to replace Loess.

President Foley announced that there is a seat open on the Graduate Faculty Committee. Paul Trogen was nominated by Senator Mackara. Senator White seconded. Senator Trogen was elected without dissent.

President Foley announced that there was a seat open on the Information Technology Governance Committee Academic Technology sub-committee and the Security sub-committee. Senator Hayes volunteered to serve on the Academic Technology sub-committee and was elected without dissent. President Foley stated that if no one was interested in filling the Security sub-committee seat she will postpone that until next meeting.

Senator Epps gave a report as the faculty athletics representative. The Athletic Committee is moving towards an ad hoc structure rather than standing committee. The makeup of the athletic committee is being changed slightly. They will reduce staff reps to two and their third seat will be filled by someone from Honors College / International Studies in order to represent the large number of international student athletes. The faculty athletics representative will become an independent position so that all colleges within the university can be fully represented. Senator Byington is now the college representative from Rehabilitative Health Sciences and Senator Epps will continue as the FAR. There were some issues with eligibility certification on some athletes. Senator Epps stressed that good advising is imperative. Course substitutions need to be documented and Course Catalogs need to be correct.

President Foley reminded the senators of the Faculty Senate's attendance policy which states that after three unexcused absences you are reported to the dean. If you have a conflict with a scheduled meeting please let President Foley or Secretary Shafer know in advance.

President Foley announced that due to time, new business will be postponed until the September 8th meeting. Senator Brown moved to adjourn, Senator Epps seconded.

ADJOURNMENT: The meeting was adjourned at 2:30 p.m.

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*Please notify Senator Melissa Shafer ([shaferm@etsu.edu](mailto:shaferm@etsu.edu) or 9-5837, Faculty Senate Secretary, 2012-2013, 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).*