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Faculty Senate Agendas and Minutes

Agendas and Minutes

2-7-2022

2022 February 7 - Faculty Senate Agenda and Minutes

Faculty Senate, East Tennessee State University

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EAST TENNESSEE STATE UNIVERSITY

Faculty Senate

February 07, 2022, 2:45 p.m. | Virtual Zoom Meeting

Faculty Senate Meeting Agenda

1. Celebrations
2. Introductions of Guests
3. Announcements
4. Guest Speaker
 - a. Dr. Cheri Clavier – Director of Institutional Effectiveness and Accreditation Liaison – SACS COC Update
5. Approval of Minutes from January 24, 2022
6. Action Items
7. Information Items
 - a. Motion from Ombudsperson Workgroup – Dr. Byington
 - **Motion:** I move that the Senate support the establishment of an ombudsperson at ETSU. The roles, responsibilities and functions of this individual are outlined in the draft job description developed in 2016 by an interprofessional team and reviewed and revised this semester by members of a small Faculty Senate committee.
 - b. Handbook Committee Update – Dr. Epps
 - c. Board of Trustees Report – Dr. Foley
 - d. Standing Committee Need – Dr. Epps
 - e. TUFS Update – Mr. Hendrix
 - f. Reports from University Committees
8. Old Business
9. New Business
10. Comments from Guests
11. Final Comments/Announcements from Senators
12. Adjourn



FACULTY SENATE MINUTES

Meeting Date:	02/07/2022	Time:	14:45 – 16:30	Location:	Zoom
Next Meeting:	02/21/2022	Scribe:			Ashley Sergiadis
Present:	Beatty, Kate; Blackhart, Ginni; Blackwell, Roger; Bray, Sheree; Burns, Bracken; Byington, Randy; Chakraborty, Kanishka; Cherry, Donna; Daniels, Jean; De Oliveira Fiuza, Felipe; Digavalli, Siva; Dowling-McClay, Karilynn; Ecay, Thomas; Elangovan, Saravanan; Ellis, Jon; Epps, Susan; Fisher, Stacey; Foley, Virginia; Frye, Stephanie; Funk, Bobby; Garris, Bill; Gentry, Retha; Gray, Jeffrey; Hauldren, Kacie; Hawthorne, Sean; Hemphill, Bill; Hemphill, Jean; Hendrix, Stephen; Herrmann, Andrew; Hounshell, Jonathan; Johnson, Michelle; Kim, Sookhyun; Kruppa, Michael; Landis, Ryan; Lyons, Renee; Mackara, Fred; Mamudu, Hadii; McGarry, Theresa; Nivens, Ryan; O'Neil, Kason; Park, Esther; Prince, Richard; Ramsey, Priscilla; Schroder, Laurie; Sergiadis, Ashley; Thigpen, Jim; Thompson, Beth Ann; Walden, Rachel; Waters, Susan; Weyant, Emily; Youngberg, George; Zahner, Matt				
Absent:	Evanshen, Pam; Gomez Sobrino, Isabel; Stevens, Alan; Tai, Chih-Che; Trogen, Paul; Uddin, Mohammad;				

Agenda Items

Meeting called to order

1. Celebrations

2. Introductions of Guests

3. Announcements

4. Guest Speaker

5. Approval of Minutes

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1. Celebrations

1.1 Park invited everyone to her faculty recital this Friday at the Martin Center at 7:30 PM.

2. Introductions of Guests

2.1 Amy Johnson, Associate Provost for Faculty and Director, Center for Teaching Excellence

3. Announcements

3.1 Sergiadis announced the OER Champion Show and Tell series. Each session will be faculty discussing how they switched from a commercial textbook to a free textbook or other materials. Andrew Herrmann (current Senator) and Patrick Brown (past Senator) are involved. [Link to](#)



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[Registration Form.](#)

4. Guest Speaker – Cheri Clavier

4.1 Clavier presented on the SACSCOC reaffirmation.

- To maintain our regional accreditation with the Southern Association of Colleges and Schools Commission on Colleges, we have to comply with the standards contained in the [Principles of Accreditation: Foundations for Quality Enhancement](#) and with the policies and procedures of the Commission.
- ETSU is on a 10-year reaffirmation cycle. In 2023, the SACSCOC Board of Trustees will conduct a (peer) review of ETSU.
- As part of reaffirmation, we have to prepare two sets of documents:
 - Compliance Certification: demonstrates its judgment of the extent of ETSU's compliance with each of the Core Requirements (CR) and Standards, and
 - The Quality Enhancement Plan (QEP): affirms ETSU's commitment to enhance overall quality and effectiveness by focusing on an issue ETSU considers important to improving student learning outcomes and/or student success.
- Our timeline for reaffirmation:
 - September 8, 2022 (Compliance Certification)
 - November 2022 (Off-Site Peer Review)
 - February 2023 (Quality Enhancement Plan)
 - April 3-6, 2023 (On-Site Peer Review)
 - December 2023 (Decision)
- We are now part of a differentiated review (DRV). Instead of responding to 75 CRs and Standards, we only respond to 40. We still have to comply with all 75 CRs and Standards, we just don't have to produce a document demonstrating our compliance. We still have off-site and on-site reviews. We do not participate in DRV again in 2033.
- The document that we will submit in September 2022 shows the institution's judgment of compliance as well as evidence to back-up our claims.
- Core Requirements (CR) are more basic and broad-based and based on federal requirements. If we are out of compliance with one of those, it is an automatic sanction. If we are out of compliance with a regular Standard, we are usually monitored for 6-18 months.
- DRV Standards cover every facet from governing board, organization/administration, faculty, planning, policy, and institutional process as it relates to determining credit, library, student support services, financial resources and documents.
- The QEP is due in February. ETSU's next QEP is on community-engaged learning. It was approved at a University Council meeting in December 2021. The minutes are online for more information.
- For each CR and Standard, ETSU has identified a President's Leadership Team Designee and a writing committee that includes a Writing Team Lead plus several members with content expertise. VPs and deans recommended initial team members. Members are still being added as needs are identified. There are 43 teams, 135+ faculty and staff serving.
- Teams were provided training and resources. Clavier will check in about once a month to answer questions and gauge progress. The goal is to have a solid first draft by April to allow time for review, revision, and edits prior to September 8th submission.
- There are some Core Requirements and Standards that involve faculty.
 - 6.2a Faculty qualifications: For each of its educational programs, the institution justifies and documents the qualifications of its faculty members. Information in the Faculty Teaching Credentials System should align with ETSU's policy on faculty credentials. Chairs will review departmental rosters in FTCS by 3/15. Deans will review (or facilitate a peer review process) rosters for all departments within their



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- college by April 1. (Team Lead: Amy Johnson).
- 6.2b Program faculty: For each of its educational programs, the institution employs a sufficient number of full-time faculty members to ensure curriculum and program quality, integrity, and review. (Team Lead: Mike Hoff).
- 6.2c Program Coordination: For each of its educational programs, the institution assigns appropriate responsibility for program coordination. We use the Academic Program Inventory maintained by THEC to list our academic programs. (Team Lead: Bill Flora).
- 8.2a Student outcomes: educational programs: ETSU is expected to identify outcomes, assess the outcomes and provide evidence. (Team Lead: Cheri Clavier)
- CR 9.1 Program content: All programs have a coherent course of study, compatible with the stated mission and goals of the institution and based on fields of study appropriate to higher education. (Team Lead: Bill Flora.)
- CR 9.2 Program length: Standard that baccalaureate have to be at least 120 semester credit hours and post-baccalaureate, graduate, or professional level needs to be at least 30 credit hours. Institution must provide justification for degree programs and combined degree programs with fewer requirements. (Team Lead: Tom Donohoe)
- CR 9.3 General education requirement: What institution requires with general education. (Team Lead: Bill Flora)
- 10.7 Policies for awarding credit: How do we decide amount of level of credit? This is a faculty decision. (Team Lead: Bill Flora)
- 12.4 Student complaints: Institution must have clear procedures on addressing student complaints and procedures to resolve them. We must also maintain a record of student complaints. (Team Lead: Michelle Byrd)
- 14.3 Comprehensive institution review: SACSCOC apply everywhere (distance, online, dual enrollment, etc.). (Team Lead; David Linville)
- 14.4 Representation to other agencies– Institution must represent itself accurately to all US Department of Education recognized accrediting agencies and inform them of any change in accreditation status. We must describe ourselves in identical terms to each agency. We have to notify all agencies if there is a status change in one. (Team Lead: Cheri Clavier)
- Principles of Accreditation: <https://www.sacscoc.org/pdf/2018PrinciplesOfAccreditation.pdf>
- Resource Manual: <http://www.sacscoc.org/pdf/2018%20POA%20Resource%20Manual.pdf>

4.2 Clavier answered questions from Senators.

Hemphill (J.): What do you need from faculty in terms of these committees?

Clavier: One of my early requests for faculty is to be aware of the affirmation process and the timeline. I'd like for folks to know, especially in our writing teams, what is in the faculty standards document and make sure what we represent is accurate. Our review team will want to meet with different groups across the campus, and it is very likely that will include Faculty Senate. As we get closer to April, we will have mock sessions so people will have a better idea what to expect. We also ask for grace and patience for those of us working on this project. I appreciate you all being graceful when we send a request.

Johnson: As the person responsible for faculty qualifications, please respond to your chair in a timely manner if they ask details about licenses, degrees, etc. If one instructor is found to be noncompliant with a course they teach, then we are out of compliance with the standard.

O'Neil: Do you foresee any areas we have room for improvement?

Clavier: There are standards that are generally troublesome. They list these on the SACSCOC website under research. The two main standards that have a high bar are faculty qualifications



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and student learning outcomes assessment. We are doing a good job in both, but many institutions are not found in compliance with those. The QEP is also a huge deal. We will need more faculty involved in that as we move forward.

Byington: I attend as many meetings as I can. They are informative especially if you are interested in the Scholarship of Teaching and Learning and how to improve your craft (e.g. learning outcomes).

Clavier: If you are interested in attending a future meeting, please reach out and we can try to make that happen.

5. Approval of Minutes

Hendrix questioned whether there was an objection to approving the minutes from the 01/24/2022 meeting. **Sergiadis** stated that Senators Epps and McGarry had minor corrections to the minutes. There was one substantial change suggested by Senator Epps. Johnson stated that people were uncomfortable moving tenure and promotion deadlines *into* procedures not *out of* procedures.

No Objection: Minutes Approved

6. Action Items

None.

7. Information Items

7.1 Motion from Ombudsperson Workgroup – Dr. Byington

Motion: I move that the Senate support the establishment of an ombudsperson at ETSU. The roles, responsibilities and functions of this individual are outlined in the draft job description developed in 2016 by an interprofessional team and reviewed and revised this semester by members of a small Faculty Senate committee.

Late November, the workgroup was asked to review previous ombudspersons proposals and come forward with a draft job description. Aside from a grammatical error and reference to TBR, the draft job description is the one we developed in 2016. Staff also collaborated on this proposal, including Joy Fulkerson (Staff Senate President). They will be advancing a similar motion in Staff Senate. We are unsure where SGA is. This will appear on the agenda in two weeks as an action item. If approved by the Senate, it will go to the Provost for review. Please share this with your colleagues and gather feedback.

Epps: When the Executive Committee met with Provost McCorkle, she mentioned that the ombudsperson at her previous institution was a faculty member. This looks like a proposal for a new hire, correct?

Byington: We are not proposing how it is staffed. We are proposing the credentials of the person who holds that position. It could be a part-time person, one person for all three functions (staff, faculty, students), etc.

Epps: Who are the staff that they directly supervise?

Byington: At this time, I do not think there are any. It depends how it is staffed. If faculty, students, and staff all have separate ombudsperson then some coordination would be required.

7.2 Handbook Committee Update – Dr. Epps

None.



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7.3 Board of Trustees Report – Dr. Foley

The Board of Trustee meeting is on February 18th. The full board meeting will be streamed, but not the committee meetings. It will be held in the East Tennessee room. Materials will be available soon.

7.4 Standing Committee Need – Dr. Epps

None.

7.5 TUFS Update – Mr. Hendrix

Last week, TUFS received an update from liaisons in the government relations from University of Tennessee system and Tennessee Tech. We will expect to see some issues around COVID-19, firearms, Critical Race Theory, and tenure promotion from the General Assembly. There may be legislation requiring all state institutions to require either the ACT or SAT as part of admissions for undergraduate students. They will remove the flexibility that institutions had over the past couple of years during the pandemic to not require an ACT or SAT. The legislators believe that removing the testing requirements may lower the quality of students coming into the university. There is a move in higher education to move away from SAT and ACT so this will be an interesting discussion. Government relations both stated to wait and see what happens on these issues before reacting to them.

Byington: Do we anticipate that this will apply to graduate education (e.g. GMATs)?

Hendrix: They did not mention it. The bill was specifically for undergraduate education.

Legislators pay a lot of money for the ACT. It is required for secondary education. The thought is if every student in Tennessee is already receiving the ACT scores, then why are the institutions not requiring it?

7.6 Reports from University Committees

None

8. Old Business

None.

9. New Business

None.

10. Comments from Guests

None.

11. Final Comments/Announcements from Senators

11.1 CHIIPS is August 8th and 9th. The keynote speaker is Kevin Gannon, a historian who wrote *Radical Hope* and is featured in the Netflix document 13th.

11.2 Save the date: Dr. Dorothy Roberts via Zoom, 5pm on Feb 22 on the legacy of racism in medicine. Register at <https://bit.ly/ETSURoberts>

11.3 McGarry brought up the AAUP template on intellectual freedom for discussion.

McGarry: In our last meeting, Ashley presented the AAUP template on intellectual freedom. I offered to take it to my department to adapt it. The reaction was lukewarm. The Union arranged a meeting with a couple of legislators. Senator Akbari advised to be more reactive than proactive. On the other hand, it takes this body a long time to pass motions. One of my



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constituents suggested drafting a motion, discussing it, and then tabling it so we can pass it quickly if needed. How should we proceed?

Epps: Would that put it in the minutes? TUFS was concerned that anything in the minutes could be used, correct?

Hendrix: Yes, there are concerns of TUFS. From a procedural perspective, there are ways that this body can move faster if needed. If we need to expedite the process, we could also call a special meeting.

Byington: Legislative sessions and committee meetings are available live online if you have a particular bill you are interested in following.

McGarry: If anybody has thoughts on this matter, please let Senator McGarry know.

11.4 There is a town hall coming up for Staff Senate with Lori Erikson (Vice President for Human Resources) on February 10th at 2:30 in the Culp.

12. Adjourn

Motion to Adjourn: Epps

Second: Hemphill

Meeting Adjourned

Please notify Senator Ashley Sergiadis (sergiadis@etsu.edu, Faculty Senate Secretary, 2020-2021) of any changes or corrections to the minutes.

Note: Meeting minutes are not a word-for-word transcript. Statements and questions by Senators may be edited and summarized for clarity.

Index/Position No.: DRAFT
Level 15
Position Title: University Ombudsperson
Department: Office of the President

Expectations for All Employees

East Tennessee State University pursues its mission based upon core values. An employee's job performance must support and exhibit the university's core values:

PEOPLE come first, are treated with dignity and respect, and are encouraged to achieve their full potential;

RELATIONSHIPS are built on honesty, integrity and trust;

DIVERSITY of people and thought is respected;

EXCELLENCE is achieved through teamwork, leadership, creativity, and a strong work ethic;

EFFICIENCY is achieved through wise use of human and financial resources; and

COMMITMENT to intellectual achievement is embraced.

Function of Position

Responsible to the University President for providing confidential, informal, impartial, and independent conflict management and consultation services to university faculty and staff. Acts as a source of information and referral. Works with individuals and groups to explore and assist in determining options to help resolve conflicts and problematic issues or concerns; and to bring systemic concerns to the attention of the university administration.

Essential Functions

Provides a respectful, impartial, and confidential source for faculty and staff to discuss problems.

Assists in reframing issues and helping employees evaluate options.

Provides coaching as needed with regard to effective oral and written communication.

Provides information on university policies and practices.

Provides referrals to other services at the university.

Guides or coaches employees to deal directly with other parties.

Refers employees to the appropriate formal resolution resources within the university.

Assists in resolving interpersonal conflicts.

Facilitates confidential conversations between and among faculty, staff, and administrators involved in conflict situations.

Educates faculty and staff about the Office's confidentiality, neutrality and availability.

Facilitates one-on-one and group conversations as requested by faculty and/or staff members.

Assists faculty and staff in the assessment of the pros and cons of possible options.

Follows-up to determine outcomes and further need of assistance.

Develops and recommends policies, procedures, practices, and strategies.

Provides regular reports to the President, Provost, and Staff and Faculty Senates regarding the types of issues and concerns addressed to identify trends.

Develops and presents workshops on conflict related topics.

Provides individual and group needs assessment and coaching.

Assesses the campus climate.

Secondary Functions

Supervises office staff.

Serves on university committees as required.

Maintains departmental website.

Performs other related duties as assigned.

Knowledge and Abilities

Knowledge of federal and state laws, THEC regulations and university policies/procedures.

Knowledge of conflict resolution processes and mediation services.

Knowledge of principles and practices of higher education administration.

Ability to remain nonjudgmental.

Ability to problem solve and analyze facts.

Ability to maintain confidentiality of information.

Ability to communicate effectively with all levels of employees.

Ability to interpret policy and develop programs that meet university goals and objectives.

Supervision Given and Received

Reports directly to the University President initiating programs under general direction, working from policies and general objectives. Directly supervises staff.

Minimum Qualifications

Master's degree required; JD or terminal degree preferred. Three years of experience working in mediation, alternative dispute resolution, arbitration, or a related field required. Training in mediation or alternative dispute resolution required. Experience in working in higher education required. Experience in working in an ombudsman office preferred.

February 2016, Revised January 2022