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### 1999 September 13 - Faculty Senate Minutes

Faculty Senate, East Tennessee State University

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# MINUTES - September 13, 1999

Faculty Senate / East Tennessee State University

Last updated: September 18, 1999

## UPCOMING MEETING:

September 27, 1999 2:45 PM

Culp Forum Room

## FOLLOWING MEETING:

October 11, 1999 2:45 PM

Culp Forum Room

**Present:** Alavi, Aston, Burkett, Butler, Chenoweth, Chi, Collins, Deadman, Faust, Gallemore, Grover, Harvey, Hemphill, Johnson, Kelly, Kerley, King, Logan, Mattioli, McKinney, Miller H., Miller P., Oppewal, Parker, Patrick, Perry, Sluss, Stanley, Steadman, Stone, Tollefson, West, Williams.

**Excused:** Obregon, Poole.

**Absent:** Burgess, Knight, Mehta, Mohon, Quillen, Ramsey.

**Guests:** Dr. Bert Bach, Dr. Wilsie Bishop, Dr. Scott Champney, Dr. Linda Doran, Dr. Bill Fisher, Dr. Janice Huang, Dr. Steve Ralston, Dr. Rich Ranker.

## CALL TO ORDER:

With a quorum present, President Patrick called the meeting to order at 2:53 p.m. and introduced new Senators of the 1999-2000 Faculty Senate.

## APPROVAL OF MINUTES:

The minutes of the August 30, 1999 meeting were unanimously approved.

## REMARKS BY PRESIDENT:

Patrick introduced new Senators Callison, Deadman, Eskind, Grover, Harvey, Logan, Miller H., Poole, Stone and Senators returning for a subsequent term: Miller P. and Stone.

## OLD BUSINESS:

- **Adoption of TLC Three-year Strategic Plan.** Dr. Steve Ralston was on hand to address questions or comments regarding the proposed Three-Year Plan for the Teaching and Learning Center. Having no questions, the Senate unanimously approved the Plan. (For more information, contact Dr. Norma MacRae at x9-7851)

## NEW BUSINESS:

- **Report on Curriculum Committee Changes.** Dr. Doran introduced the report produced by the Curriculum Process Committee and stated that the Committee looked at the curricular process and evaluated whether it could be improved and expedited. She explained that the Committee considered issues involving faculty satisfaction with quality of the curriculum, better communications for curricular actions and strategic

planning. The report contains nine recommendations for implementation in three stages. Dr. Huang addressed recommendation 1 that the Faculty Senate be given voting representation on both the Curriculum Advisory Committee and the Graduate Curriculum Committee, explaining that this would require a change in Faculty Senate By-Laws. She also addressed recommendation 2 providing that departments and colleges would be requested to observe stated “best practices” in curriculum planning and development. Dr. Bishop addressed recommendation 3 in which an Academic Council “Strategic Review” of proposed major actions would be instituted to improve communication and provide early feedback. This recommendation would require the dean of the College proposing the action to submit a “Strategic Review” pre-proposal form to Academic Council. Dr. Huang addressed recommendation 4 in which Academic Council approval would not be required for curriculum actions not requiring TBR approval. Dr. Huang referred to flow charts in the report depicting the proposed process. Chenoweth addressed recommendation 5 providing for curriculum/program information to be posted on an ETSU Curriculum web site. Dr. Champney discussed recommendation 6 in which curricular process workshops would be provided. Dr. Ranker addressed recommendation 7 regarding the refinement of the electronic curriculum process communication and documentation operation. Dr. Champney discussed recommendations 8 and 9 concerning, respectively, a course inventory file audit and evaluation methodology for the curriculum process. Dr. Doran concluded by stating implementation will be a very complex undertaking requiring substantial energy to complete. The Senate will discuss the report at the next meeting for endorsement purposes. (For more information, contact Dr. Linda Doran at x9-6162)

- Report on Changes in Academic Affairs. In response to a request by Patrick, Dr. Bach provided information on salary adjustments in the Academic Affairs area. Dr. Bach stated the changes were implemented as a result of the budget shortfall in which a strategic decision was made to cut (or defer) administrative costs. Dr. Bach provided specific information on four changes, explaining each in terms of issues addressed, action taken and financial impact. First, when the Associate Vice President for Admissions, Retention and Enrollment Management and Dean of Admissions resigned, her duties were combined with those of the Associate Vice President for Academic Affairs and Dean of Special Programs to create the position of Vice Provost and Dean of Special Programs. Dr. Bach stated the financial impact of this change was a budget reduction of \$45,222. Second, after the Registrar’s resignation, the Assistant Registrar was elevated to Associate Registrar and the Assistant Registrar position was abolished. Dr. Bach reported the total budget reduction for this change at \$42,220. Next, the change regarding the Director of Undergraduate Advising was attributed to the increase in responsibilities for handling Student Grievances and Concerns, previously handled by the Associate Vice President for Admissions, Retention & Enrollment Management & Dean of Admissions. Dr. Bach explained that this change is handled by stipend. Lastly, Dr. Bach discussed the position vacated by the retirement of the Dean, University Libraries, stating that an interim appointment was made and, with the shifting of external financial programs to an existing position within the Instructional Media Center (to be handled by stipend), a savings of \$63,740 was realized. In response to a question, Dr. Bach stated that the Dean, University Libraries, position would need to be filled soon, especially with SACS accreditation forthcoming. In each of the changes where resignations left vacant positions, Dr. Bach stated that the position could have been filled, but that would not have been consistent with the strategic decision to

decrease costs. Dr. Bach distributed a handout of the organizational charts before and after the change.

- **Information on Academic Technology Lab Activities.** Dr. Rich Ranker distributed a handout for open enrollment workshops at the Academic Technology Lab and encouraged faculty to take advantage of the workshops. He also distributed a handout regarding the Microsoft Open License Program (MOLP) in which Microsoft products can be purchased at lower cost. (For more information, contact Dr. Rich Ranker at x9-8613)

#### **ANNOUNCEMENTS:**

- **Patrick announced that the legislative breakfast has been scheduled for October 27, 1999 at 7:00 a.m. in Dining Rooms 1 & 2 at the Culp Center.**
- **Patrick announced that new Senators need to submit forms for University committees.**
- **Patrick announced that Health Source will no longer be providing medical insurance for the University, but will be replaced by John Deere. Human resources advised him that members of Health Source will be required to reapply between October 15 and November 15. There will be representatives on campus to discuss the issue on October 13.**
- **Patrick appointed Dr. Fisher as ex officio member of the Legislative Affairs Committee to represent the interests of retired faculty.**

#### **ADJOURNMENT:**

**The meeting was adjourned at 4:28 p.m.**

*Webpage maintained by Stephen Patrick, President, Faculty Senate, 1999-2000.*