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2002 August 26 - Faculty Senate Agenda and Minutes

Faculty Senate, East Tennessee State University

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FACULTY SENATE AGENDA
MONDAY, August 26, 2002
2:45 PM/ Culp Center – Forum Room

NOTE TO DEPARTMENT CHAIRS: Please share the Senate agenda, minutes, and any other enclosures with your faculty prior to the scheduled meeting. Senate meetings are open to ALL faculty. Agendas, minutes, and attendance rosters are available on the Faculty Senate website at <http://www.etsu.edu/senate/>.

AGENDA FOR SENATE MEETING

CALL TO ORDER: President Logan (outgoing President)

APPROVAL OF MINUTES: April 15, 2002

OLD BUSINESS: Remarks and presentations by outgoing president Logan

ADJOURNMENT OF 2001-2002 Senate

CALL TO ORDER: Linda Kerley, incoming President

REMARKS BY NEW PRESIDENT: Kerley

NEW BUSINESS:

Revised SAI
Teaching and Learning Center Changes

Dr. Norma MacRae

Description OF senate Standing Committees/ selection of committee assignment
Elections and appointments of representatives to various university committees

ANNOUNCEMENTS:

ADJOURNMENT

PLEASE NOTE: Next meeting, Monday, September 16, 2002, Culp Forum Room,
2:45 pm

*Send information and notices of non-attendance to Ruth Verhegge
(verheggr@etsu.edu or 97553), Secretary, Faculty Senate, 2002/2003*

MINUTES – August 26, 2001
Faculty Senate – East Tennessee State University

| | |
|--|---|
| UPCOMING MEETING: September 16,2001 2:45 pm Culp Forum Room | FOLLOWING MEETING: October 7, 2001 2:45 pm Culp Forum Room |
|--|---|

Present: Bitter, Breese, Broome, Burgess, Butler, Champouillon, Chi, Cockerham, Collins, Deadman, Fisher, Grover, Hayes, Hemphill, Kelley, Kerley, Li, Logan, Mackara, Miller, Mozen, Patrick, Prather, Reeseman, Schaller-Ayers, Shafer, Stanley, Stone, Tollefson, Trogen, Verhegge, Whitten, Zogyie

Excused: Aston, Barnes, Bennard, King, Mehta, Williams,

Absent: Anderson, Bharti, Cherry, Jungkeit, Mattioli, Mohon, Morgan, Price, Rusinol,

Guests: Karen King, Norma MacRae, Rich Ranker

CALL TO ORDER:

With a quorum present, President Logan called the meeting to order at 2:48 p.m. and welcomed senators to the final meeting of the 2001-2002 Faculty Senate.

APPROVAL OF MINUTES:

The minutes of the April 15, 2002 meeting were unanimously approved,

OLD BUSINESS:

- ? Remarks and Presentations by Outgoing President Logan. Logan expressed appreciation to the members of the 2001-2002 Faculty Senate for its work during the 2000-2001 session and welcomed the new members. He presented certificates of recognition to the 2001/2002 Executive Committee: Kerley (President-elect), Verhegge (Secretary), Stanley (Treasurer), Hemphill (At-Large), Deadman (At Large), Tollefson (At-Large).

ADJOURNMENT:

The final meeting of the 2001-2002 Faculty Senate was adjourned at 3:01 pm.

CALL TO ORDER:

President Kerley called the first meeting of the 2002-2003 Faculty Senate to order at 3:02 pm.

REMARKS BY NEW PRESIDENT:

Kerley welcomed the 2002-03 Faculty Senate and expressed appreciation for the support of the Senate members and indicated that she was looking forward to the coming year,

NEW BUSINESS:

- ? **Teaching and learning Center.** Dr. Norma MacRae is chairing the group charged with implementing the recommendations of the Task Force on Evaluation. She distributed and described the new SAI. Input from Senators was solicited with a request to consider endorsement at the next Senate meeting,

Dr. MacRae also announced the appointment of Dr. Karen King as Director of the Teaching and Learning Center and Dr. Dave Currie as Assistant Director.

- ? **Election of three (3) At-Large Members to Executive Committee.** The election was conducted by Senator Broome, Chair, Elections Committee. A motion was unanimously approved that Hemphill, Patrick, and Kelly be elected.
- ? **Faculty Senate Committees:** Description of Faculty Senate Committees were provided and preference forms distributed to Senators.

ANNOUNCEMENTS:

Dr. Rich Ranker briefly described the upgrades and development of multi-media classrooms completed over the summer. He will provide additional detailed information at the next Senate meeting.

Dr. Bill Fisher distributed information regarding the Optional Retirement Program emphasizing that there are funds that have been eliminated and necessitate transfers. He also provided the names and phone numbers of the local ING and VALIC representatives.

President Kerley announced that Senator Hemphill will be updating the web page.

President Kerley announced that David Logan has been appointed to the TBR Task Force on promotion and tenure.

ADJOURNMENT:

The meeting was adjourned at 4:08 pm.

Please notify Ruth Verhegge (verheggr@etsu.edu) or x97553), Secretary, 2001-02, of any changes or corrections to the minutes. Web page maintained by Bill Hemphill (hemphill@etsu.edu or X94184).

2003 ETSU Summer School Characteristics, Definitions, Guidelines, Projections and X956 Course Proposal Format

At the November, 2001 Chairs' Retreat, the Deans approved the operation of the 2002 Summer School on a fee-recovery basis. A Summer program operated on a fee-recovery basis has the characteristics listed below. The Deans have approved the continued application of the fee-recovery basis for Summer 2003. Summer 2003 will be operated according to the same guidelines and with the same characteristics.

CHARACTERISTICS OF THE ETSU SUMMER SCHOOL:

1. Summer fee revenue has always been a significant revenue source for the FY general fund. The contribution or "tax" from Summer fee revenue is at a smaller percentage now than it has been in previous years.
2. Some colleges have higher fixed costs than others, as is true in the FY. The fixed costs are primarily higher salaries.
3. All colleges cannot operate on the same revenue/expenditure ratio because of the differences in the fixed costs and the fact that the maintenance fee is the same for all students. If the same revenue/expenditure ratio applied to all colleges, all colleges would need differential fees.
4. Enrollments by college have not changed significantly in 4 years, though colleges have had the opportunity to increase student credit hour production to see an increase in the following Summer allocation. It could be concluded that history tells us that, with the configuration of courses offered and recognizing the lack of growth in enrollment in the academic year, the Summer enrollment is probably not going to shift among colleges or grow dramatically.
5. Many, many variables play through each college's decisions regarding courses to offer and staffing to assign. Some of the most obvious variables are:

- Class sizes
- Overall contribution to the Summer staffing by 12-month faculty
- Part-time faculty staffing
- Expected number of hours taught by each faculty member
- Teaching rotations from Summer to Summer
- Enrollment patterns by Summer session
- Salary levels of faculty in the disciplines
- Administrative hours paid from Summer revenue
- Released time paid from Summer revenue.
- Changing expenditure allocations to departments within the college control figure

DEFINITIONS:

University Summer Budgeting.

The University budgets the Summer School within the revenue projected from student maintenance fees from summer enrollments along with contributions from the 12-month faculty. This revenue covers summer salaries and benefits and pays distance education costs. Sixty-four (64) percent of the total summer revenue is dedicated to faculty salaries, benefits

and paying distance education costs; 36% of the total summer revenue goes into the ETSU FY General Fund and is budgeted across the university to support academic and other functions in the fiscal year.

University Summer School 2003: Please see attached chart.

Types of Summer Courses

Regular Courses: These courses are in the program inventory file as permanent or experimental courses taught in the regular terms.

X956 Summer-Only Courses. These courses are special topics experimental courses that are taught only in the summer. These courses carry the number X956 and may be lower, upper, or graduate level.

Regents Degree Courses. The ETSU Summer School SCH, revenue, and salary projections exclude RODP revenue and costs.

Faculty Pay

1/32 Rate. Academic year full-time faculty will be paid 1/32 of their annual salary per credit hour for teaching regular courses.

Part-time Rate. Part-time and temporary faculty are paid at the AY part-time rate per credit hour.

X956 Summer-Only. Academic year full-time faculty teaching an X956 are paid according to the revenue generated from the enrollment in the course. Faculty agree to take less than the 1/32 rate if enrollments sufficient to make the rate plus benefits do not materialize. The compensation, however, cannot exceed the 1/32 rate. In addition, the revenue from the course enrollments pays benefits @ 18% of the faculty salary for academic year full-time faculty and at 8% of the part-time rate for part-time and temporary faculty.

Sources of Pay

Summer Account, other ETSU accounts, grants. Academic year faculty are paid for teaching regular courses or carrying out administrative assignments from a number of accounts as determined by the college, though the Summer Account is the primary pay account. Part-time and temporary faculty are paid from this account for teaching regular courses.

X956 Account. Academic year faculty, part-time, and temporary faculty are paid for teaching x956 courses from the x956 account.

Benefits

Regular Courses and Administrative Assignments. Benefits are paid out of a benefit pool account. Fee revenue funds the benefit pool. Benefits associated with teaching or administrative work by academic year faculty and teaching by part-time, and temporary faculty are paid from the pool. Benefits are paid directly from the account from the payroll office. Colleges do not budget for benefits or calculate benefits within their salary control figures.

X956 Benefits. The revenue from enrollments in the course will pay benefits @ 18 percent and faculty salary.

University-wide Summer Fee:

Maintenance Fees. Maintenance fees from regular courses accrue to the Summer Account. Maintenance fees from enrollments in x956 courses accrue to the separate x956 Account. Balances from one account may not be used to supplement the other account.

Out-of-State Fees. Out-of-state tuition is not counted in the revenue available for salaries and benefits. The ETSU Budget Office offsets fee waivers and discounts by out-of-state fees.

"Control" Figures for College Management.

SCH Control. Each college has a student credit hour target. This SCH target is the same number of SCH s actually generated by the college in the previous summer. The total SCH target shows undergraduate SCHs and graduate SCHs. The college has an incentive to reach and exceed the target.

Revenue Control. If each college reaches the SCH target (with undergraduate and graduate mix at the current fee structure), it will reach its revenue target.

Salary Control. Each college has an amount of money for salaries and distance education costs that will cover costs. Some colleges have higher fixed costs than others; therefore, each college has a different revenue/expenditure ratio. The salary control does not include benefits. Benefits are budgeted and paid from a Summer pool. Please note, however, that x956 course revenue must cover benefits for those courses.

Incentives and Risks.

Colleges have financial incentives to exceed the SCH and fee revenue targets and to budget expenditures efficiently. They also know that they incur financial risks if they fail to meet SCH and fee revenue targets or overspend. The summer management for each college resides entirely within the college. The overall university objective is to have a more efficient Summer School while expanding the summer offerings and faculty opportunity to teach.

Incentives. A college has two ways to have a positive balance at the end of the summer. The Provost has indicated he will make every effort to make available to that college in the FY year.

1. If the college meets its SCH and revenue targets but does not spend all funds allocated for salaries, the college has the salary balance.
2. If the college exceeds the SCH and revenue targets and stays within the salary control, the college has the surplus revenue balance.

The college can also use surplus summer revenue for salaries in excess of the salary control. If the college exceeds the SCH and revenue targets, it may spend a portion of the revenue on salaries according to that college's cost per student credit hour ratio.

There is a clear incentive for efficient college management since it can result in enhanced flexibility during the academic year for supporting travel, operating, etc.

Risks. In like manner, the college risks deductions from its FY budget for exceeding the salary control when excess revenue does not cover it at that college's revenue/salary ratio.

GUIDELINES:

1. The 2003 SCH should equal or exceed that of 2002.
2. The funds available for salaries in each college reflect SCH growth from the previous summer. Each year, colleges will be allocated additional funds for growth in SCH and will experience declines in funds for declining enrollments.
3. The total amount dedicated to salaries for 2003 reflects the 2% raise and 1% for equity.
3. Compensation for full-time faculty must be at the TBR 1/32 rate (except for X956 courses). The 1/32 rate is 1/32 of the annual year salary per credit hour. The maximum summer compensation for an AY faculty member is 25% of the AY salary.
4. Part-time and temporary faculty are paid at the TBR part-time rate.
5. Revenue from the X956 (Summer-only) courses cannot be used to subsidize pay for teaching regular courses. Revenue from regular courses cannot be used to subsidize pay for teaching x956 courses.
6. If a college pays an academic year faculty for summer administrative assignments, the college must meet these costs within the salary control figure.
7. The total funds available as the Salary control in 2003 were permanently reduced by the amount required to convert faculty from AY to FY contracts within the 2002-2003 fiscal year.
8. Colleges may pay for summer teaching from external fund sources, such as grants and contracts, or from other ETSU accounts held by the college.
9. Instruction by FY faculty is part of their contracted load.
10. Classes should meet the following minimum enrollments:

| | |
|----------------|----------------------------------|
| Undergraduate: | 16 day |
| | 14 on-campus evening or weekend |
| | 12 all off-campus |
| Graduate: | 10 day |
| | 8 campus evening; all off-campus |
| xxx7 courses | 14 at all times and locations |
11. The X965 program operates as a separate program from the summer account.

SUMMER SCHOOL 2003 PROJECTED CREDIT HOURS, REVENUE, SALARY, EXPENDITURES, AND BENEFITS POOL:

Chart I: Projected 2003 Revenue based on Summer 2002 SCH

Chart II: University Summer School 2003: University SCH, Revenue, and Salary Controls and Budgeted Benefit

Please see your College Dean for College SCH, Revenue, and Salary Controls.

FORMANT FOR X956 COURSE PROPOSAL: