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2002 November 4 - Faculty Senate Agenda and Minutes

Faculty Senate, East Tennessee State University

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FACULTY SENATE AGENDA
MONDAY, November 4, 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 Kerley

APPROVAL OF MINUTES: October 21, 2002

OLD BUSINESS:

Report of the TBR Faculty Subcouncil Meeting Senator Patrick

Committee Reports:

Academic Matters	Senator Miller
Committee on Committees	Senator Butler
Concerns and Grievances	Senator Collins
Development and Evaluation	Senator Burgess
Election and Bylaws	Senator Broome
Research, Creative & Scholarly Activities	Senator Hayes
Legislative Affairs	Senator Fisher

NEW BUSINESS:

Summer School Dr. Linda Doran
2003 ETSU Summer School Guidelines
2003 Self-supporting Summer School Course Proposal

ANNOUNCEMENTS: Volunteers needed to fill committee assignments across the university, including one Senate rep. for the University Libraries Advisory Committee.

ADJOURNMENT

PLEASE NOTE: Next meeting, Monday, November 18, 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, 2001-02

MINUTES – November 4, 2002
Faculty Senate – East Tennessee State University

UPCOMING MEETING: November 18, 2002 2:45 pm Culp Forum Room	FOLLOWING MEETING: December 2, 2002 2:45 pm Culp Forum Room
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Present: Bitter, Breese, Broome, Burgess, Butler, Champouillon, Cherry, Chi, Cockerham, Collins, Fisher, Grover, Hemphill, Jungkeit, Kerley, King, Li, Mackara, Miller, Mozen, Patrick, Prather, Price, Schaller-Ayers, Shafer, Stanley, Stone, Tollefson, Trogen, Verhegge, Whitten, Zoggyie

Excused: Barnes, Kelley, Rusinol, Thewke, Williams

Absent: Anderson, Bennard, Bharti, Hayes, Logan, Morgan

Guests: Bert Bach, Roger Bailey, Michael Braswell, Steve Brown, Jon Ellis, David Holleran, Karen King, John Whitehead

CALL TO ORDER:

With a quorum present, President Kerley called the meeting to order at 2:47 pm.

APPROVAL OF MINUTES:

The minutes of the October 21, 2002 meeting were unanimously approved,

OLD BUSINESS:

Report of the TBR Faculty Sub-council Meeting Senator Patrick

The quarterly meeting was held at TBR headquarters in Nashville with representatives of both 2 and 4 year institutions present. The agenda focused on:

1. implementation of new advising screen and ACT scores for placement on local SIS systems;
2. alternate ID for local SIS and HRS systems to protect the privacy of individuals and to wean systems from the use of Social Security numbers for identification; new numbers will include use of the institutional code plus a random multiple digit number;
- 2a. implementation of new INS extensive tracking of foreign students called SEVIS (Student Exchange Visitor Information System); interested faculty can check the Auburn University website for info on SEVIS;
3. Update on "Defining Our Future" report;

4. General education: lengthy discussion and debate on the implementation of the general education core curriculum, the 41 hour core hours and 120 hour limits on programs; the deadline for implementation has been moved to October 2003 and to be completed by 2006; the TBR committee meets on November 5 and the plan goes to full TBR Board for approval in December; the discussion centered on various issues and perceived; the TBR staff answered questions and tried to explain portions of the plan which have been criticized; there are still many unanswered questions which TBR staff will need to address during the pre-implementation; questions may be forwarded to campus administrators (Doran and Kirkwood) as well as Dr. Kay Clark and Dr. Paula Short at TBR; hopefully the extended time for implementation will provide adequate opportunity to work out differences between colleges and departments;

Action items approved by sub-council:

- 1) TBR Policy No. 2:01:01:00 on program review and approval
- 2) TBR Guideline A-100 – DSP (basic/developmental studies program) operational guidelines

Other items: TBR has agreed to explore a group bid for health insurance for part-time and adjunct faculty that will involve no state cost.

COMMITTEE REPORTS:

Academic Matters

Senator Miller

Committee currently studying proposals related to the TBR mandate for a 120 hour curriculums.

Committee on Committees

Senator Butler

Reviewed the committee positions which need to be filled and requested volunteers. Continue to need 2 people for the Library Committee.

Concerns and Grievances

Senator Collins

Will be dealing with a concern regarding testing for students with disabilities.

Development and Evaluation

Senator Burgess

Currently have one matter under consideration.

Election and Bylaws

Senator Broome

The committee is continuing to look at the constitution and bylaws to re-organize and coordinate.

Research, Creative & Scholarly Activities

Senator Hayes

Nothing to report.

Legislative Affairs

Senator Fisher

Will be giving the Senate a report of number voting in Washington County on 11/5/02. Also distributed information related to revenue going to Valic, the Valic options and the number of participants.

NEW BUSINESS:

Summer School: 2003 ETSU Summer School Guidelines and Self-supporting Summer School Course Proposal

Dr. Linda Doran

Dr. Doran reminded Senators that the current Summer School policies evolved as a result of continuous quality improvement recommendations. She reviewed her handout which detailed things that haven't changed and those which have changed (see attached). There will be three payroll dates during the summer and faculty will be paid based on how much teaching has been completed. Senators voiced concerns reference the quality of what students receive during the summer and the retirement income decreases due to decreased teaching opportunities during the summer. Dr. Bach discussed the need to create opportunities and ways to address this issue.

Internal objective for future summer school: to have a bigger summer school. Major thing on the horizon is the electronic management system.

ANNOUNCEMENTS:

Senate meeting on November 18, 2002 will be devoted to committee meetings.

ADJOURNMENT:

The meeting was adjourned to committees at 3:37 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 (hempfill@etsu.edu or X94184).

East Tennessee State University Summer School Management

Operations that haven't changed.

1. The amount spent on salaries and benefits in the summer is a portion of the FY budget (July to July). If ETSU wants to spend more on benefits and salaries in the summer, it has less to spend in the rest of the year on faculty positions and other university operations.
2. Appropriations from the State and student maintenance fees are the two primary sources of revenue from which ETSU can pay faculty salaries, overhead, and operate the university.
3. The amount of the fee revenue spent on salaries and benefits in the summer is roughly 2/3 of the fee revenue in the summer. The other 1/3 pays for 12-month salaries, overhead and other 12-month ETSU costs. The percentage of the Summer fees dedicated to faculty salaries and benefits in the Summer has increased, though slightly, over the last three years.
4. Colleges have always been given an allocation - a maximum amount to spend. Colleges have always been encouraged to grow their summer enrollments.
5. The size of the summer school has not changed to any significant degree in many years.
6. The pay rates for full-time faculty continue to be according to TBR rules - 1/32 per credit hour of the academic year salary.
7. Summer 2003 will be the second year that ETSU has operated the Summer School on a fee recovery basis. In Summer 2001, ETSU piloted the fee recovery operation with 25% of the Summer School charges.

Operations that have changed:

1. Internal electronic communications networks have permitted Academic Affairs to provide more information and more frequently supplied information on Summer enrollments to a broad audience.
2. With the introduction of the expenditure/revenue management in Summer 2002, the colleges have assumed full management of their Summer programs. Dossett Hall no longer makes decisions about cutting classes or staffing.
3. Colleges have an incentive to grow. Colleges have an opportunity to generate funds from additional credit hours. These funds are returned to colleges for their use during the academic year for travel, equipment, or operating. If the college increases credit hours, and thus revenue, above the expected levels, Dr. Bach returns that money to the college. From Summer 2002 management, the College of Education realized over \$100,000 and the College of Business a significant sum.
4. During the last four years, faculty have had an opportunity to offer Summer only experimental courses in the summer to attract students we would not otherwise enroll. These courses and the x956 courses, and for teaching them faculty may accept less than the 1/32 rate.
5. ETSU has aggressively marketed the summer program for the last three years, using TV ads, newspapers, radio, direct mailings, etc.

ETSU has built an electronic management system for Summer 2003 by using SIS screens that relate to the schedule build. This "paperless" summer management system enables departments and colleges to see daily enrollments, revenue, and expenditure data. The system will enable ETSU to generate electronic contracts. Workshops to introduce aids, secretaries, deans, and chairs to the electronic management system have been going on for the last two weeks. Three colleges have finished workshops, Arts, and Sciences have finished one of two, and the remaining colleges will have workshops within the next two weeks.