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### 2004 February 2 - Faculty Senate Minutes

Faculty Senate, East Tennessee State University

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**MINUTES – February 2, 2004**  
Faculty Senate – East Tennessee State University

<b>UPCOMING MEETING:</b> February 16, 2004 2:45 pm Culp Forum Room	<b>FOLLOWING MEETING:</b> March 15, 2004 2:45 pm Culp Forum Room
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*Present:* Baryla, Bennard, Bitter, Breese, Burgess, Butler, Champouillon, Chi, Coates, Collins, Daniels, Davenport, Fisher, Grover, Hemphill, Jungkeit, Kelley, Kerley, King, Li, Mackara, Morrow, Mozen, Nave, Rusinol, Schaller-Ayers, Shafer, Stanley, Thewke, Tollefson, Verhegge, Wallace, Williams, Whitten, Zoggyie

*Excused:* Shuttle

*Absent:* Bharti, Hayes, Littleton, Prather, Stone,

*Guests:* Dr. Bert Bach; Stephen Patrick; Karen King, Dr. Mike Woodruff

**CALL TO ORDER:**

With a quorum present, President Tollefson called the meeting to order at 2:52 pm.

**APPROVAL OF MINUTES:**

The minutes of the January 12, 2004 meeting were unanimously approved,

**NEW BUSINESS:**

**Dr. Woodruff** reviewed the revisions being submitted to the policy on Intellectual Property. (See attached) He noted that the existing policy was last reviewed in 1982 and that many changes have occurred since then, especially the increased number of patents. Senators were specifically requested to review sections 1.13.4 Applicability and 1.13.5 Ownership of Intellectual Property. The policy regarding Internet courses will remain as established through Dr. Walters' office. This policy specifically excludes scholarly activities such as books.

Other changes of note are the establishment of a Standard Patent and Copyright Committee to review invention disclosures instead of this being a responsibility of the Research and Development Committee and a change in the percent of royalties to be returned to inventors, departments and colleges.

**President Tollefson** referred Senators to the Mid-Level Management Review – report on audit (see attached) distributed via email.

**Stephen Patrick** briefly reviewed his report on the TBR Faculty Sub-council meeting. (See attached)

OLD BUSINESS:

Committee Reports:

Academic Matters: Senator Bitter

Committee is in process of collecting information regarding the suggestion to change the scheduling of classes. The committee also requests a general discussion of "bookstore matters".

Committee on Committees Senator Daniels

Dr. Schaller-Ayers has been appointed to the newly formed Acute Communicable Disease committee.

Concerns and Grievances Senator Collins

No report.

Development and Evaluation Senator Burgess

No report

Election and Bylaws Senator Hemphill

No report.

Research, Creative and

Scholarly Activities Senator Thewke

No report. President Tollefson expressed appreciation for the work of this committee in conjunction with Dr. Woodruff for the revision of the Intellectual Property policy.

Legislative Affairs Senator Fisher

Related information regarding opportunity to change retirement programs from the ORP to TCRS; announced that the 2004/05 budget would be announced on February 2, 2004.

Retiree's Outreach Program Senator Kerley

Committee is making regular visits and contacts with 4 individuals; anticipate an increase by one soon.

ANNOUNCEMENTS:

ADJOURNMENT:

The meeting was adjourned to committees at 3:25 pm.

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*Please notify Ruth Verhegge ([verhegge@etsu.edu](mailto:verhegge@etsu.edu)) or x97553, Secretary, 2003/04, of any changes or corrections to the minutes. Web page maintained by Bill Hemphill ([hemphill@etsu.edu](mailto:hemphill@etsu.edu) or X94184).*

**Report on TBR Faculty Sub-council Meeting  
TBR Headquarters, Nashville  
Friday, January 23, 2004**

The following summary is based on the notes I took at the meeting. I hope that I am reporting accurately. So much information flows that its easy to get confused at times during the meeting. I will forward official minutes to the Senate when they are received. There were numerous attachments and files for this meeting; if so desired I can forward all attachments via email.

Added note this was an extremely lengthy meeting because of the promotion and tenure policy discussion. The meeting usually adjourns about 12:30 pm, but this time the meeting lasted until almost 3:30 pm. TBR no longer furnishes coffee or water at meetings, but we are welcome to get refreshments from the vending machines in the lounge. Lunch is not scheduled either and for the second meeting this year, the representatives chipped in \$5 each to send out for pizza and have a working lunch.

Dr. Paula Short reported for Chancellor Manning. Important issues include:

- 1) need feedback on proposed Vaughn bill "HB 2753" that would mandate campuses contact local police immediately to report any death, rape or sexual assault; this would bypass campus police in the investigative process. (see attached file)
- 2) if there is a 5% reduction in appropriations, then expect another 8-10% tuition increase; waiting final word from Governor's budget to be released on February 3d.
- 3) there may be a 3% pay increase; waiting final word from Governor's budget.
- 4) Campuses should expect a 9% increase in enrollment due to the lottery.
- 5) Legislative actions concerning higher education include bills relating to audits, expenditures, travel reimbursement, layoffs, merger of TBR/UT, dismissal of trustee, and others.

**Action items:**

- 1) Transfer and articulation – more common rubrics are needed; also in response to the General Education Core Task Force, statewide Disciplinary Committees will be established with representatives from each 4 year institution and representatives from an equal number of 2 year institutions; these committees will focus on skills and knowledge, as well as common rubrics, for a common 19 hours needed by prospective majors at the community college level and how it will impact on 4 year institutions.
- 2) Promotion and Tenure Policy Revision – discussion on several potential contentious sections was discussed; changes were compared with those made by the Chief Academic Officers Sub-council; the entire P&T draft policies will be reviewed by a grammaticist for structure and clarity and consistency of form; the Faculty Sub-council accepted the P&T draft policy including the policy on faculty appointments, with revisions and corrections; a final version will be given to the Presidents Sub-council on February 10 for review. PLEASE NOTE: each campus will have to compare and revise local P&T policies for conflicts; remember that the TBR is the minimum requirements, campuses may have more stringent guidelines.
- 3) Protocol for revision general education core lists; establish an Advisory Committee on Lower-Division General Education; representatives of each 4 year institutions and equal number from community colleges; representatives will be members of the

institutional General Education Committee or Curriculum Committee; committee will review revisions to the 41 hour core; committee will report to the TBR sub-councils; approved.

- 4) Implementation of the ACT Writing Assessment test; sub-council deferred action until April; with SAT Writing Assessment is mandatory, with ACT it is optional; some campuses are equipped to handle the tests, others are not; also concern about added cost to student. (for more information you can go to <http://www.act.org/> and then search for "Writing Test".)
- 5) Faculty sub-council representatives on RODP Curriculum Committee; one rep resigned and David Stanislawski (Chattanooga SCC) volunteered to fill that position; Jane Asamani (TSU) was approved for another year as rep; OTHER RODP information was reported by Dr. Robbie Kendall-Melton, who also addressed issues of concern by members of the sub-council; distributed was a list of TBR RODP campus curriculum representatives, a flowchart of RODP program, and a copy of the RODP orientation dvd; the dvd also helps to create a "virtual student center"; to be added to RODP in 2004 is the MSN degree and courses currently a part of the E-Learning program; also noted - University of Phoenix is opening a campus in Franklin with additional campuses in Memphis, Chattanooga, and East Tennessee by 2005 ... this will be in direct competition with RODP.
- 6) Revision of TBR Guideline S-020: Confidentiality of Student Records; the process and procedures were discussed and outlined; these new revisions are as a result to FERPA guidelines; when in doubt of procedure please consult local / campus legal counsel; sub-council approved ... these new guidelines should appear in campus student handbook.

#### Information items:

- 1) Changes to TBR System-wide Student Rules, Rule 0240-2-3-.03, Academic and Classroom Misconduct (located in the official compilation Rules and Regulation); it was noted that this item should appear in all printed syllabi and/or listed in its entirety on all online syllabi (and NOT just as a link); this give clear guidelines for both students and faculty on matters of classroom conduct and attendance requirements.
- 2) Update on Academic Audit Pilot Project of programs; Dr. Short distributed a list of the institutions and programs participating in the project ... it is hoped that this will become the model for all future planning; at ETSU department participating are Foreign Languages, Computer and Information Sciences, and Communication. [Added note Faculty Senate may ask for some feedback from participating departments as a matter of information.]
- 3) Common DSP Rubrics for Combined Courses; a list of proposed "potential" rubrics were distributed; common rubrics for these courses would aid in transferring credit for these course; proposed DSP 0700s is for community college and DSP 0800s are for universities.
- 4) Visioning – Dr. Linda Doran presented this item relating to "A Vision of Excellence" and TBR Strategic Planning 2005-2010; (yes it is time for another cycle); Dr. Doran is TBR staff liaison for the vision of teaching & learning work group; Dr. Jon Smith of ETSU is a member of the work group on a vision of Tennessee's future economy; three (3) additional work groups are being formed – 1) a vision of lifelong learners; 2) a vision of excellence in research; and 3) a vision of the TBR.
- 5) EPSCoR Planning Grant – Dr. Short reported that there are regional forums set up for various sites around Tennessee to assist in developing a plan for increasing the state's capability to compete for federal research funding, primarily NSF; dates are:

February 10, Fogelman Executive Center, University of Memphis; February 19 – Knoxville; February 27 – Tricities; March 3 – Chattanooga; and March 22 in Nashville; for more information see <http://epscor.tennessee.edu/> or contact Penny Smith ([psmith@utsi.edu](mailto:psmith@utsi.edu)) or call 931-393-7293 to register for any of the forums.

**Other items for discussion**

- 1) Date for submitting Promotion and Tenure Recommendations – P&T are due by April 21<sup>st</sup> because of the earlier TBR board meeting in June.
- 2) TCRS vs. TIAA benefits for use of sick leave – this will probably not happen since it will require action from the legislature.
- 3) Discussion for a Faculty Sub-Council website.
- 4) Question about the hour limit cut-off for faculty as opposed to cut-off for adjuncts.

Respectfully submitted,  
Stephen Patrick  
ETSU Faculty Senate Liaison to TBR Faculty Sub-Council