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1987 March 16 - Faculty Senate Agenda and Minutes

Faculty Senate, East Tennessee State University

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East Tennessee State University
Box 23534A • Johnson City, Tennessee 37614-0002

AGENDA

FACULTY SENATE MEETING

March 16, 1987

Forum Room, Culp Center, 3:30 p.m.

- I. CALL TO ORDER
- II. APPROVAL OF PREVIOUS MEETING MINUTES
- III. ETSU FACULTY MINORITY HIRING GUIDELINES AND PROCEDURES
Dr. Nancy Garland, Mr. General E. Neasman
- IV. SUBJECT: ETSU PROMOTION AND TENURE POLICY**
 1. Student Evaluation Resolution - John Stone
 2. Tenure Criteria Resolutions - Carol Norris
 3. Promotion Criteria - Elizabeth Williams
Term Tech - Gordon Ludolf
Middle Term - Bill Fisher
 4. Appeals - Arne LeCroy
Term Tech - Gordon Ludolf
Middle Term - Bill Fisher
 5. Promotion and Tenure Procedures - Al Lucero
- V. ADJOURNMENT

**Please bring your 30 page draft copy of proposed changes in tenure and promotion (Logan document) to the meeting for information and review purposes.



East Tennessee State University
Box 23534A • Johnson City, Tennessee 37614-0002

MINUTES OF THE MARCH 16, 1987 FACULTY SENATE MEETING

ANNOUNCEMENTS

- 1) ETSU is in the process of acquiring access to BITNET. President Fisher suggested FS having someone come to brief us about it. (Attachment 1)
- 2) A hand-out of several key pages from Memphis State's General Education Core proposal was distributed. (Attachment 2)
- 3) President Fisher announced that a faculty member had written a letter to Mr. Kyte about the automatic withholding of 20% of summer school teaching salary. The letter requested information about possible overpayment of taxes.

TREASURER'S REPORT

There were no travel expenditures in February. (Attachment 3)

APPROVAL OF PREVIOUS MEETING MINUTES

The minutes of the March 2, 1987 meeting were approved by voice vote.

ETSU FACULTY MINORITY HIRING GUIDELINES AND PROCEDURES

Nancy Garland and G.E. Neasman were present to explain ETSU policy and answer questions. Dr. Garland stated that she had been responsible before Mr. Neasman's arrival for reviewing ETSU's procedures and making sure that our forms met the guidelines. She said that they realized that there had been difficulties, particularly with the amount of time the procedures took.

Mr. Neasman also stated that he understood the frustration about the time factor. He reminded the Senate that paying careful attention to media (newspaper, journals, etc.) deadlines was essential. He announced that ETSU had established a "Vita Databank". Information from this can be sent to established Black schools and also to other schools which have a large minority population. This databank should help departments in searching for qualified minority candidates.

Mr. Neasman also stated that a review process is taking place among administrators to determine how to shorten the time now required for hiring.

Lester Hartsell suggested that the list of minority schools sent to search committee chairmen should better reflect the needs of the particular department. The list should include only the names of universities granting doctorates, if that is what the department is seeking.

Mr. Neasman suggested that search committees contact a reasonable number of black or minority schools (7-10). He hopes the databank will help. He mentioned that professional contacts are a good source of information.

Nancy Garland agreed to get copies of the step-by-step procedures to Faculty Senate members. Search committees get these procedures. Wilsie Bishop noted that every department chair has a copy.

Mr. Neasman is also the Affirmative Action Officer. When asked by President Fisher what a "typical case" had been, Neasman stated that there had not been one, so far.

ETSU PROMOTION AND TENURE POLICY

President Fisher stated that SBR school representatives would be bringing their proposals to the April 4 THEA meeting for discussion.

John Stone then presented the proposed resolution developed by the FS Faculty Development and Evaluation Committee to meet the SBR requirement for a "process" section on student evaluations and tenure. (Attachment 4)

A rather lengthy discussion ensued concerning the part of the proposal dealing with the student evaluations themselves not being sent beyond the department level during tenure review. Two changes were made in the proposal:

1) "Candidates for whom additional information is requested (not "required") or candidates desiring a thorough peer review of their teaching may be asked to provide additional materials and items of information relevant to their teaching."

2) "In cases where such an evaluation is made, student ratings may or may not be forwarded at the candidate's discretion" (rather than ..."evaluation is made, it may be forwarded in lieu of student ratings at the candidate's discretion.")

See Attachment 4.

Wilsie Bishop stated that this proposal was disenfranchising student evaluations by saying that they do not have to go to higher levels of review. She felt that then departments will have information not available to other reviewers. She said that complaints which she had heard about misuse of student evaluations were at the department level. John Stone stressed that there had been complaints about misuse at higher levels of review. This proposal is an attempt to help prevent the misuse and have in written form a policy that student evaluations are best used as part of the evaluation of someone's teaching effectiveness. Interpretation of these student evaluations can best be done by one's peers.

It was noted that now department committees are required to forward to the Deans, VPAA and President a written rationale for their decision. Wilsie Bishop stated that these written reports have been very good.

Although some senators did state that perhaps all items, including student evaluations, should be forwarded to Deans, VPAA and the President, the

motion to approve the first parts of the resolution was carried by voice vote.

After a brief discussion of the last part of the resolution (concerning the student advisory role on the use of student evaluation), a motion to approve it also passed by voice vote.

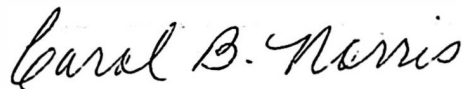
Another discussion about where to put the process section followed. No decision was made.

Wilsie Bishop informed the Senate that the use of student evaluations is not the only revision being required by the SBR. The ETSU tenure policy as a whole must be brought up to date. Because of this new information, and because there are still several concerns about the "Logan draft" wording in some sections (page 6, #5; page 25, #6,7,8) it was decided that the Executive Committee should meet soon and have at hand a list of changes already made and a list of revisions needed to meet SBR requirements. It was also decided that discussion of the Promotion section of the draft could be postponed for awhile. President Fisher stated the Senate should meet again March 30.

ADJOURNMENT

The meeting was adjourned at 5:03 p.m.

Respectfully submitted,



Carol B. Norris, Secretary

CBN/kja

Faculty Senate Meeting
March 16, 1987
Attendance Record

Senators Present

Mark Airhart
Greg Bishop
David Close
Katherine Dibble
Betty Edwards
Don Ferguson
William Fisher
Pat Flaherty
Lester Hartsell
F. Steb Hipple
Margaret Hougland
Don Jones
Linda Kerley
Anne LeCroy
Al Lucero
Gordon Ludolf
Carol Norris
Karen Renzaglia
Mitch Robinson
John Stone
Bob Stout
John Taylor
Paul Walwick
Betsy Williams

Senators Absent

Peggy Cantrell
David Chi
Carole Connolly
Glenda DeJarnette
James Fields
Ruth Ketron (excused)
Joseph Mattson
Paul Monaco
James Pleasant
Carol Pullen
Etta Saltos
Bob Samuels
Gwen Thomas
Richard Verhegge
Frederick Waage
Eduardo Zayas-Bazan

Guests

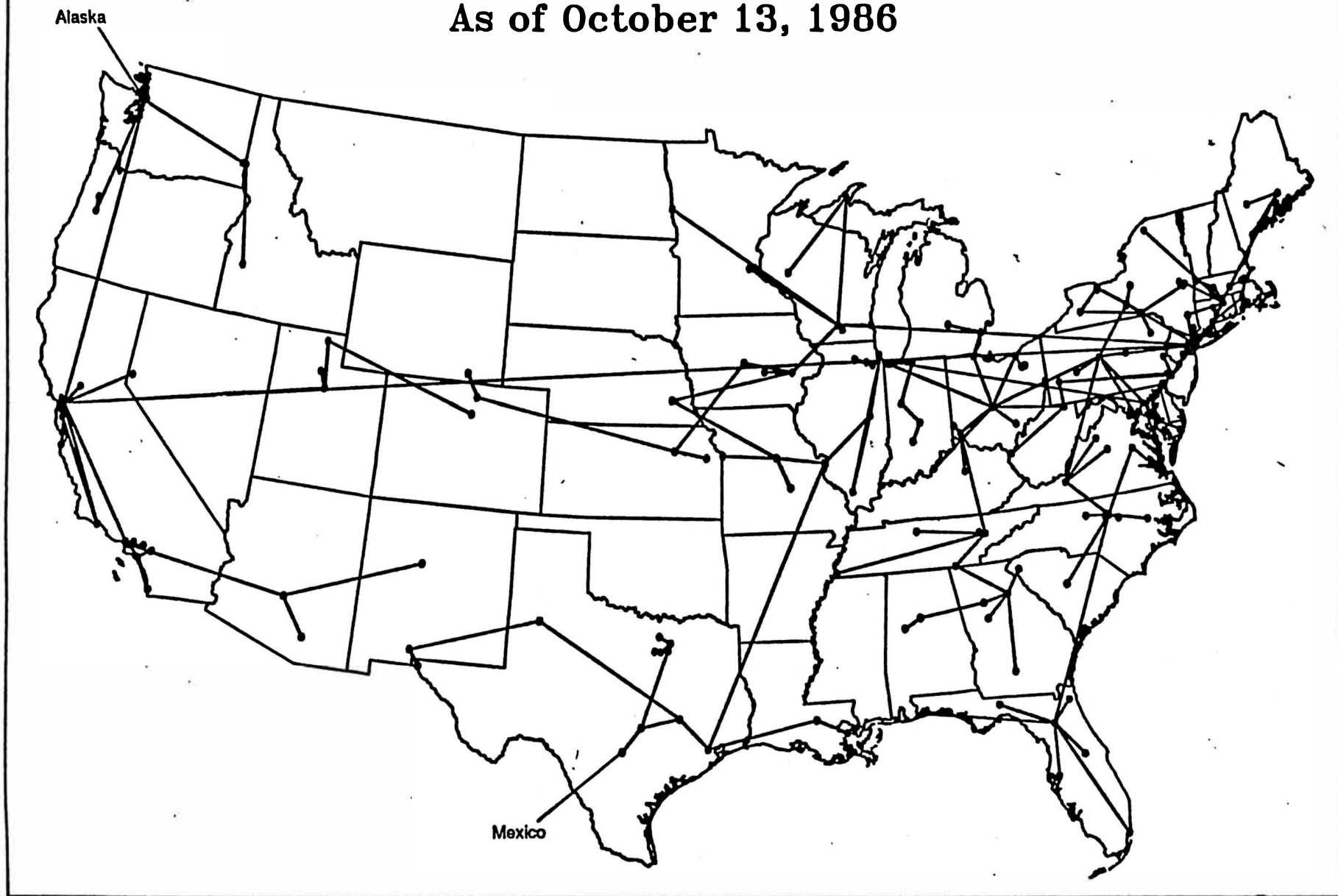
Wilsie Bishop
Jewell Friend
Nancy Garland
G.E. Neasman

APR 2 1987

Carol Norris
P. O. Box 22450A

BITNET Topology

As of October 13, 1986



Department of History
Memphis State University
Memphis, Tennessee 38152
March 10, 1987

Professor William J. Fisher, Chairman
Academic Senate
East Tennessee State University
Johnson City, Tennessee 37614

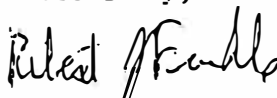
Dear Professor Fisher:

Thank you for sending me information about the THEA and Regents meetings. I am sorry that I have taken so long in responding. I have been ill and things began piling up. We shall try to send a representative to the THEA meeting if we can prevail on our Vice President for Academic Affairs to underwrite the expenses entailed. At least he has indicated a willingness to listen. I also appreciate your asking for advice about agenda items. One thing that would interest us is a discussion about the implications of the ending of mandatory retirement - how will that affect future planning? Another issue that is important right now on our campus is recruitment and retention. Our University is seeking to make a major effort in that direction, which has raised questions about faculty responsibilities in this area and possible implications for academic standards.

I am also enclosing a copy of the General Education proposal which our Senate passed in January. Our Vice President has sent a copy to the Board of Regents staff for informal reaction before formally submitting it to the Board at its June meeting. I'll keep you posted on further developments.

I hope to see you in Nashville.

Yours truly,


Robert G. Frankle

GENERAL EDUCATION
AT
MEMPHIS STATE UNIVERSITY

Report and Recommendations of the Academic Senate Special Committee on
General Education

Novemeber 11, 1986

Dr. Mel Barber, Geography and Planning
Dr. David Bieler, Geological Sciences
Dr. Ramsey Fowler, University College, Chair
Dr. Robert Frankle, History
Dr. Efrim Fruchtman, Music
Dr. Martin Lipinski, Civil Engineering
Dr. William Marty, Political Science
Dr. Mars Pertl, Finance, Insurance, and Real Estate
Dr. Lea Queener, Theater and Communication Arts
Dr. Cecil Rousseau, Mathematical Sciences
Dr. Pete Shugart, Physics
Dr. Russell Thomas, Counseling and Personnel Services
Dr. Joan Weatherly, English
Dr. Donald Wells, Economics

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STATEMENT OF PHILOSOPHY ON GENERAL EDUCATION
(Adopted by Academic Senate, January 14, 1986)

The general education program is that part of the undergraduate curriculum that promotes a common background for all baccalaureate candidates. The purpose of the general education program is threefold: to help students develop the skills necessary for completing a college career and for assuming an active role in contemporary society, to give students an awareness of the diversity of human endeavors in intellectual, creative, social, and technological spheres, and to help students develop analytical and critical faculties that can be applied across the range of issues confronting them in the modern world. Above all, the general education program should make available to the student the tools and awareness necessary for active, lifelong learning and for active, literate participation in society.

The following minimum goals can be identified:

A. Basic Skills and Knowledge:

1. Proficiency in communication skills
2. Proficiency in computational skills
3. Proficiency in synthetic reasoning
4. Awareness of the relationship of one's health and well being to active participation in society.

B. Intellectual Awareness:

1. Awareness of our global heritage and the function and value of cultural activities
2. Awareness of the origin and function of social, political, and commercial institutions
3. Awareness of the methods of inquiry in the natural sciences and mathematics

C. Judgment Development:

1. Understanding of the values that underlie our society and other societies, and or the ethical dimension of individual and social life
2. Understanding of the interrelatedness of knowledge and the connectedness of different forms of inquiry

3. Understanding of the need to balance a respect for the rich diversity of human cultures with a recognition that we share common human bonds and common human problems in an increasingly global and interconnected world.

GENERAL EDUCATION CURRICULUM

<u>Requirements</u>	<u>Minimum Hours</u>	<u>Related Section in "Criteria"</u>
Communication		
English Composition	6	"Writing and Reading"
Oral Communication	3	"Speaking and Listening"
Mathematics	3	"Mathematics"
Computer Literacy	---	* See note below
Foreign Language	---	** See note below
Human Studies		
World Heritage		"World Heritage"
Literary Heritage	3	
Fine Arts Heritage	3	
Historical/Philosophical Heritage	6	
American Heritage	6	"American Heritage"
Social Institutions/ Social Science	6	"Social Institutions/ Social Science"
Natural Science	8	"Natural Science"
Fitness and Wellness	<u>4</u>	"Fitness and Wellness"
	48	

In addition, the committee recommends two other requirements which, in most cases, will not add hours to students' programs.

Across the Curriculum (6)

Integration (3)

* The State Board of Regents mandates a computer literacy requirement. For a discussion of this requirement, see the section entitled DISCUSSION OF THE GENERAL EDUCATION CURRICULUM, which follows.

** In the fall of 1989, SBR admission requirements will include 2 high school units in a single foreign language. The committee therefore

recommends that the foreign language requirement read as follows: Beginning in the fall of 1989, students who have not completed two units of a single foreign language in high school, or who do not transfer in a year of study in a single foreign language from another college or university, or who do not pass a proficiency examination, must complete this requirement at MSU.

EAST TENNESSEE STATE UNIVERSITY FACULTY SENATE FINANCIAL REPORT

Budget Categories and Items	Budget 1986-87	Expenses February 1987			Total Expenses To Date 2-28-87	Remaining Balance 2-28-87
I. Travel (3009) In-state travel (3150) Encumbrances	\$2090.00				\$1227.00	\$863.00
II. Operating Expenses (4000) Duplication-Off Campus (4140) Printing by E.T.S.U. (4110) Postage (4230) Data Processing (4420) Supplies (4500) Encumbrances III. Scholarships-.RWSP (1410)	2100.00	\$88.00 56.00 1.00 25.00 30.00 100.00			982.00 475.00	1118.00 525.00
TOTAL	\$5190.00	\$300.00			\$2684.00	\$2506.00
<p>Respectfully submitted,</p> <p><i>Gordon W. Ludolf</i></p> <p>Gordon W. Ludolf Treasurer</p> <p>March 16, 1987</p>						

RESOLUTION PERTAINING TO USE OF STUDENT RATINGS
IN TENURE RECOMMENDATIONS

The June 1986 revision of SBR Policy 5:02:03:00 (Academic Freedom, Responsibility and Tenure; III, 9, c) requires that ETSU tenure policy have a "process section" specifying:

1. Types and frequency of student evaluation,
2. The uses of student evaluation in the tenure review process, and
3. A description of the provisions which were made for ensuring a student advisory role in defining the uses of such evaluations.

In its meeting of March 12, 1987, the Faculty Development and Evaluation Committee of the ETSU Faculty Senate reviewed a proposed change in ETSU Tenure policy which was intended to meet the above stated SBR requirements. The proposal had been submitted to the Senate by Professor David Logan, Chairman of the Ad hoc Faculty Handbook Committee.

The Development and Evaluation Committee felt that the Logan proposal was unsatisfactory in two respects:

1. It recommended change in the "Criteria" section of the Tenure policy and not in "Process" section as mandated by the SBR, and
2. It failed to incorporate certain concepts of student evaluation usage which have long been recommended by the ETSU Faculty Senate.

The Committee, therefore, devised the following statements to be incorporated in the "Process" (i.e., "Procedures") section of the proposed ETSU Tenure policy:

In addition to any materials of the candidate's choosing, the candidate must furnish, if applicable, student ratings of instruction drawn from two classes, for each Fall and Spring semester of the preceding two years. A University sponsored rating form will be used for this purpose.

The student ratings, so collected, will be used only as an indicator of whether additional information about the candidate's teaching practices should be reviewed; not as a direct measure of teaching effectiveness.

Candidates for whom additional information is ~~required~~ requested or candidates desiring a thorough peer review of their

Proposed Tenure Policy Change
March 15, 1987

teaching may be asked to provide additional materials and items of information relevant to their teaching. These items may include but are not limited to course syllabi and study materials, student assessment and grading practices, and classroom observations by peers or video taped class meetings. An evaluation which grounds its positive and/or negative findings on information that is independent of student opinion, will become a part of the written statements accompanying the candidate's application for tenure. ^{student ratings may or may not} In cases where such an evaluation is made, it ~~may~~ be forwarded ~~in lieu of~~ ^{along with} ~~student ratings,~~ at the candidate's discretion.

ratings are also along with the report

The above recommended ^{and} use of student ratings enables evaluators to avoid blind reliance on student ratings; and, instead, permits them to confirm either positive or negative findings with additional evidence. And for several reasons, it permits but does not require student ratings to be forwarded for review at higher levels. First, it relies on judgements by academic peers (usually department members) who have familiarity with the candidate's teaching responsibilities. These are the evaluators ~~and~~ who have the time and opportunity to confirm any findings which are suggested by the student ratings. Second, this policy is intended to permit the superordinate inclusion of independent faculty evaluation in those cases where student ratings of instruction may be misleading.

As noted above, the 1986 SBR mandate required that the revised tenure policy describe the provisions for a student advisory role in defining the uses of student ratings. This mandate would be fulfilled by the following statement:

The proposed policy on the uses of student ratings will be submitted to the ETSU Student Government for review and commentary. Any questions, comments or concerns of the Student Government will be communicated to the President of the Faculty Senate for discussion by the Senate. Any resulting comment, discussion or revision will be conveyed to the Student Government Association and to the Vice President for Academic Affairs by the Faculty Senate President. The same review process will be used for any subsequent proposals for revision of the policy on the uses of student ratings in tenure decisions.

Should the Senate fail to approve the "PROMOTION AND TENURE PROCEDURES" proposal (drawn by the Logan Committee) in which the above statements are to be included, it is recommended that they be appropriately incorporated into the existing ETSU tenure policy and forwarded in response to the 1986 SBR mandate.