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9-14-1987

### 1987 September 14 - Faculty Senate Minutes

Faculty Senate, East Tennessee State University

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

## APPROVED MINUTES

SEPTEMBER 14, 1987 FACULTY SENATE MEETING

### CALL TO ORDER

The meeting was called to order at 3:38 p.m. by President Margaret Hougland.

### APPROVAL OF MINUTES

Minutes of the August 31, 1987 were approved with the following corrections:

Inserted "and Tenure"- Policy on Faculty Promotion and Tenure

Inserted Bill Campbell's name to be included on the introductions from the College of Education.

### TREASURER'S REPORT

William Fisher gave a report showing a budget of \$4,190.00 and a balance of \$4,038.00.

### ANNOUNCEMENTS

The Ad Hoc Committee on FAP, FAR, FAE will meet Thursday, September 17, 1987 at 3:15 in Room 202, Sam Wilson Hall.

Report from Academic Council: The faculty promotion policy was discussed but it was sent to be rewritten. Enrollment at ETSU is up according to information received. An announcement was made that grades cannot be posted, not even with students permission, until the SBR clarifies the policy. It was reiterated that policy on class attendance resides in the department.

President Hougland circulated roster sheet listing the current Faculty Senate members. She asked that each person verify the information and initial it to indicate attendance.

President Hougland explained the process for assigning senators to specific committees. A sheet indicating committee assignments was distributed.

Bill Campbell will be the Faculty Senate Parliamentarian.

The Executive Committee meeting with President Beller will be Monday, September 22, 1987. An agenda has been prepared.

President Hougland received a letter from Dr. Ronald Beller asking for suggestions of persons with notable qualifications for membership to the COMMISSION ON THE FUTURE OF ETSU. She asked that nominations for the Commission be sent to Dr. Beller.

President Hougland will attend State Board of Regents meeting in Dyersburg on September 17 and 18, 1987. William Fisher will substitute for President Hougland at the FAP, FAR, FAE meeting. Faculty was encouraged to attend the meeting.

Concern was expressed with the evaluation of department chairs. University policy expresses that evaluations may be anonymous. Current evaluation practices do not provide for anonymity.

A resolution was unanimously approved to request that Dr. Robert Alfonso notify all Deans that chair evaluations may remain anonymous to comply with university policy.

#### OLD BUSINESS

##### GRIEVANCE REPORTS

Anne LeCroy reported on the grievance in the Department of Mass Communications and the grievance in the Department of Environmental Health. The two grievance cases have been settled. No additional action is required in the Environmental Health grievance. The report was accepted by vote.

#### NEW BUSINESS

##### BOOKSTORE

At the request of the faculty senate, two members of the bookstore staff and a person from the Comptroller Office discussed the bookstore services, efforts to improve services and problems of the bookstore. Mr. Wayne McInturff, Ms. Geraldine Holden, and Mr. David Collins presented a large amount of information and responded to many questions from faculty senators. Mr. Wayne McInturff began with a discussion of textbook orders this semester.

##### Services

In his discuss Mr. McInturff reaffirmed a commitment to provide quality service to the student staff, and the faculty. He indicated that books were ordered for 2500 courses for this fall and stated that Geri Holden has done an outstanding job. He indicated that sales for the month of August were \$880,000.

## Problem

In discussing some bookstore problems, Mr. McInturff analyzed 48 orders for books received after the computer printout. In two orders, fewer books than the request had been ordered. Six departments had not submitted orders on time. Forty orders reflected enrollment increases. Only five percent of these had informed the bookstore that additional books were needed. An unusually large number of book orders were received after the computer printouts were received. These orders were placed by memorandum. It is reported that Milligan College students are purchasing textbooks at ETSU.

## Efforts to improve current services

Mr. McInturff discussed these efforts to improve current services. At the beginning of the fall semester, the bookstore was kept open one extra night. During the rush period all stockroom employees worked in the bookstore to help students and faculty. Also, 22 cash registers were used to provide additional service. Services at the Kingsport Center were extended for two days. The bookstore buys books from students eight times a year for a 5-day period. Suggestions to improve services are welcome.

## Plans

Mr. McInturff stated that plans are progressing to install a computerized system for the bookstore by December. This system will provide information to enable the bookstore to furnish better service. The bookstore will be able to buy books from students daily. Mr. McInturff emphasized a need for better communication between the Academic Departments and the bookstore.

## Discussion

During a question and answer session, additional information was made available. A principal guideline for ordering textbooks is the enrollment history of the departments. The new computer may provide information to identify changes in enrollment. Some publishers are reluctant to advertise changes in edition of textbooks. The mark up for new books is 20 percent plus freight.

## ADJOURNMENT

The meeting was adjourned at 4:46 p.m.

## MINUTES OF THE SEPTEMBER 14, 1987 FACULTY SENATE MEETING

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