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1988 March 21 - 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

FACULTY SENATE MEETING

March 21, 1988

D.P. Culp Center, Forum 3:30p.m.

- I. CALL TO ORDER
- II. APPROVAL OF PREVIOUS MEETING MINUTES
- III. TREASURERS REPORT
- IV. REPORTS AND ANNOUNCEMENTS

Reports:

- Academic Council
- State Board of Regents Meeting
- Presidents Council
- Executive Committee Report
- Faculty Development & Evaluation Committee Report

Announcements:

- SBR Annual Conference
- Tennessee Higher Education Faculty Assembly

- V. UNFINISHED BUSINESS

Foreign Language Resolution - Dr. Robert Alfonso

- VI. NEW BUSINESS

Clarification of Existing FAR/FAE Policy - Dr. Alfonso
Affirmative Action - Mr. General Neasman, Human Resources

- VII. ADJOURNMENT



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APPROVED MINUTES OF THE FACULTY SENATE MEETING
March 21, 1988

CALL TO ORDER

The meeting was called to order at 3:35 p.m. by President Margaret Hougland.

APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes of the March 7, 1988 minutes were approved as prepared.

TREASURERS REPORT

William Fisher distributed a report showing a balance of \$2,492.00 as of March 21, 1988.

REPORTS AND ANNOUNCEMENTS

William Fisher distributed the agenda for the Tennessee Higher Education Faculty Assembly to be held April 9, 1988 and a report on the Early Retirement Study Committee dated February 10, 1988. An information sheet on the State Health Insurance Program was briefly discussed. State employees will be covered by a new plan as of April 1, 1988. Patsy Leach, Office of Human Resources, will speak to the Senate regarding the changes on April 4, 1988.

Academic Council. Anne LeCroy reported on the curriculum proposals submitted for approval. The proposal permitting withdrawal from classes until the end of the 4th week was approved.

State Board of Regents Meeting. A summary of the SBR meeting was distributed. Items discussed were the 1989-90 admissions requirements (most deficiencies among Fall '87 freshmen were in Arts and Foreign Language; there are no differences in preparation by black students and white students, there is still a need for R/D programs); Centers of Excellence; Faculty Development (release time is available at TTU and MTSU; institutions are not restricted in distribution of fee revenues for inequities, etc.); athletics (Faculty Sub-Council Report received); etc.

President's Council. Anne LeCroy reported on the President's Council meeting on March 16, 1988. The need for a Division of Information Resources to manage the University's information resources and delivery systems were discussed. The division would be at the vice presidential level. The role of the Office of Student Affairs and the mission of that vice president were reviewed.

Executive Committee Report. The FS Executive Committee met with Dr. Beller and Dr. Alfonso on March 16, 1988. Mockingbird funding is to be submitted with the Arts and Sciences budget. The effective date of the new promotion and tenure policies is for the 1988-89 academic year. Candidates should be notified by May 15, 1988. Three candidates for the Dean of the School of Nursing have been interviewed. Search for the Arts and Sciences Dean has been narrowed to six candidates. Dr. David Doane will chair the Search Committee for the Dean of the College of Medicine and the 15-20 committee members will be announced soon.

Faculty Development and Evaluation Committee Report. Werner Waldron presented the committee report about a practical resource guide that is being compiled for all faculty. The committee conducted a survey of similar institutions to obtain details about their faculty development programs and/or centers. Any suggestions about the guide should be submitted to the committee promptly.

SBR 6th Annual Regents Conference. The names of the faculty members attending the conference on April 10-12, 1988 were announced.

Intramural Activities Questionnaire. Faculty were encouraged to complete the intramural questionnaire and return it promptly.

UNFINISHED BUSINESS

Dr. Robert Alfonso addressed the Senate concerning the reduction in the number of faculty and classes in the Foreign Language Department. The enrollment in Foreign Languages has gone down recently, not up, as hoped. Dr. Alfonso stated that inadequate student interest and failure of the University to insist on the study of Foreign Language for certain programs are the major contributors to low enrollment.

NEW BUSINESS

Dr. Alfonso announced that the committee studying the FAP-FAR-FAE process should be turning in its report by April 15, 1988. Mr. General Neasman, Director of Human Resources, addressed the Senate concerning hiring practices as stipulated by the Geier settlement and Affirmative Action. He stressed the need to directly contact minority applicants. The Minority Vita Databank is now available for Search Committees. The goal for hiring minorities is to reach 3% by 1991.

ADJOURNMENT

The meeting was adjourned at 5:00 p.m.

Respectfully Submitted,



Carol Norris
for Alfonso Lucero

ATTENDANCE FOR FACULTY SENATE MEETING
March 21, 1988

Present

Ruth Ketron
Paul Walwick
Mitchell Robinson
Donald Jones
George Granger
Anne LeCroy
Bill Fisher
Margaret Hougland
Betsy Williams
Edwin Williams
Brunehilda Tober-Meyer
Carol Norris
Werner Waldron
Donald A. Ferguson
David Chi
Eduardo Zayes-Bazan
Etta Saltos
Suzanne Smith
David Close
Jim Pleasant
Jean Frazier
John Stone
Creg Bishop
Katherine Dibble
Clark Gillett

Absent

James Fields
Colin Baxter
Karen Renzaglia
Bob Samuels
Steb Hipple
Fred Waage
Alfonso Lucero-ex
Joyce Bassham
Linda Kerley
Richard Verhegge
Glenda DeJarnette
Bill Campbell
John Taylor-ex
Charles Beseda

Guests

Robert Alfonso
General Neasman

FACULTY DEVELOPMENT AND EVALUATION COMMITTEE REPORT, MARCH 1988

The committee conducted a survey of member schools of the Southern Regional Faculty and Instructional Development Consortium in order to obtain details about their faculty development programs and/or centers. For your information, the survey letter and a summary sheet of the results are attached.

Also, the committee is very interested in compiling a practical faculty resource guide for campus survival. Attached is a proposed table of contents and a copy of the table of contents of Appalachian State University's New Faculty Resource Book.

Please consider any additions or revisions to the proposed table of contents and bring suggestions to the next Senate meeting (or send them to Werner Waldron or Charles Beseda).

Results of a Questionnaire Sent by the Faculty Development and Evaluation Committee to Members of the Southern Regional Faculty and Instructional Development Consortium (November 1987)

Institution	Faculty Center?	Director?	How Funded	Handbook/Guide
ETSU	No	No	N/A	No
Freed-Hardeman College	Yes	Part-time, now almost none	Instit. began with external grant	No, not practical
Mississippi State Univ.	Yes	Half-time	State & other (restricted funds MSU Development Foundation)	Yes to new faculty
Murray State (KY)	Yes	Full-time	Instit. (Acad Office)	No
Southeast Missouri Univ.	Yes	Full-time	Instit. (Library) State (initially)	Yes, to new faculty; week-long workshop
Harding University	No	Part-time	None	No
Georgia State Univ.	Yes, only in Coll. of Bus.	No, but Col of Bus provides half time load for chairman	Instit.	No
University of Delaware	Yes	Part-time (faculty have choice of course reduction or admin. suppl.)	Instit. (Provost)	Yes (parts of T.A. handbook, not systematic)
UNC-Chapel Hill	Yes	Full-time	Instit. (Provost)	No (under development)
Ball State Univ.	Yes	Part-time	Instit. (Provost)	No
Furman Univ.	No	Part-time	Instit. (Acad. Affairs)	No, not a practical one
Randolph-Macon	No	No	N/A	No
Univ. of Louisville	Yes	Yes (ca. 75%)	Instit. (Provost) State	No, but numerous mailings
Texas Tech	Yes	No, collateral position	External grant	Yes, each college
UT-Martin	No	Part-time	Instit. (Acad. Affairs) External grant--Title III to begin	No
Appalachian State Univ	Yes	Full-time	Instit. (Acad. Affairs)	Yes. see attachments
Kennesaw College	Yes	Full-time, 1 2/3 FTE	Instit. (Acad. Affairs)	No



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

November 25, 1987

Dear Colleague:

The Faculty Development and Evaluation Committee of the East Tennessee State University Faculty Senate is interested in establishing a faculty development center, led by a part-time (or preferably full-time) director. We would also like to publish a faculty handbook of practical information (not a policy manual -- we have that).

Would you please answer the following questions for us?

- 1) Does your institution have a faculty development center? Yes No
- 2) Does your institution employ a director of faculty development? Yes No
If yes, part-time full-time
- 3) Does your institution provide faculty with a practical handbook? Yes No
- 4) How is your faculty development center funded? External grant Internal grant
institutional funding (if so, which department
) state funding federal funding
or other (please explain

If you have a brochure, a faculty handbook, or any other material, would you please send us a copy.

Thank you very much.

Sincerely yours,

Carol B. Norris
(member of the Faculty
Development and Evaluation
Committee)

FACULTY RESOURCE GUIDE
PROPOSED TABLE OF CONTENTS

FOREWORD

- I. East Tennessee State University - An Overview
Flow Chart for the University:
 - Administrative
 - Academic Colleges
 - Academic Calendar - Including Summer School
 - Faculty Senate - Faculty Handbook
 - Campus Map

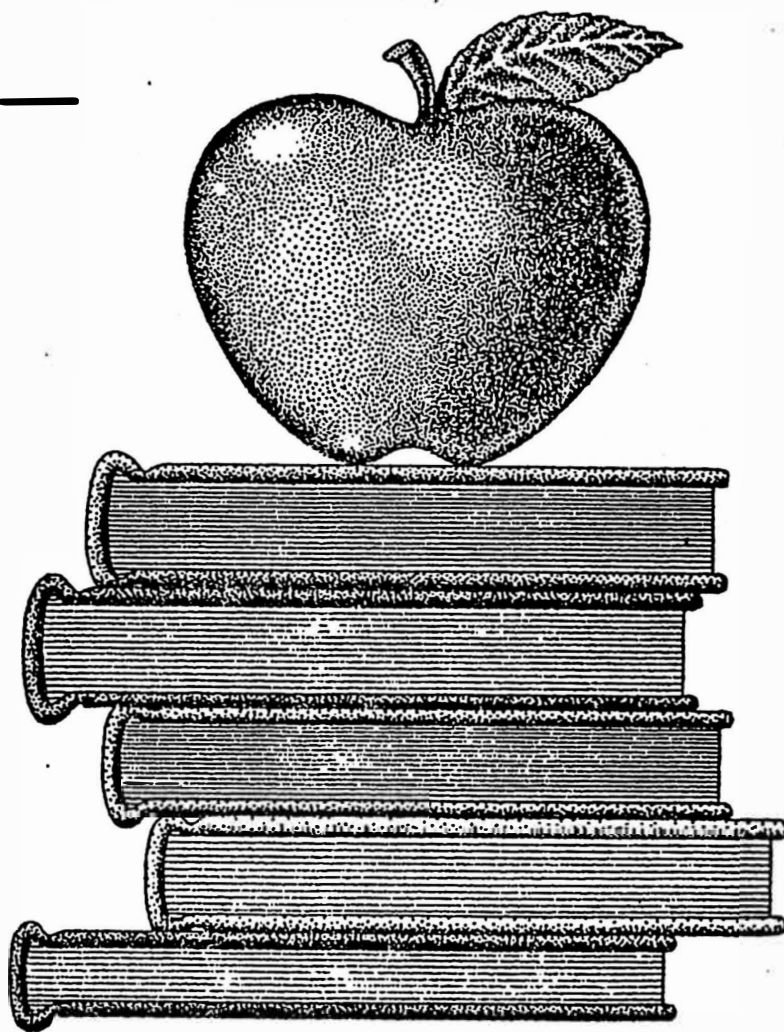
- II. Instruction/Classroom Policies and Related Forms
 - Classroom
 - Faculty Absences from Class
 - Student Class Attendance
 - Reporting of Grades - Graduating Students/Policy
 - Auditing
 - Grading System
 - Add or Drop Courses
 - Final Exams
 - Commencement Exercises
 - Change of Grades
 - Independent Study
 - Release Time
 - Grants

 - Professional Travel
 - Travel Authorization Form, Policy Concerning
 - Travel Reimbursement
 - Payment for In/Out of State Rates
 - Mileage Payment: State Car vs. Personal Car Policy

- III. Support Services
 - Academic Libraries: Sherrod, Medical Library
 - Media Services
 - Printing Services
 - Recreational Facilities
 - University Bookstore
 - Credit Union
 - Alumni and University Relations

- IV. Personal Information
 - Salary and Fringe Benefits
 - Promotion/Tenure
 - Annual Leave, Sick Leave, Sick Leave Bank, Dental Insurance
 - Tennessee Retirement, TIAA/CREF
 - Faculty I.D. Card
 - Parking
 - Athletic Tickets
 - Health Care
 - University Women's Club
 - Girl's Friday Club
 - East Tennessee State University Foundation

*Who to see,
Where to go—*



New Faculty Resource Book

**Center for Instructional Development
APPALACHIAN STATE UNIVERSITY**

TABLE OF CONTENTS

	<u>Page</u>
FOREWARD	i
INTRODUCTION	ii
ASU IN PERSPECTIVE	1
Overview	3
History	3
Administration	3
Faculty Senate	4
College of Arts and Sciences	5
College of Business	5
College of Fine and Applied Arts	5
College of Learning and Human Development	6
Graduate School	6
College of Continuing Education	6
General College	7
Division of Learning Resources	7
Academic Calendar for 1982-83	8
Administrative Organization	11
Campus Map	13
INSTRUCTOR/CLASSROOM RELATED FORMS AND POLICIES	15
Salary and Fringe Benefits	17
Professional Travel	17
Travel Reimbursement	18
Request for Travel and Travel Authorization Form	19
Request for Reimbursement of Travel Form	20
Office Hours	21
Telephone Services	21
Academic Advising/Counseling Services	21
Student Discipline	21
Notice of Intent to Engage in External Professional Activity for Pay	22
Xeroxing Outside Your Department and/or College	22
Departmental Guidelines for Priorities and Lead Time on Administrative Work	24
Copyright Policy	24
Faculty Absences from Classes	26
Student Class Attendance	27
Reporting of Grades	27
Textbooks	28
Auditing	28
Grading System	28
Computer Test Scoring	29
Final Examinations	29
Commencement Exercises	29
Change of Grade	30

	<u>Page</u>
Change of Courses	31
Add Courses	31
Drop or Change Courses (Sections)	31
Permission to Take Prerequisite Concurrently	33
Permission to Take a Course Out-of-Sequence	34
Independent Study	35
Individual Study	35
 ACADEMIC SUPPORT SERVICES	 37
General College/Faculty Advising Service	39
Special Services	40
Learning Resources	40
The University Library	40
Reference Department	41
Justice-Query Instructional Materials Center	41
W. L. Fury Appalachian Collection	41
Audiovisual Services	42
Center for Instructional Development	42
Faculty Development Fund	44
Faculty Exchange	44
Instructional Resource Persons	44
Released Time	46
Contract Extension	46
Research Committee Grants	46
Graduate School Research Support and Services	47
Research Facilities	47
Professional and Scholarly Journals	48
Off Campus Scholarly Assignment	49
Leave of Absence	49
Office of Grants Planning	50
Incentive Funds	51
Office of Computer and Management Services/Academic Computer User Services	51
Division of Community Services	52
Office of International Studies	52
Center for Developmental Education	53
Appalachian Consortium, Inc./Appalachian Consortium Press	53
Appalachian Oral History Project	54
Center for Appalachian Studies	54
Center for Management Development	54
Bureau of Economic and Business Research	55
Appalachian Regional Bureau of Government	55
Center for Continuing Education	55
ASU Satellite Campuses	56
New York Loft	56
Appalachian House	56
Appalnet	56
Crutchfield Radio and TV Center	57
Earth Studies Program	57
Watauga College	57

	<u>Page</u>
PERSONALLY RELATED SERVICES	59
University Identification Card	61
On-Campus Traffic/Appalcart	61
Student Support Building	61
Counseling and Psychological Services Center	62
University Medical Services	62
Postal Services	62
Banking Services	63
Faculty Housing	63
University Bookstore	63
Laundry Service	64
University Food Services	64
Center for Continuing Education	64
Plemmons Student Union	65
University Printing Services	65
Mountaineer Printing Services	66
Speech and Hearing Clinic	66
Office of Career Development and Placement	66
Cultural Life	67
Artist and Lecture Series	67
Chamber Series	67
Guest Speakers/Lecturers	67
Music	68
Theatre	68
Dance	68
Films	68
Farthing Gallery of Art	69
Watauga County Arts Council and Related Arts Organizations	69
Blue Ridge Community Theatre	69
Blowing Rock Playmakers	69
Athletics	70
Campus Recreation and Intramurals	70
Yosef Club	71
Division of Camps and Outdoor Programs	72
Camp Broadstone	72
Office of Environmental Studies	72
Office of University Camp Programs	72
Office of Wilderness Experiences	73
Watauga County Parks and Recreation	73
Garden Plots	73
Alumni Association	74
ASU Women's Club	74
ASU Organization on the Status of Women	74
Day Care Centers	75
Child Care Center	75
Lucy Brock Child Care Center	75
Early Learning Center	75
The Appalachian Foundation	76
The <u>Appalachian Scene</u>	76
The <u>Appalachian</u>	76

	<u>Page</u>
Other University Publications	77
<u>The Rhododendron</u>	77
<u>Cold Mountain Review</u>	77
<u>The Appalachian Focus</u>	77
Office of Public Information	77
Personal Liability Insurance Protection	78
Employee Assistance Service	79
North Carolina State Employees Association (NCSEA)	79
Boone Area Chamber of Commerce Directory	81