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Faculty Senate Agendas and Minutes

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1-14-1991

### 1991 January 14 - Faculty Senate Agenda and Minutes

Faculty Senate, East Tennessee State University

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FACULTY SENATE  
NEXT MEETING:  
January 14 at 3:30 pm  
FORUM ROOM, CULP CENTER

Assistant Director of Reader Service  
Sherrrod Library  
Box 22,450A  
CAMPUS

Notes: TO DEPARTMENT CHAIRS: Please f

AGENDA

JAN 10 '91

- 1) Approval of the December 3 minutes (enclosed).
- 2) Treasurer's report.
- 3) Announcements
- 4) Committee reports
  - a) Academic Matters: report on the state of academic advisement for undergraduate students at ETSU (enclosed) - Dan Johnson
  - b) Ad hoc committee on implementation on SAI: status report - Saralyn Gold
- 5) Other business
  - a) Communication between Senate & faculty - A suggestion has been made that we should do more to assure that faculty are aware of issues being discussed in our meetings. Currently the Senate mailouts are sent to chairs, deans, and directors. Chairs are asked to post the mailout in the department office or to circulate among faculty. Is this sufficient? Should additional measures be taken? Should some system be devised to assign each Senator a number of departments for which he/she would be responsible to report and discuss issues?
  - b) Activities regarding budget decisions (report from Executive Committee mailed earlier)
- 6) Adjournment

## MINUTES OF THE FACULTY SENATE MEETING OF JANUARY 14, 1991

President Bob Riser called the meeting to order at 3:35 p.m. A quorum was present.

**APPROVAL OF MINUTES.** After making a minor typographical correction, the minutes of the December 3, 1990 meeting were approved by the senate.

**TREASURER'S REPORT.** Saralyn Gold gave the treasurer's report. As of November 30, 1990 the balance on hand was 4591.99.

**ANNOUNCEMENTS.** Riser announced that Elizabeth Williams, senator from the College of Medicine, is on campus, although her reserve unit is on 72-hour call. As of now the College of Medicine does not need to elect a new senator.

Riser announced that at the December Academic Council meeting a question was raised about the scheduling of final exams. An ad hoc committee is being set up to review the schedule. A representative from the senate will be appointed to this committee. Anyone from the senate interested in serving should contact Anne LeCroy, chair, Committee on Committees.

**COMMITTEE REPORTS.** Dan Johnson, chair, Academic Matters, reported on that committee's activities. The committee investigated advisement at ETSU. (See also mailout for the January 14, 1991 senate meeting.)

Johnson reported on five areas investigated by the committee: 1) catalog; 2) access to student information by advisors; 3) role of full-time advisement counselors employed by a select number of colleges at ETSU; 4) use of courses on career choices as a way of imparting information to students; and 5) the question of which faculty advise, how they are chosen for this job, and whether or not advisors are adequately rewarded for this service.

1. Catalog. Johnson noted that many faculty members and students have difficulty determining requirements as they are set forth in the catalog (e.g. whether or not a minor needed not always spelled out; core curriculum requirements not always clear). It has been recommended by academic matters that faculty interested in improving the catalog volunteer to his/her dean for appointment to the university's catalog committee. Academic matters also recommends that the Catalog Committee adopt uniform formats for describing departmental requirements and that experienced academic advisors be consulted in writing the catalog. Brief discussion on the problems of the catalog followed:

2. Access to student information. One of the most important requirements to good advisement is that the advisor have access to student information. This seems to be a problem at ETSU. At the present time the advisor has access to student records if he/she has access to a terminal and the mainframe. In the future access will be limited to those who have access to a pc which is connected to the token ring. Johnson noted that for the next year, with the asbestos abatement in Dossert Hall, the relocation of the mainframe to Clement and the scattering of administrative offices throughout the campus, the computer situation will be in an unsettled state.

## ROSTER - FACULTY SENATE 1990-91

1/28/91

<u>SCHOOL</u>	<u>NAME</u>	<u>DEPARTMENT</u>	<u>TRM</u>	<u>PO BOX</u>	<u>PHONE</u>	<u>COMMITTEE</u>
AS&T	Ken James	Home Economics	93	22,630A	4411	Acad Matters
	Charles Parker	Technology	91	19,050A	4473	Dev & Eval
	Jim Pleasant	Comp&Infor Sci	91	23,230A	4362	Research
	Bob Riser	Comp&Infor Sci	92	23,630A	4312	
A&S	Scott Beck	Sociology&Anthr	92	21,820A	6648	Conc & Griev
	David Close	Physics	91	22,060A	5646	Research
	Mark Holland	English	92	24,310A	926-4011	Dev & Eval
	Christa Hungate	Foreign Language	91	22,480A	6902	Acad Matters
	Dan Johnson	Biological Sci	93	23,590A	4259	*Acad Matters
	Hugh LaFollette	Phil&Humanities	91	22,180A	6625	*Conc & Griev
	Anne LeCroy	English	92	22,990A	5991	*Committees
	George Poole	Mathematics	93	22,390A	4349	Dev & Eval
Ed Williams	English	93	22,990A	6626	Elections	
Bus	Bill Fisher	Mgmt & Mktng	93	24,471A	5304	Dev & Eval
	Mary Lou Gamm	Accountancy	93	23,800A	4599	Research
	Charles Johnson	Mgmt & Mktng	91	21,250A	5391	Conc & Griev
	Al Lucero	Office Mgmt	92	20,320A	6986	Acad Matters
Dev St	Robert Davidson	DevelopmentalMth	92	21,100A	6690	Elections
Educ	Chris Ayres	Phys Educ & Rec	92	22,120A	5259	Acad Matters
	Ernest Bentley	Educ Leadership	91	19,000A	6716	*Elections
	Bill Campbell	University Sch	93	21,460A	4333	Dev & Eval
	Katie Dunn	Curr & Instr	92	23,020A	5931	Research
	Rebecca Isbell	Hum Dev&Learning	93	18,940A	4196	Committees
	Mary Nelson	University Sch	91	21,460A	4333	Conc & Griev
Library	Marie Tedesco	Archives	91	22,450A	5339	Acad Matters
Medicine	Brad Arbogast	Internal Med	92	21,160A	6289	Research
	Bob Acuff	Surgery	91	19,750A	6257	*Research
	Kenneth Perslew	Pharmacology	93	19,610A	6274	Committees
	Margaret Houglund	Anatomy	91	19,960A	6243	Dev & Eval
	Sue McCoy	Surgery	91	19,750A	6264	Acad Matters
	Ahmad Wattad	Pediatrics	92	19,840A	6222	Elections
Eliz. Williams	Internal Med	93	21,160A	6381	Conc & Griev	
Nursing	Virginia Adams	Family/Comm Nurs	92	22,780A	6830	Research
	Carol Gordon	Adult Nursing	92	21,370A	4288	*Dev & Eval
	Beth Smith	Profess Roles	93	22,240A	4336	Acad Matters
	--- vacancy ---	-----	91	-----	-----	Conc & Griev
P&AR	Saralyn Gold	Comm Disorders	91	21,790A	5252	Dev & Eval
	Gene McCoy	Health Sciences	91	22,690A	4490	Acad Matters
	Rebecca Nunley	Dental Hygiene	93	23,200A	4434	Conc & Griev
	Phil Scheuerman	Environ Health	92	22,960A	4408	Research

\* - Committee Chair

**OTHER BUSINESS.** Riser brought up the question of whether communication between faculty at large and Faculty Senate was adequate, and if not, what could be done to improve this communication. Margaret Houglan stated that it is important for the senate minutes to be submitted to Update since this publication reaches every faculty member. Riser noted that there is a serious time lag between the time minutes were approved by the senate, and the time the minutes appeared in Update. He asked if senators thought it proper for minutes to be submitted to Update before full senate approval. It was suggested that Executive Committee examine and approve minutes, and then have them submitted to Update. Any corrections by the full senate could be so noted in the subsequent submission.

Riser commented on the budget situation, and explained that the December discussion of the budget by the Executive Committee was carried out because of the pressing nature of the problem. There was not time, Riser noted, to consult the full senate before meeting with President Beller. Riser emphasized that as far as he knew in December budget decisions were to be made in the week preceding Christmas break. Since the full senate was not going to meet again before January, some action by members of the senate was imperative.

Riser also urged senators to consult with their constituents on the budget issue, and to bring up before the senate any budget concerns. He explained that an university Ad Hoc Budget Committee has been set up. The past, present and future presidents of the senate are on this committee. In addition, the chair of the chairs council is on this ad hoc committee; this individual also is a senator.

Brief discussion on the budget followed. Questions were raised about cuts in part-time faculty positions, and on the freezing (or not) of open faculty positions.

The meeting adjourned at 5:05 p.m.

<u>PRESENT</u>			<u>ABSENT</u>
Ken James	Bill Fisher	Virginia Adams	George Poole
Charles Parker	Mary Lou Gammo	Beth Smith	Katie Dunn
Jim Pleasant	Charles Johnson	Gene McCoy	Rebecca Isbell
Bob Riser	Al Lucero	Carol Gordon	Sue McCoy (ex)
Scott Beck	Robert Davidson	Saralyn Gold	Bob Acuff (ex)
David Close	Chris Ayres	Rebecca Nunley	Brad Arbogast
Mark Holland	Ernest Bentley	Phil Scheuerman	Elizabeth Williams
Christa Hungate	Bill Campbell		Rosemary Brown
Dan Johnson	Mary Nelson		Ahmad Wazad
Hugh LaFollette	Marie Tedesco		
Anne LeCroy	Kenneth Ferslew		
Ed Williams	Margaret Houglan		

## FOR YOUR INFORMATION

President's Council 12/19/90

The following document was presented as a revision (by TBR) of the ETSU mission statement.

### Mission Distinctiveness

East Tennessee State University's particular dual mission makes it unique among public higher education institutions in Tennessee. It is both a comprehensive regional institution and an academic health center. As a comprehensive regional university, East Tennessee State offers a broad range of baccalaureate and masters programs and selected doctoral programs. The university is committed to good teaching and learning and to improving the quality of life of the region it serves through research and public service. All undergraduates are provided with a strong liberal arts foundation which addresses the central elements of knowledge; essential skills for analysis, communication, decision-making, and lifelong learning; and a constructive attitude toward citizenship.

As an academic health center, ETSU offers a full range of instructional, research, and service programs in the health area. The Division of Health Sciences, which includes the James H. Quillen College of Medicine, the School of Nursing, and the School of Public and Allied Health, forms the core of a growing academic health center, one of four in Tennessee, which provides the region with an improved quality of health care at all levels, from primary through tertiary.

### 5-Yr Planning Focus

East Tennessee State University will maintain its current service to the region and will focus new attention for the next five years on expanding the scope of programming reflective of its dual mission while at the same time maintaining its strong commitment to undergraduate teaching and learning. In doing so, it seeks to become the "new regional university" whose attitudes and influence necessarily extends beyond its immediate region and serves its students best by preparing them to understand and live in a culturally diverse global community.

### 1995 Goals

- Specifically the institution envisions the following specific goals to achieve by 1995:
  - \* Increase headcount enrollment from 11358 to 13038 (15%) and FTE from 9218 to 10561 (15%), which projects essentially identical increases at the undergraduate and graduate level, and an increase in the medical college from 236 to 242 (2.5%).
  - \* Improve the rate of persistence of entering full-time freshmen to junior status by at least 5% as a primary means of raising the graduation rate from the present 40% in six (6) years to the 50% anticipated in the Challenge 2000 goals.
  - \* Improve areas where points are lost on the THEC Performance Funding (i.e., by achieving and maintaining 100% accreditation of all accreditable programs, improving student outcomes on licensure

unnecessary, and last, that perhaps many faculty members do not cooperate with the program because they perceive that they had little input in establishing the program.

Bob Riser brought up the question of the relationship of the early semester grade report program and advisement. He observed that since many students do not know who their advisors are, it is possible that the advisor never has the opportunity to give the student the grade report. In such instances the early semester report becomes useless.

The meeting adjourned at 5:05 p.m.

PRESENT

ABSENT

Ken James	Bill Fisher	Phil Scheuerman	George Poole
Charles Parker	Charles Johnson	Sue McCoy	Jim Pleasant (ex)
Bob Riser	Al Lucero	Carol Gordon	Mary Lou Gammo
Scott Beck	Robert Davidson	Saralya Gold	Bill Campbell
David Close	Chris Ayres	Rebecca Nunley	Brad Arbogast
Mark Holland	Ernest Bentley		Bob Acuff
Christa Hungate	Rebecca Isbell		Ahmad Wanaad
Dan Johnson	Mary Nelson		Virginia Adams
Hugh LaFollette	Marie Tedesco		Rosemary Brown
Anne LeCroy	Kenneth Ferslew		Beth Smith
Ed Williams	Margaret Houglan		Gene McCoy

**Report of Academic Matters Committee:  
On the state of academic advisement  
for undergraduate students at ETSU**

At the Faculty Senate meeting on 10 September 1990, Sally Thomas-Lee (Assistant Dean of Student Affairs) presented a summary of "1988-89 NEEDS ASSESSMENT OF ETSU UNDERGRADUATE STUDENTS" which included the following statements: 1) The majority of students (59%) indicated they either did not know who their advisor was or felt the advisor had not been helpful. Only 38% indicated their advisor had been helpful. 2) Undecided majors also differed from the total group. They were characterized as: having no goal in mind for attending college; ...; not knowing their academic advisor; ...; needing assistance with exploration of career choices; studying 0-6 hours outside of class per week; ... . These students were less inclined to see their academic advisor as helpful.

In response to concerns raised by this report, the Academic Matters Committee has endeavored to acquaint itself with the process of academic advisement for undergraduate students at ETSU. The committee has had useful discussions with Nancy Garland (Assistant Dean, Academic Affairs), Cynthia Burnley (Associate Dean, College of Arts & Sciences), and Pamela Murray (Academic Advisor, College of Business). In addition, the committee chair has interviewed John Ostheimer (Dean, College of Arts & Sciences), Paul

Hayes (Associate Registrar), and Ted Mowery (Assistant Registrar); and Richard Yount (Registrar) has commented on a draft of this report.

In this report we summarize our major findings, hoping that they will acquaint senators with both the processes and some of the problems associated with academic advisement. We hope this report will also provoke further discussion concerning potential solutions to some of the problems identified.

- 1) Many faculty assume that students do not need advisement concerning academic requirements because anyone who ought to be in college should be able to read the Catalog and know what is required. But faculty experienced at advisement suggest that this is not so easy! Both students and academic advisors have difficulty learning what they need to know from the East Tennessee State University Undergraduate Catalog. In particular, the material describing curricula recommended and/or required for particular majors is not presented in a uniform format. Many do not indicate that a "minor" is required; an "area of concentration" that may be substituted for the required minor is not defined; and the relationship between major/minor requirements and university core curriculum requirements is explained in very different ways by different departments.

There is a university "Catalog Committee," chaired by Richard Yount (Registrar), charged with responsibility for producing this important document. We recommend that they be encouraged to adopt uniform formats for describing departmental requirements, and that experienced academic advisors be consulted to insure that current difficulties are corrected. Mr. Yount says that faculty interested in improving the catalog should volunteer to their dean for appointment to the Catalog Committee.

- 2) Academic advisors need access to student records and registration information concerning class schedules, closed and canceled sections, etc., if they are to provide timely advice during registration for classes. This is currently available to some advisors through terminals with access to the mainframe computer. It will become available to more advisors as personal computers are connected to the "token ring" system. It is important that all offices with responsibilities for academic advisement be provided the computer hardware and software necessary to connect to the "token ring".

Faculty should be warned that ETSU will experience a major disruption of all computer services, including those pertaining to advisement and registration, during 1991 and 1992. This will be caused by 1) relocation of administrative offices, including Computer Services, during the asbestos abatement for Dossett Hall; 2) state-mandated adoption of new software (Information Associates) for the Student Information System; and 3) installation of a new mainframe computer.

Even with the new computer hardware and the new Student Information System, there seems to be little prospect that we will see "decentralized on-line registration" at ETSU in the near future. Some faculty see that as a desirable goal, but the Registrar is aware of many drawbacks to such a system. This may be the topic of further discussion by our committee.

- 3) Many colleges and schools employ a full-time advisement counselor who is responsible for maintaining a centralized file of student folders and coordinating faculty and peer advisors. An important exception is the College of Arts and Sciences which is responsible for advising all students who have not declared a major. This is probably why these "undecided students" reported such poor relationships with advisors in the 1988-89 NEEDS ASSESSMENT.



The Dean of Arts & Sciences says that hiring one or two full-time counselors for undecided students would be a very good idea; but there are two other personnel needs that have higher priority within that college: a critical need for many more full-time faculty, and a need for more secretarial staff in several departments. However, the college has initiated some changes with respect to advisement that may improve the process for undecided students: Express Schedule Preparation, an ambitious effort to encourage students to make early appointments for conferences with advisors, avoiding the crush during registration; and upgrading a secretarial position to Student Records Coordinator.

- 4) The academic advisement process continues to rely on faculty who are willing to work with individual students, counseling them about career options, academic requirements, and, in some cases, even handling class scheduling problems. Some faculty are good advisors, take the assignment seriously, and maintain accurate records of their conferences with students. Others are not good advisors, and some consider advisement (particularly class scheduling) an inappropriate use of their time and skills.

In some colleges and departments advisement is perceived as an important role for faculty, accompanied by appropriate release time, and rewarded when merit pay and promotion & tenure decisions are made. In other colleges and departments, advisement is perceived to be the assignment given to faculty who have nothing else to do, those who are both inactive in scholarship and poor teachers; in these situations, even very good advisors are unlikely to be rewarded.

Deans and department chairs should be encouraged to assign significant advisement responsibilities to faculty who are genuinely interested in providing such service and who are likely to be good advisors. They should also insure that the effort devoted to such service is adequately reflected in faculty load reports, and recognized when promotion, tenure, and merit pay decisions are made.

- 5) There are many students who are undecided about career goals and thus difficult to advise concerning academic curriculum options. Even those who have chosen a broad field may need information about career and curriculum options within that field. For such students, some sort of "orientation" or "career-counseling" course may be appropriate. There are a few such classes available now (NURS 1015, Survey of Health Professions; BISC 1000, Health Professions Orientation; HD&L 1000, College Adjustment; HD&L 1010, Career Planning). It may be appropriate for other colleges to consider developing similar courses. They could replace some of the time-consuming advisement responsibilities of faculty, and help retain students by giving them clearer career goals that clarify the need for their college education.
- 6) If student enrollment continues to increase, and if efforts to improve student retention succeed, there will be more demand for courses and more demand for advisement. This should create more demand for faculty to teach those courses and to advise those students. Even with the current student enrollment, the university has come to rely heavily on part-time faculty to meet the demand for courses. But part-time faculty do not contribute to advisement. As the university considers the need for more full-time faculty, issues related to advisement should not be ignored. We should either plan to hire sufficient counselors to reduce the demand for faculty involvement in advisement, or hire sufficient faculty that those who wish to can continue to be assigned advisement responsibilities as needed.
-

computers are located. Riser noted that Bob Acuff, medicine, will be meeting with Vaught to discuss this question.

Bill Fisher, business, asked why senate could not have a report on who has computers and where they are. Houglan agreed to compile such a list.

David Close asked why there were not standards for software and hardware at ETSU. Houglan responded that now there are four brands of computers under state contract: Zenith, Dell, IBM, and Apple. If the machine requested is under \$5000, and is one of the above brands, it does not have to go through the bid process, but may go directly to purchasing. Wordperfect 5.1, Houglan noted, is the word processing software supported by the university.

Sally Thomas-Lee, Assistant Dean of Student Affairs, discussed the Early Semester Progress Report. She explained that this program began in 1988 in an attempt to increase student retention rates by providing students more feedback on their academic progress. She noted that with information on their progress students who are not performing well can then formulate a plan to improve their grades. Thomas-Lee added that the early semester report has been favorably received by students.

Changes will be made on the report. SIS, Thomas-Lee stated, will have the capacity to accommodate an early report, but the format will be different from the one currently in use (e.g. calculation of GPA for each course grade).

Other changes made in the report by Academic Council include: 1) number of students who will receive the report will increase; 2) one-hour physical education activity level courses have been deleted from the report.

Senators asked Thomas-Lee a number of questions about the early semester progress report. One question which arose concerned which students receive the early semester report. Included among these students are freshmen, all those on probation, and all athletes. A question arose as to the propriety of including all athletes as part of this program. Thomas-Lee explained that this simply was a service which is used to help athletes.

Charles Johnson, business, asked whether it was accurate to say that if a faculty member did not submit a grade for a student's early semester report, that the faculty member's name would be submitted to the appropriate dean. Thomas-Lee responded that this was done once at the request of the deans. The purpose for this action was to help ensure that faculty submit information which poor students, in particular, need to know.

Discussion then followed concerning faculty response to the program. David Close, arts and sciences, asked what the faculty's overall response was to the early semester grade report. Thomas-Lee said that although at its origin many faculty members did not comply with the program, the number who have complied has increased the longer the program has been in effect.

Other questions revolved around a number of concerns. Included were the possibility that courses could be altered to meet the requirements of the early semester grade report, that student support for the program may not be that strong, that in many instances students are informed of their progress and thus the report is

1990/91 SENATE COMMITTEE ASSIGNMENTS

1/28/91

**Academic Matters:**

Ken James, AS&T  
Christa Hungate, A&S  
(chair) Dan Johnson, A&S  
Al Lucero, Business  
Chris Ayers, Education  
Sue McCoy, Medicine  
Beth Smith, Nursing  
Gene McCoy, F&AR  
Marie Tedesco, Library

**Concerns & Grievances:**

Scott Beck, A&S  
(chair) Hugh LaFollette, A&S  
Charles Johnson, Business  
Mary Nelson, Education  
Elizabeth Williams, Medicine  
— vacancy —, Nursing  
Rebecca Nunley, F&AR

**Development & Eval.:**

Charles Parker, AS&T  
George Poole, A&S  
Mark Holland, A&S  
Bill Fisher, Business  
Bill Campbell, Education  
Margaret Houghland, Medicine  
(chair) Carol Gordon, Nursing  
Saralyn Gold, F&AR

**Research:**

Jim Pleasant, AS&T  
David Close, A&S  
Mary Lou Gammo, Business  
Katie Dunn, Education  
(chair) Bob Acuff, Medicine  
Brad Arbogast, Medicine  
Virginia Adams, Nursing  
Phil Scheuerman, F&AR

**Committees:**

Rebecca Isbell, Education  
Kenneth Ferslew, Medicine  
(chair) Anne LeCroy, A&S

**Elections:**

Ed Williams, A&S  
(chair) Ernest Bentley, Education  
Ahmad Wattad, Medicine  
Robert Davidson, Developmental Studies