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2-18-1991

1991 February 18 - Faculty Senate Agenda and Minutes

Faculty Senate, East Tennessee State University

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**FACULTY SENATE
NEXT MEETING:
February 18 at 3:30 pm
FORUM ROOM, CULP CENTER**

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Notes: TO DEPARTMENT CHAIRS: Please

AGENDA

- 1) Approval of the February 4 minutes (enclosed).
 - 2) Treasurer's report
 - 3) Announcements
 - 4) Committee reports
 - a) Research Committee - Bob Acuff
Preliminary report on draft of a new Contracts and Grants Manual which has been developed. The Research Committee is reviewing the draft.
 - b) ad hoc Budget Committee
Status report and discussion. Suggestions on issues that should be reviewed by the committee are welcomed.
 - 5) Other business
 - a) Student Senate response to plus/minus grade proposal - Brent Tuttle, Vice President SGA
 - 6) Adjournment
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MINUTES OF THE FACULTY SENATE MEETING FOR FEBRUARY 18, 1991

President Bob Riser called the meeting to order at 3:37 p.m.. A quorum was present.

The minutes of the February 4, 1991 meeting were approved without corrections.

TREASURER'S REPORT. There was no treasurer's report.

COMMITTEE REPORTS. Bob Acuff, medicine, chair of the senate research committee, reported on the draft of the new Contracts and Grants Manual written by a committee charged with describing ETSU procedures for applying for contracts and grants. Members of the committee agreed that the manual was necessary, especially for new researchers. After editing, the manual will be printed and distributed to new investigators and chairs. Acuff noted that after the manual has been in effect for a period, it will be possible to make recommendations for change in the grant application process. Of particular concern is the time and number of signatures it takes for an application to be processed and sent to the granting agency.

AD HOC BUDGET COMMITTEE. Committee member Riser again urged senators to make suggestions for budget reductions or ways to improve efficiency. He reiterated that the committee is open to any and all suggestions. Acuff, also a committee member, stated that the committee is more focused now. One of its immediate concerns was to consider which vacant faculty positions were to be filled. These decisions have already been made. The committee is turning its attention to how budget decisions for programs are made at ETSU. With the scaling back of budgets, Acuff emphasized that the university could no longer be an "omnibus" institution, and would have to develop criteria for making program decisions. How productivity of programs is measured, in both an academic and financial sense, will be an important consideration of the committee. Another topic to be discussed will be zero-based budgeting. The latter is scheduled to be discussed by President's Council.

A short discussion followed on whether consideration will be given to increasing teaching loads, in order to "solve" the part-time faculty problem, and hence to save money. Riser stated that such a recommendation had not been discussed at any meeting to date of the Ad Hoc Budget Committee. Riser said, however, that how release time is used will be investigated by the committee.

The question of investigating vacancies at the staff level, as well as the use of release time to allow those with faculty status to serve in the administration, also came up for discussion. It was suggested that cutting back on the latter, and returning part-time administrators to the classroom would result in budget savings. Again the increase in the number of administrators—especially deans, assistant deans, coordinators, and directors—came up for discussion, as did the concern for duplication of services in such programs as continuing education and televised courses. Hugh LaFollette, arts and sciences, reminded the senate that President Beller has pledged to reduce administrative costs by 10% in the next five years.

PLUS AND MINUS GRADES. The senate's plus and minus grades proposal is due to be brought off the table by Academic Council. While the proposal has been tabled, senate has sought student opinion on the plan. The Student Government Association (SGA) voted down the senate's plan, but indicated it would

In the meantime, we should formulate criteria for review and evaluation of programs and distribute the criteria to all units.

- 3) Dean Ostheimer presented the following from the Subcommittee on Budget Process. The process suggested will be used in budget hearings on March 11-12.
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We recommend the following procedures for considering the 1991-92 budget.

CAMPUS-LEVEL PROCESS

1. A University Budget Council (UBC) will be formed. This group will be composed of a "grand council" of 14 members who will hear the budget presentations, and an inner core council of six members who will be the decision-making group after all hearings have taken place.
2. The larger group will consist of the president, five vice-presidents, one key budget deputy selected by each vice-president, and the presidents of the faculty, staff, and student senates.
3. The core, decision-making council will consist of the president and vice-presidents.
4. Budget presentation hearings will be open.
5. Between two and three working days will be required for the hearings.
6. The Academic and Health divisions presentations will be given by the deans/directors of the major units. In addition, the appropriate Vice Presidents should have time to make summary remarks. Scheduled presentations will vary between thirty minutes and one hour.
7. Unit directors under the Vice Presidents of Student Affairs, Administration and Development, and Information Resources will also give full presentations before the UBC, observing the same rules for presentation as govern the academic units. The vice presidents of these three divisions shall have time to make summary remarks. Time should be allocated roughly according to the size and complexity of those units, with decisions on scheduling to be made by the President or his delegate.
8. Meetings should be scheduled adequately in advance so that the UBC personnel, and particularly the six members of the core group, are all present for all of the hearings.
9. Final recommendations of the Core Council should be reported back to the grand council before the final budget is submitted to the Tennessee Board of Regents.
10. This budget hearing process should be repeated in October, with the understanding that the presentations will probably require less time.

FOR YOUR INFORMATION

Presidents Council 2/20/91

- 1) Rick Landrum discussed the "Student Right-To-Know and Campus Security Act", legislation which amends the Higher Education Act of 1965 and the General Education Provisions Act. It impacts ETSU:
 - a) by requiring a compilation and release of institution-wide graduation rates to all students (and more detailed statistics concerning graduation rates of athletics) and to the Department of Education;
 - b) by requiring an annual compilation and distribution (to all current students and employees and to applicants for enrollment or employment) of policies and statistics concerning campus security and campus crime;
 - c) by amending a section of the Higher Education Act that deals with the calculation of financial aid default rates.
 - 2) Bob Acuff gave a report on the Ad Hoc Budget Committee. The following committee recommendation was discussed.
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RECOMMENDATION

In preparation for the 1992-93 fiscal year we should begin formal five-year review and re-evaluation of all university programs and functions. Each unit should a) outline its accomplishments and plans, b) show how these support the university's mission and goals, and c) advocate a budget based on that review. The resulting budget will serve as the unit's base until the next formal review.

RATIONALE

The university faces lean financial times. To survive as a viable comprehensive university we must husband our resources better than we have in the past. Like virtually all state bureaucracies, ETSU has long relied on budget incrementalism: this year's budget is last year's budget plus any improvements.

The result: history plays a significant role in determining our expenditures. A unit or department blessed with a large budget now will reap the benefits for years to come. This is not as it should be. We should not permit historical contingencies to set the direction of our university. All universities change; students' needs change. We should respond to those changes. That requires additional resources. There are two sources of revenues: additional state dollars or an internal reallocation of current dollars. The state will not likely substantially increase funding; our only realistic option is internal reallocation. That we cannot do without a formal mechanism of formal program review and zero-based budgeting.

We think this approach would be wise even if we were not in lean times; however our current financial crisis makes this change especially attractive.

SPECIFIC ACTION

All Vice-Presidents, Deans, Directors, and Chairs should be notified immediately of plans for formal review and zero-based budgeting for the 1992-93 fiscal year. That will give them adequate time to evaluate their programs and to prepare for that review. This will (conveniently) coincide with the SACS program review. It should also satisfy SAC's new emphasis on performance evaluation.

welcome additional explanation from the senate. Riser spoke before SGA to explain further the plus and minus plan. While the SGA still opposed the original senate version, it did formulate an alternative plan. Hardy Link, SGA representative, presented the student plan to the senate. Link explained that the SGA turned down the senate version for a number of reasons. Among these were the belief that a majority of students at ETSU did not favor the plus and minus system; the view that the senate plan made it too difficult to obtain a grade of "A"; that a grade of "D-" is confusing and unacceptable; and that the proposed system would overburden faculty members with an increased number of requests for changes of grades.

Link presented an alternative plan which incorporated a B+ (3.5 q.p.), a C+ (2.5), and a D+ (1.5). Link explained that the SGA thought this plan would constitute a grading system which is fairer for all students; that it would not make an "A" unduly hard to obtain; and that it would not permit an increase in the number of grade change requests.

Discussion followed on the SGA plan, and on the senate's plus and minus plan. Among the concerns raised were the following: whether it was wise to have plus grades without corresponding minus grades; the benefits of a plus and minus system which allows instructors to make finer distinctions in assigning grades; the disadvantages of a numerical system of grading; and possible increased requests for changes of grade that might result from a plus and minus system.

Margaret Houglund, medicine, made a motion that the senate support the student plan, in lieu of the original senate proposal. The motion was defeated.

Hugh LaFollette, arts and sciences, moved that the senate reaffirm its support for the senate's earlier plus and minus plan. The motion carried unanimously, with eight abstentions.

LaFollette then moved that if the senate's plan fails to secure approval in Academic Council, then the senate should support implementation of the student plan. This motion passed with 15 in favor and nine opposed.

There being no further business, the meeting adjourned at 4:45 p.m.

PRESENT

Ken James	Robert Davidson
Bob Riser	Chris Ayres
Scott Beck	Mary Nelson
David Close	Marie Tedesco
Mark Holland	Bob Acuff
Christa Hungate	Kenneth Ferslew
Dan Johnson	Margaret Houglund
Hugh LaFollette	Sue McCoy
George Poole	Ahmad Wattad
Ed Williams	Virginia Adams
Bill Fisher	Sally Crawford
Mary Lou Gammo	Beth Smith
Charles Johnson	Rebecca Nunley

ABSENT

Charles Parker
Jim Pleasant
Anne LeCroy (ex)
Al Lucero
Ernest Bentley
Bill Campbell (ex)
Katie Dunn
Rebecca Isbell
Brad Arbogast
Elizabeth Williams
Carol Gordon (ex)
Saralyn Gold
Gene McCoy

--Phil Scheuerman

FOR YOUR INFORMATION

Academic Council 1/31/91

- 1) The following School of Nursing curriculum proposals were approved:
 - a) RN/BSN Mobility Program (for graduates of diploma and associate degree nursing programs)
 - b) New courses: Theories & Concepts of Professional Nursing (720-3020), Family/Community RN Transition Course: Crises in Child & Family Health (710-3150), Adult/RN Transition Course: Care of Adults Experiencing Acute/Complex and Chronic Crises (720-3160).
 - 2) Linda Clemons presented a proposed Policy on Satisfactory Progress for Financial Aid Eligibility. It was tabled because of concern that previously expressed concerns were not adequately addressed.
 - 3) The Faculty Senate report on Academic Advisement for Undergraduate Students at ETSU was presented by Dan Johnson. Considerable discussion followed. A committee of advisement coordinators from the various schools/colleges, chaired by Nancy Garland, will study the problems identified in the report.
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Presidents Council 2/6/91

- 1) Jacqueline Lloyd made a presentation on the Center for Geriatrics/Gerontology.
 - 2) Rick Landrum discussed Tennessee legislation, enacted in 1990, which affect higher education.
 - a) Curriculum: encourages Tennessee schools to offer courses in American sign language and to accept such courses for foreign language requirements.
 - b) Public meetings: permits meeting of public bodies covered by open meetings act to conduct meetings by any means of communication, including electronic, by which all participating members may hear each other simultaneously and provides for public notice of method and prior submission of written agenda material.
 - c) Financial aid: establishes minority teacher scholarship fund for community colleges having transfer agreements, with TSAC to develop rules in consultation with THEC and TBOE.
 - d) Discrimination: prohibit state and higher education institutions from sponsoring or organizing meetings in facilities which discriminate against protected classes; also deals with expense reimbursement, membership fee reimbursement, and adjunct group involvement ("boosters").
 - e) Admissions: permits 11th and 12th graders to enroll in up to two years of post-secondary courses for credit at TBR and UT institutions.
 - 3) The membership and role of the ad hoc budget task force was discussed. The recommendations of the VPAA and Deans concerning the filling of vacant positions was presented.
 - 4) A status report on the Associate Vice President for Research and Sponsored Programs search was given by Vice President Alfonso. The search committee plans to narrow the field to eight which will then be submitted to TBR for approval. Campus interviews of finalists are expected in March.
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PRELIMINARY STEPS:

1. Each dean/director/unit head will meet with the appropriate vice president well before that unit's appearance before the UBC. This meeting will provide an information and feedback process so that they can mutually shape the directions taken by each unit, and also work that unit's requests into whatever may be the grand plan for each division.
 2. Prior to the presentations, all units should be provided with some indication of the level of new resources, or the level of projected cutbacks, for the next fiscal year. These estimates will not be exact, but will at least provide enough guidance for deans/ directors/ unit heads to be "realistic" in their plans.
 3. It should be generally understood that presentations should have the following components:
 - a. Brief review of the unit's status, including any features deemed by that dean/ director/unit head to be important to provide UBC decision-makers with necessary background.
 - b. Prioritized lists of budget needs, designated by categories such as personnel, supplies, equipment and travel. Items requested should be linked to the university's, and the unit's mission and action plans.
 4. Fourteen copies of all materials to be considered by the UBC should be delivered to the President's office ten days before the scheduled meeting so that members of the University Budget Council will have at least one week for review.
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Academic Council 2/14/91

- 1) A curriculum proposal from the Department of Communicative Disorders to revise/restructure the undergraduate Speech and Hearing curriculum was approved.
 - 2) The policy for review of deans was discussed. (See AGENDA 4 on front page).
 - 3) The recently revised Grade Appeal Process was returned by President Beller for reconsideration. The proposed process allows an appeal to the VPAA only if due process has not been afforded. Concern was that the VPAA should continue to have a substantive role in the grade appeal process with the "due process" appeal to the President.
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ETSU Family Scholarship

As of February 15, the ETSU Family Scholarship fund has total pledges of \$6,346.00.
