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1997 March 03 - Faculty Senate Agenda and Minutes

Faculty Senate, East Tennessee State University

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Faculty Senate Agenda
Monday, March 3, 1997
2:45 PM / Culp Center Forum Room ..

GENERAL NOTE: The Faculty Senate Homepage has a slightly new ULR address. The new address is: "http://www.etsu-tn.edu/senate/". The white paper on academic tenure has been added to the menu.

NOTE TO DEPARTMENT CHAIRS: Please share the Senate agenda, minutes, and any other enclosures with your faculty prior to the scheduled meeting. Senate meetings are open to all faculty.

AGENDA FOR SENATE MEETING

- **CALL TO ORDER**
- **APPROVAL OF MINUTES:** February 17, 1997
- **TREASURER'S REPORT**
- **GUEST:** Dr. Wilsie Bishop, speaking on student advisement
- **OLD BUSINESS**
- **NEW BUSINESS**
- **ANNOUNCEMENTS**
 - **UPCOMING SPEAKERS:**
 - March 17 - Dr. Bert Bach (review of white paper on tenure policy)
 - March 17 - Richard Yount (problems with student loans)
 - March 31 - Dr. Peggy Cantrell (faculty matriculation in graduate programs)
- **ADJOURNMENT** to committee meetings.



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Webpage maintained by Stephen Patrick, Secretary, Faculty Senate, 1996-97

FACULTY SENATE
East Tennessee State University
MINUTES - MARCH 3, 1997

Last updated: 10 March 1997

UPCOMING MEETING: March 17, 1997, 2:45PM, Culp Forum Room

FOLLOWING MEETING: March 31, 1997, 2:45PM, Culp Forum Room

Present: Barrett, Berk, Bowers, Brown, Chi, Crawford, Drew, Harvill, Johnson, Kamolnick, King, Knight, LeCroy, MacRae, McKinney, Melendez, Miller, Mooney, Palmer, Patrick, Quigley, Robbins, Robinson, Rose, Shanks, Steadman, Taylor, Tollefson, Weedman, Williams.

Excused: Clark, Iglar, MacKay, Ralston, Shanks, Stone.

Absent: Abusamra, Boland, Browder, Gallemore, Krishnaswamy, Stanton.

CALL TO ORDER

With a quorum present President John Quigley called the meeting to order at 2:50 pm.

APPROVAL OF MINUTES

The February 17, 1997 minutes were approved by acclamation.

GUEST SPEAKER

Dr. Wilsie Bishop, along with Dr. Terry Countermine and Ms. Gloria Gammell, reported the findings of the Undergraduate Advisement Improvement Task Force and distributed a summary report to the Senate. The complete report (164p.) is available at various locations around campus and will soon be found on the ETSU website.

According to the Task Force, advisement is a continuous, interactive process between an advisor and student which facilitates the development and achievement of the student's overall goals. With this definition as a basis for their study the Task Force began their process to review the effectiveness of the advisement process at ETSU, to identify problems and issues, and to describe the current commitment of financial resources and use of technologies. This presentation is a means to inform the faculty of their findings.

Bishop indicated that after a review of the literature and examination of the "best practices" in advisement, the Task Force recommends the adoption of a developmental academic advisement model to be implemented within each college/school/unit with the locus of control for implementation resting with the dean or unit director. The developmental advisement process was outlined through a flowchart (which was included in the handouts).

Bishop then proceeded to highlight the fifteen (15) major recommendations and findings of the Task Force, along with their plans of action, responsibility, timeline and resources available. The recommendations include: 1) responsibility and oversight; 2) student and advisor rights and responsibilities regarding advisement; 3) advising infrastructure; 4) Academic Advisement Council; 5) University Advisement Center; 6) career counseling; 7) advisor availability; 8) advisor load; 9) SIS access; 10) advisor recognition; 11) student and advisor handbooks; 12) program check sheets; 13) development of website for advisement; 14) resources; and 15) continuous improvement for advisement.

Further discussion emphasized the need to increase the advisement process from the current level of 30 hours upward to 60 hours of continuous advisement, including 4 semesters, and about 25 student advisees per advisor. It is hoped that advisors would be able to make at least 6-8 meetings/contacts per student per year through a variety of levels (personal or email). Other changes will have to take place in resources, faculty teaching loads/release time, and recordskeeping. This service should be reported in the FAP/FAR/FAE process for promotion and tenure. Additional questions and comments were made.

TREASURER'S REPORT

Steadman distributed copies of the most current financial statement (as of 31 Jan 97) indicating that the Senate still has approximately 43% of its budgeted amount.

ANNOUNCEMENTS

Quigley reminded the senators of the upcoming guest speakers.

- o March 17 - Dr. Bert Bach (review of white paper on tenure policy)
- o March 17 - Richard Yount (problems with tracking withdrawal/student loans)
- o March 31 - Dr. Peggy Cantrell (faculty matriculation in graduate programs)

John Taylor asked that the Faculty Senate recognize the Kappa Delta Pi national honor society in education. Quigley read the following statements. "Kappa Delta Pi is a national honor society in education, recognizing students who have excelled academically. Our Chapter, Zeta Iota, is celebrating its 50th anniversary at East Tennessee State University this spring. We are asking that the faculty senate recognize this milestone in our chapter's history." (This recognition is duly noted in the official minutes of the Faculty Senate.)

Donna Robbins reminded the senators that the election process and the call for nominations to serve on the Executive Committee begins at the March 17th meeting, statements given by candidates at the March 31st meeting and culminating with the election on April 14th.

Martin Barrett reported that copies of the "Draft Proposal Tracking Unofficial Withdrawal and Last Date of Attendance" were distributed in preparation for the vote of endorsement by the Faculty Senate at the March 17th meeting upon the completion of the report and discussion by Mr. Richard Yount. Draft Proposal.

Terry Tollefson, representative on the Institutional Effectiveness & Planning Committee, asked senators and their constituents to complete the "Data / Information Needs Assessment Matrix." The important categories are intended users (chair/administrator, faculty, secretary) and priority (high, medium, low). He asked that these questionnaires be sent to him at Box 70550.

Bill Fisher reported that the Council on Pension & Insurance met and recommended to the General Assembly 3.6% for TCRSB. VALIC will add extra options next year, as will Aetna. There has also been very little communication between the TBR and UT on this matter.

Quigley reported that he would be attending the TBR meeting at Walters State on Thursday and Friday.

ADJOURNMENT

: The senate adjourned at 3:57 pm.



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FACULTY SENATE

APPENDICES to MINUTES of 3 Mar 97

DRAFT PROPOSAL

Draft Proposal Tracking Unofficial Withdrawal and Last Date of Attendance, February 26, 1997.

RATIONALE

ETSU's President entered into a contract (Program Participation Agreement) with the Department of Education on behalf of the University which certifies that in exchange for awarding Title IV funds to our students, the University will comply with federal regulations. Approximately two-thirds of our students receive Title IV funds (Federal Pell Grants, Federal SEOG, Federal College Work Study, Federal Perkins Loans, Federal Stafford and Plus Loans, and Tennessee Student Assistance Awards). One of the requirements of these regulations is to monitor and refund federal dollars to the Title IV programs for students who do not attend, drop, or withdraw. The system is now in place monitors students who officially drop/withdraw. However, the University must develop a plan to deal with students who do not official drop courses or withdraw from the term in which aid was awarded.

Students who officially drop or withdraw do not receive a grade or are awarded a non-punitive grade, depending on the time and the term they drop or withdraw. The students who stop attending are on the grade roster and a grade is assigned. The new federal regulations require that the University monitor students who unofficially drop or withdraw, track their last date of attendance, and, if appropriate, return funds to the federal program(s).

POLICY

The class attendance policy is shown in the *Spectrum* and referenced in both the Undergraduate and Graduate Catalogs. Faculty will assist in the determination of unofficial withdrawals by issuing a final grade which indicates the student stopped attending or never attended.

DEFINITION OF TERMS

Unofficial Withdrawal - The student stopped attending (or never attended) and did not officially drop the course or officially withdraw from all classes for the term.

Last Date of Attendance - The last indication the faculty recorded the student was attending. This can be determined from recorded attendance, assignments, quiz/exam scores recorded, etc.

RECOMMENDATIONS

1. A new grade of *FN* will indicate the student stopped attending the course or never attended. It is recommended that the faculty, on a voluntary basis, indicate a last date of attendance if they select a grade of *FN*. The grade will

be computed as an "F" and only the "F" will appear on the student grade report and transcript.

2. Students identified as not having an established last date of attendance will be contacted by the Office of Financial Aid. These students will be given an opportunity to provide their last date of attendance.

[RETURN | Faculty Senate HOME](#)

FACULTY SENATE

MEMORANDUM 10 Mar 97

The Faculty Senate Elections Committee wants to create a biographical webpage for its elected senators. The preliminary outline already exists on the Faculty Senate Homepage (at <http://www.etsu-tn.edu/senate/fsrost97.htm>) and contains the usual faculty rank and education background. It is hoped that each of the existing *AND* newly appointed faculty senators will be willing to compose a brief paragraph about themselves including, but not limited to, the types of courses taught, subject specialty, current or on-going research topics, personal interests (i.e. musical training, type of literature you enjoy reading, etc.), and length of service/dates of terms/offices held in Faculty Senate. Along with this we would like to obtain a copy of your photo (personal or ETSU I.D.) to add with your brief biographical statement. For those new members, this will be a way to help each other to put a name with a face. For the faculty at large, it will be a way for the faculty to get to know their senators. If you have already created a personal homepage, send us your URL and we will gladly make a link from our webpage to yours.

We would appreciate your cooperation in helping us to create a higher visibility for the Faculty Senate. Please submit biographical information and your authorization for utilizing i.d. photos to Stephen Patrick, PO Box 70665, or by calling x6994 (or patrick@sherserv.etsu-tn.edu). We would like to have this information on our website before the April 14th senate elections, so work fast and do it now.

[HOME | Faculty Senate HOME](#)