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**The next meeting of the Faculty Senate is scheduled  
for Thursday, July, 17, 1997 at 3:20 pm  
in Kimbrough, Room 119.**

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**Unapproved Minutes of the Regular Meeting  
of the Faculty Senate, APSU  
June 19, 1997**

**Senators Present:** Steve Anderson, Patrick Bunton, Willodean Burton, Bruce Childs, Debbie Cochener, Sue Cloud Evans, Daniel Frederick, Meredith Gildrie, Mark Ginn, Dolores Gore, Buddy Grah, Ronald Gupton, Carlette Hardin, J. D. Lester, Maureen McCarthy, Stephanie Newport, David O'Drobinak, Jennie Preston-Sabin, Bert Randall, Steve Ryan, Adel Salama, Abu Sarwar, Paul Shaffer, Linda Thompson, M.D. Waheeduzzman, Wayne Whitmer. Allen Henderson substituting for Tom King & April Purcell substituting for DeAnne Luck.

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**Meeting Called to Order: 3:25 pm**

**The Agenda was approved with no additions.**

**Minutes of the Regular Meeting of May 8, 1997 were approved with no amendments.**

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**ANNOUNCEMENTS**

1. Copies of Faculty Senate By-laws and Constitution distributed to Senators in attendance. Copies will be sent to those absent.
2. Any faculty member teaching at least one half time can attend meetings, and can be recognized from the floor with Senate approval. Others attending must have Senate approval. Request made for assistance in identifying those in attendance.
3. In an attempt to get to business sooner, Senate Executive Committee will make specific requests to Dr. Rinella and Dr. Pontius regarding their comments. To stay on time, Senate approval required for extension of time limits set by the Executive Committee in agenda. If unable to address issues, an additional meeting may be called by the Executive Committee.
4. Requests for agenda items need to be to the Executive Committee at least nine days before the next Senate meeting. Additional items can be added to the agenda at the Senate meeting.

**FACULTY SENATE PRESIDENT OPENING COMMENTS**

**Dr Bert Randall** (Synopsis, complete copy of address available upon request)

I feel the need to address the Senate with some personal comments related to concerns I have as I assume the office of Senate President. I need to clarify that I have no personal agenda or DSP agenda despite my relationship with a certain lass in that department. It has been one decade and one month since my last term as Senate President during Dr. Riggs last year at ASPU. At that time economic conditions were good, but relations between faculty and administration were at an all time low, making it a long year. Due to the effects of being Senate President on teaching and research time, I made a promise to myself not to do it again. During my ten year sabbatical, I have enjoyed focusing on teaching and other activities. So since I broke the promise to myself and because of concerns about a personal agenda, I feel the need to explain to the Senate my reasons for agreeing to serve.

Over the last year, I became aware of several changes on the campus. When Dr. Campbell was removed from her position, I decided to visit President Rinella and after reflection wrote a letter about my concerns. In that letter, I expressed my concern that APSU was losing its heart and soul in the way the situation was handled which had an effect on a healthy relationship with the administration. Then as tension increased in several departments, I decided I could no longer remain silent. My resolve

further increased when, despite a possible need for restructuring, changes were proposed without any academic input from the involved departments. There needs to be discussion with those involved to decrease anxiety, to treat people with respect, and to prevent loss of trust.

Then when a member of the administration accused DSP of not working as expected with the APEX program, when this department has often gone beyond the call of duty, I decided that an apology was owed to DSP. Finally, when the faculty in DSP and the Library were forced by the Affirmative Action Officer to attend team building sessions, I could no longer remain on the sidelines and agreed to run for the Senate President. I want to make it clear that I do not plan to turn the Senate over to DSP, in fact I realize I will need to set aside personal concerns and will absent myself from discussions by turning over the session to the Vice-president and leaving the room if DSP issues come to the Senate. I will resign if requested to do so by any four Senators or two members of the Executive Committee. I am willing to do this in hopes that it will make the faculty more comfortable with the situation.

Finally, I want to share four major points from my letter to Dr. Rinella and Dr. Pontius with the Senate. Since we are entering this year in turmoil and difficult financial times, there is a need for honesty and a search for ways to meet the challenges. The points are that: 1) the university is a complex set of human relationships which cannot be treated abstractly without compromising many aspects of the student-teacher relationship; 2) the university is not a business or military establishment, but a temple of learning requiring a chain of responsibility; 3) there must be free and open communication between all parties; and 4) morally decisions require the involvement of all persons affected by the decision.

With these comments in mind, there is a need to look at last year as a year of learning. There is a need to work together creatively to overcome difficulties. It will require all parties' increasing communication, faculty being open to changes, and administration working openly with faculty. The Faculty Senate must approach the year with a spirit of cooperation, but if problems continue it is the responsibility of the Faculty Senate to take decisive action.

## REPORTS AND COMMUNICATIONS

**President Sal Rinella at TBR President's Sub-Council Meeting. He asked that two items: 1) Summary of budget status and 2) Posed Post-Retirement Service Program be handed out to Senators.**

### Vice President Steven Pontius

1. Thank you Dr. Randall for your comments. I want to echo that I believe he has no hidden agendas based upon opportunities to chat, his letter and these comments. I look forward to working with him in the coming year.

2. Dr. Rinella asked me to share information on two issues:

#### A. Budget situation:

- ▶ There will be a tuition increase of 6% which will bring \$200,000 to the campus. Of this 67% will go to Academic Affairs.
- ▶ The Technology Fee increase will be \$100 per semester. This coming year it will increase to \$60 then \$100 next year. This will add approximately \$400,400 to the 97-98 budget and another \$390,000 in 98-99. The Technology Committee to decide ways to disseminate the funds.
- ▶ The Legislative Contingency Plan will restore \$7.5 million of the \$20 million impounded back into the budget. It also calls for a 1.5% salary increase effective January 1 from ongoing funds.
- ▶ In response to the budget, last week at the Chief Officers meeting, it was clear that only two state schools had a bright financial picture for the coming year, APSU and UT Martin. Only these two schools have had budget increases over the last two years. Most schools have lost ground and are facing cuts including UTK with a loss of 38 faculty positions and UTC with no money for adjunct overloads.

**B. Post-Retirement Plan:** It will be available for 24 months from July 1, 1997 to June 30, 1999. Those eligible include anyone over 60 with 10 years of service or any age with 30 years of service. Faculty able to come back and teach at 20% of teaching load with all salary and fringe benefits. More details in copy of proposal distributed as requested by Dr. Rinella.

3. At the Dean's Council it was announced that departments have operating and travel money. The personnel budget in is in the working phase in respect to FCC needs. By July 1, the Deans and Departments will have funds for adjunct and overload. In addition, 75-80% of the Summer funds will go to the Deans and then to the Departments. In the Fall, there will be an additional return of \$850,000 from the budget deduction. An additional \$390,000 for FCC will go to the Deans and Departments which has been part of a central pool in the past.

#### **4. FCC Reorganization Update:**

- ▶ Changes due to effort to expand programs and increase accessibility of faculty.
- ▶ Public Management will move to FCC, but not all faculty will move. Only 4 year program can expand at FCC.
- ▶ Engineering Tech will move to FCC Spring 1998 when buildings have been retrofitted and equipment is in place.
- ▶ Faculty will have office space available when at either campus.
- ▶ Transportation issues will be addressed as well as other needs of students in Engineering Tech.

#### **5. Enrollment Management Task Force Recommendations:**

- ▶ Revised registration process, comparison of old and new in handout distributed to Senators.
- ▶ Registration going well. At Transfer Student registration last week, there were 94 students with 97 expected to register. At New Student Registration this week, there were over 104 expected and only 13 no shows.
- ▶ Disability Services will be moved, but progressing slowly due to need to consider counseling role of DSP.

#### **6. FCC Task Force Recommendations:**

- ▶ There were 38 recommendation including changes related to Enrollment Management. The changes in structure include two new positions for Academic Counselors and student workers funded at \$55,000 to enhance advising. Over 1500 students at FCC but no advisor. Other people housed at main campus but have job responsibilities related to FCC. Currently debating a new position of Business Clerk for FCC. Keep in mind that FCC produces 38% of FTE.
- ▶ Recommendation that 2 year programs be aligned with 4 year programs. This will involve Public Administration and Management, Engineering Tech, College of Arts and Sciences, and Mathematics and Computer Sciences. Dr. Gaines Hunt as Assistant Vice President for Academic Programs will be responsible and will need to formalize as part of Reorganization Process.
- ▶ See handouts for summary.

#### **7. Other Reorganization Issues:**

- ▶ A committee has been appointed under the Dean's Council to examine the Policy on Reorganization. There is a need to clarify 1) the beginning of process to include that "all parties involved meet together to discuss change" and 2) the word "interim" needs to be defined as "anything longer than one semester or one full Summer term" which will allow for emergency situations.
- ▶ As of July 1, Nursing, Social Work, and Health and Human Performance will become College level organizational unit. The units name is yet to be determined. A Chair position will be added for Nursing so that the structure is the same as other departments.
- ▶ As of July 1, Dr. Gaines Hunt will become Assistant Vice-President for Academic Affairs with responsibility for Graduate Programs and FCC administration and records.
- ▶ As of July 1, ROTC and Agriculture will become part of COAS.
- ▶ Public Management's placement will be brought forward in the Fall for final decision.
- ▶ See handout on changes.

**Dr. Randall called point of order, time up, motion made to extend time by 5 minutes, seconded and passed.**

- ▶ In August 1997, the VPAA requested the Faculty Senate to develop a Policy on Reorganization. Policy submitted to Senate in December which was approved with changes in February. Since not approved until then, the procedure was not completely clean, for example Senate did not include rationale for recommendations. Recognize frustration which was due to merger of process started in Fall with proposed reorganization and final policy. Accept responsibility, but believe right decisions were made. If any unit has problems with decisions, they can be addressed in the Fall Reorganization review. Policy with changes distributed to Faculty Senate.
- ▶ In response to concerns expressed by Nursing, Dr. Badgett, as Dean, was informed of recommendations. In discussions with her, she does not see decision to combine units in violation of "stand alone" unit recommendation. If any parties involved have problems with change, it can address as part of procedure in the Fall.

**Q: What is Dr. Hunt's title in relation to Graduate Programs?**

**A: Assistant Vice President of Academic Affairs (AVPAA). Name can be changed at recommendation of Graduate Council.**

**Q: What about the rationale from Faculty Senate and its recommendations?**

**A: I would have liked to have rationale from the Faculty Senate, but it was a slow process and it could not be done.**

**Q: Was that part of the process?**

**A: It would have been helpful to have rationale from the Senate.**

**Q:** Why was it difficult to carry out the process as outlined in the procedure since it was approved in February?

**A:** Policy requires specific recommendations and rationale. Reorganization was begun in October with proposed organizational structure which was not a formal proposal. Then there were changes due to need for open process. Differences led to frustration.

**Comment:** The final changes could have been brought forward in process, changes at that time seemed haphazard.

**A:** We will try to prevent from happening in the future by requiring meeting of all people affected.

**Dr. Randall called point of order, time up, motion made to extend time by 5 minutes, seconded and passed.**

**Q:** Can title for Dr. Hunt be changed to Dean?

**A:** It can be considered.

**Q:** Do you believe the title for the head of the Graduate Programs is inconsequential, can it be either or a variation, and what is your philosophy in relation to the position?

**A:** I recommended AVPAA instead of Dean since the Dean would only have responsibilities specific to that area. Dr. Holt had recommended that the position did not need to be a full time one. I need Dr. Hunt to be in charge of FCC. Possible to change to Dean, but needs to come forward from the Graduate Council. The Graduate Council can do more, departments tend to rely too much on Dean, want to empower the other Deans to do more with graduate programs.

**Q:** What about Dean of Professional Programs?

**A:** The task force recommended that there be no Dean for that unit.

**Q:** Why is it necessary to have College Business, College Education, and AVPAA? Why is the Graduate position one half time?

**A:** Dr. Holt indicated no need for a full time position. People in position had split appointments. The Separate colleges are standard units and often stand alone for various reasons including autonomy. At Radford I had one half of institution, 17 units, and all the other Deans combined only included 17 units.

**Dr. Randall called point of order, time up, motion to extend time by 2 minutes, seconded and passed.**

**Q:** I learned that Engineering Tech was going to FCC, how will this move make things better since courses in math and physics are needed and they are on main campus?

**A:** Dr. John Blake will look at schedule and needs for courses at Main campus, then schedule courses so that students do not have to be on both campuses in the same day. Over time there will be an increase in the courses at FCC including Graduate level courses.

**Comment:** I have concerns for students having to drive back and forth.

**A:** We will address the needs of the students.

**Dr. Pontius departs. Thank you for your attendance.**

**TBR Faculty Sub-Council - Dr. Dolores Gore, Ex. Officio:**

1. Dr. Smith has indicated that as the fastest growing system there will be increased accountability and greater expectations from the university next year including administrator evaluations. When the evaluation process started three years ago, most TBR schools were not doing them. Now APSU one of few schools in system not doing administrative evaluations on all administrators from the President to the Deans and Department Chairs.

2. Faculty governance will be encouraged which will include a strong faculty voice in issues related to programs and teaching.

3. The 1.5% raise will come in January from retirement funds, not from campus money.

4. Parents have been calling their legislators and complaining that students cannot get through programs in a timely manner, are in school too long, and that it costs too much. Request that system look at transfer credit from other universities and junior colleges. Board policy will be to reduce the number of hours in programs by focusing on skills students need, not the number of courses.

5. Forward suggestions or comments so can take to upcoming TBR retreat and meetings.

**Comment:** Suggest making it more difficulty to drop courses.

**A:** That is issue for the Academic Council.

**Q:** What skills and how would they be evaluated?

**A:** Focus on level needed before coming to university to decrease the need for remedial courses.

**Q:** What about recognition of other responsibilities of students?

**A:** At this point, focus is on concerns of parents. Anytime parents go to legislators it creates "ripples."

**Academic Council - Dr. Mike Phillips:** Not present, no report.

**Deans Council - Dr. Bert Randall and Dr. Dolores Gore:**

1. Dr. Gore will represent the Senate at future meetings each Wednesday morning for 2-3 hours. If she is unable to attend either Dr. Randall or Dr. Newport will attend.
2. Faculty Senate has clear approval to be on the Dean's Council and need to look at change in constitution to reflect this. After attending the last few meetings, it is clear that faculty representation is essential.
3. Major action has been to establish four committees to look at campus issues including: Chair Responsibilities, Affirmative Action Hiring Policy, Academic Reorganization Policy, and Chair Compensation. Committees will report to Deans Council by August 6 and then to Faculty Senate.
4. In the future, the Deans Council will meet every other week. Dr. Pontius will meet individually with the Deans one of the other weeks and with the Deans and Department Chairs the other.
5. The budget was handed out for review at the last meeting.

**Dr. Randall indicated that the Executive Council will make the budget the major focus of Dr. Rinella's comments at July Senate meeting.**

**Strategic Long Range Planning Committee - Dr. Newport:** No report, has not met.

**OLD BUSINESS**

1. **Philosophy Statement with Respect to Retention, Tenure, & Promotion for *Faculty Handbook*** - In May the motion was tabled with the purpose of postponing action at that time, not to prevent consideration. Motion from Executive Committee: **"To untable the current draft of the statement."** Seconded. Motion approved unanimously. Statement needed since academic departments will be developing their Departmental Guidelines for Retention, Tenure, & Promotion during Fall Semester 1997. Executive Committee moves: **"The Senate recommends that a committee be appointed to receive feedback from university faculty and departments no later than September 4, 1997 and that the current draft of the statement will be placed on the agenda for discussion at the August 28, 1997 Senate meeting and a final draft will be submitted to the Senate for consideration at the September 18, 1997 Senate meeting."** Seconded. Discussion that the dates were compromise with Dr. Pontius who wanted the statement by August. There is a need to act on it in order to have voice despite timing being difficult since it falls at the beginning of the semester. Suggest that the statement be discussed at beginning of the year departmental faculty meetings. Call for question. Motion passed unanimously. Copy attached to minutes.

2. **Common Hour** - Survey of common hour has not been formally done. Without this information and since scheduling for Spring is done early in Fall Semester the Executive Committee moves: **"The Senate recommends that the Common Hour not be reinstated until there is documented evidence of widespread support from students and faculty for reinstatement."** Seconded. Question asked meaning of "widespread." Dr. Anderson related that he has survey in process and that original Academic Council decision was split due to timing of common hour.

**Dr. Gore called point of order, time up, motion to extend time for 5 minutes, seconded, and passed.**

Dr. Anderson discussed his survey and decision to ask same questions of students and faculty. Student return rate 21% with the majority indicating that against reinstatement. Faculty returns split at this point. Discussion of need to address and make recommendation. Clarification that the Common Hour was approved by Academic Council for a one semester trial after which a survey would be done to determine reinstatement. The survey has not been done.

**Dr. Gore called point of order, time up, no motion to extend.**

Call for question. Voice vote split. Call for hand vote, 10 against motion, 11 for motion. Motion passed. Original motion defeated by voice vote.

3. **Faculty Handbook** - Last year a faculty committee made changes in the Faculty Handbook. These changes were forwarded to the Senate for approval in May. Since the faculty Senate was unable to properly review the new draft of the Faculty Handbook and because the VPAA must have a copy for new faculty orientation by early August, the Executive Committee moves that: **"The Senate recommends that the draft copy be used for only the 1997-98 academic year."** In addition, the Executive Committee recommend that a committee be formed by the August 1997 Senate meeting whose sole responsibility

will be to review the completed draft which will consolidate the *Faculty Handbook* and the *Academic Affairs: Personnel Policies and Procedures for Faculty* and submit recommendations to the Senate by the February 19, 1998 Senate meeting. Seconded. Discussion and clarification of process as explained by Dr. Pontius at June Executive Committee meeting. Major goal is to have one document. Concerns addressed about proposed revision of the "Personnel Policies and Procedures" which had been revised during the 1995-96 academic year and approved by the Senate in May 1996. Executive Committee emphasized that Dr. Pontius had indicated that this section will be reviewed again next year for clarification and possible changes.

**Dr. Gore call point of order, time up, motion to extend by 5 minutes, seconded, and passed.**

Clarification that Standing Committee chaired by Danielle White had made revisions this year in initial sections of handbook, all but the "Personnel Policies and Procedures" section. Major concerns related to revisions of "Personnel Policies and Procedures" section in light of new Philosophy Statement.

**Dr. Gore called point of order, time up, motion to extend by 2 minutes, seconded, and passed.**

Discussion of Philosophy Statement and need to be sure that this statement is approved by Faculty Senate.

Question called, passed unanimously.

Motion made from floor: "The Senate form a committee to review the Faculty Handbook." Seconded, no discussion, passed unanimously.

#### **NEW BUSINESS**

1. Faculty Senate Meeting Times - An effort has been made to keep meeting times consistent by having on third Thursday unless there is a holiday. Motion from Executive Committee: "The Senate shall hold regularly scheduled meetings on Thursday at 3:20 pm on the following dates for 1997-98:

July 17, KB 119  
August 28, UC 313  
September 18, KB 119  
October 16, KB 119  
November 20, UC 313  
December 11, UC 313

January 22, UC 313  
February 19, UC 313  
March 4, UC 313  
April 16, UC 313  
May 7, UC 313"

Motion seconded, no discussion, passed unanimously.

2. Faculty Senate Committee Organization and Assignments - Discussion of organization and issues to be assigned to committees. Potential issues for Senate consideration identified by Executive Committee include: Philosophy Statement on Retention, Tenure, & Promotion; Faculty Handbook, Budget Oversight, Affirmative Action Issues, Senate Constitution and By-Law Changes, Re-organization of Standing University Committee Structure, Summer School, Adjunct Issue, Fort Campbell Reorganization, Graduate School Reorganization, Reorganization Policy & Procedure. Explanation of current Senate committee structure and need to have working committees in place by August. Constitution does not limit membership to Senators so can use faculty expertise in relation to an issue. Executive Committee recommending change in prior structure of two large Academic and Faculty Committees (Red and White) to several smaller Academic and Faculty Sub-Committees of three members with a senator as Chair. Each subcommittee would be assigned one task and given specific time lines in which work must be done. Senators and other faculty asked to indicate issues to be addressed by the Senate including priorities, and their interest in working on specific issues. Submit these in writing or by e-mail to Dr. Randall by the Executive Committee meeting on July 7. Process clarified for senators based upon questions. Lengthy discussion of potential issues and concerns including additional issue of salary adjustments.

**ADJOURN: 6:05 pm**