
**The next meeting of the Faculty Senate is scheduled for
Thursday, December 11, 1997
at 3:20 p.m. in UC, Room 313**

**Unapproved Minutes of the Regular Meeting
of the Faculty Senate, APSU
November 20, 1997**

Senators Present: Steven Anderson, Dewey Browder, Lori Buchanan, Patrick Bunton, Art Carpenter, Bruce Childs, Debbie Cochener, Sue Cloud Evans, Daniel Frederick, Meredith Gildrie, Mark Ginn, James Goode, Dolores Gore, Buddy Grah, Ronald Gupton, Carlette Hardin, Max Hochstetler, Ellen Kanervo, Tom King, J. D. Lester, Larry Lowrance, Stephanie Newport, David O'Drobinak, George Pesely, Michael Phillips, Bert Randall, Steve Ryan, Adel Salama, Linda Thompson, Gloria Wacks, M.D. Waheeduzzman, and Nancy Wright.

Meeting Called to Order: 3:30 p.m.

Request for attendance from Dorosia Black. Motion made to approve attendance, seconded, approved unanimously.

Agenda approved without amendments.

Minutes of September 18, September 23, and October 23 approved with agreement that any corrections will be sent to secretary prior to next meeting. None received. Two corrections from Secretary: Adel Salama was present on September 18, 1997 and Gloria Wacks was present on October 23, 1997.

ANNOUNCEMENTS (From Dr. Randall):

Open Forum with Dr. Rinella and Dr. Pontius on Monday, November 23, 1997 from 3 to 4:30 p.m. in the UC Ballroom. Topics will be Academic Affairs reorganization, FCC update, Faculty positions, and Salary Study Update.

REPORTS & COMMUNICATIONS:

President Rinella:

- 1. Budget Update:** At this time, we still do not know if 1½ % salary increase will be funded by legislature. Money from the restoration of the impoundment has been set aside in contingency fund in case legislature tells institution to fund increase. The Tennessee Higher Education Commission funding proposal for the UT and Regents campuses recommends a 4.3 million increase for APSU in the 1998-99 budget. This is due to changes made based upon recommendation of the Formula Funding Task Force and the work of Dr. Kominski and Mr. Irby. In the capital outlay budget, the Science building is 11th on the list of all public higher education projects. It is the most expensive project on the list at \$37.3 million.
- 2. Chancellor Smith's Meeting:** In my meeting with Chancellor Smith, the week he was on campus, he indicated that several people had commented on the new bathroom in the President's office. When I came here I decided to switch the office space so that my office was in the smaller of the two rooms. This gave the secretaries more space and provided space for a work room for office equipment and a kitchenette. There was a custodial closet off my office which was converted into a bathroom. A shower was added at my expense for \$776.00.
- 3. Open Meeting Policy:** In the 1970's the state passed a Sunshine Law supporting the concept that all governmental meetings were open to the public. The policy does not apply to meetings on university campuses. There had been an APSU policy which had not been followed in many cases. Several weeks ago, I had a meeting with Ellen Kanervo, Nancy Wright, and Wendell Gilbert to discuss this policy. The policy has been rewritten removing references to the Sunshine Law, but otherwise keeping the intent of the original. Copies of policy distributed to Senators. The changes are in bold and deletions are crossed out. The only additions are those in Section 4.3 addressing the Student Right to Information. I would like the Senate to discuss the policy and will also be asking the Staff Council, and the SGA to examine it. I would like to know what the Senate thinks by the end of the semester. Policy will be placed on the Senate agenda for December.

Thanks to Dr. Rinella for attendance.

Dr. Pontius:

1. **Open Forum:** At the Open Forum I will present an updated organizational chart and discuss the changes.
2. **Faculty Positions:** I will be notifying the faculty of the new faculty positions for next year which have been determined and ranked by the Deans.

Motion from the Executive Committee that Dr. Pontius be allowed to remain for the discussion of the first item of business, the two reorganizational proposals. Motion seconded, approved unanimously.

TBR Faculty Sub-Council (Dr. Dolores Gore): The Sub-Council considered a proposal to reduce the minimum number of hours required for graduation to 120 at 4-year institutions and 60 hours at 2-year institutions. The motion was tabled by the Faculty and Academic Vice-President's Sub-Councils, but passed by the President's Sub-Council. The proposal is coming from concerns expressed to legislative representatives about too many hours being required for graduation and may lead to a cap on the maximum number of hours. Other faculty Senates are addressing the issue and communicating with the Board.

Dr. Pontius indicated that his concern centers around the effects the change could have on the ability of the University to recruit students and that APSU has just increased its minimum requirements from 128 to 131 by adding the Cultures in context course.

Dr. Randall asked that Senators e-mail him with comments and the Executive Committee will address the issue.

Q: Would this change effect accreditation? **A:** We can have more hours than the minimum, so no effect.

Comment: The Academic Council will be discussing this issue at our December 3rd meeting.

Comment: I have seen advertisements for other schools emphasizing the they required fewer hours, so some schools will use this as recruiting tool.

Comment: Could the Executive Committee respond to this by indicating support of the Faculty Sub-Council's action.

Time for report up, motion made to extend time by 5 minutes, seconded, passed unanimously.

Q: Why did the Sub-Council table the recommendation? **A:** The faculty had concerns that needed to be addressed before board action is taken to approve.

Comment: The Executive Committee will be meeting before the next TBR meeting so could refer to them.

Comment: Since this will be discussed in Academic Council is it necessary for the Senate to act?

Response: The Senate is the voice of the faculty. **Motion made for Senators to contact the Executive Committee by e-mail and for the Executive Committee to submit on behalf of the Senate a response to the TBR on the proposal, seconded, approved.**

Dean's Council Report (Dr. Dolores Gore): The Reorganization Process was discussed at the next to last meeting. The last meeting was a Budget Workshop.

Academic Council (Dr. Mike Phillips): The Council is examining funding required for the additional Liberal Arts core courses. The Council will be investigating the Common Hour. The Council is also looking at the continuation of Fall Break Day versus Veteran's Day as holidays.

Strategic Long Range Planning Committee (Dr. Stephanie Newport): A Planning Retreat to discuss goals and objectives is tentatively planned for January 26, 1998. A preliminary report on the survey was distributed to the Senators. The Committee wants to meet with the Senate before the end of the semester to discuss.

OLD BUSINESS:

1. Report of Committee to Review Dean's Council Recommendations on Reorganization Policy and Other Reorganization Issues & Items to TBR (Dr. Carlette Hardin): There are two plans going to TBR. There was some question concerning the need of the Senate to act on them prior to going to TBR. The Committee decided that since going to TBR they did need a recommendation from the Senate. The Committee is recommending action on each separately. **Motion made to approve proposal to Establish the Enrollment Services Center at Fort Campbell in the Division of Academic Affairs, seconded. Open for discussion. Questions addressed to Dr. Pontius.**

Q: Will the Advising Center be reporting to Dr. Dulniak?

A: No, these services are no longer under Dr. Dulniak. In the reorganization, the FCC services will be at the same level as those at Main campus and will report to the AVP for Enrollment Management.

Q: In Item #6, Is the title correct and is this the position held by Dorosia Black? **A:** Yes.

Q: Are academic decisions being made by Dr. Hunt?

A: The position will function like that of Dr. Dulniak in that he provides information concerning the number of classes needed for particular courses. Dr. Hunt as the immediate academic officer will make the final decisions.

Q: I have heard that Dr. Hunt had given this office the power to make academic decision. **A:** Not to my knowledge.

Q: Where is the money required for funding of the office coming from? **A:** The funds came from internal reallocation.

Q: The chart does not seem clear in respect to Enrollment Services at FCC. Who are they directly responsible to? Who is their boss? The chart is confusing showing them directly responsible to Advisement and Academic Support.

A: The intent is to indicate their dual role to provide academic support which will lead to retention of students.

Q: Would not a dotted line be more appropriate?

A: Perhaps, the intent was to indicate that the counselors would be cross-trained for advising and retention.

Q: Item #8 indicates there are no new operating costs, but what about the positions?

A: One came from the Admissions office and one from Records and Registration.

Q: Does that mean someone else will take over their positions at Main campus?

A: They were already doing FCC duties here, it is a physical move, not a change in duties.

Q: Were not these same positions moved to Main campus a couple of years ago because of the problems at FCC so that there would be more control? **A:** I'm not sure what you mean. Please enlighten me.

Comment: We had problems with the Veterans Administration because things at FCC were not closely monitored.

A: The Directors will meet weekly or biweekly. VA is a holistic unit. FCC will report to Main Campus.

Q: Who are the thirty Freshman Advisors? **A:** They are the same ones we have appointed each year.

Comment: I would hope we would approve this. It is an innovate attempt to improve services At FCC. It is needed there.

Q: On Item #6, does Dorosia Black report to Dr. Tarter or Dr. Hunt?

A: The organizational chart is an attempt to map out the services being provided and show links. She will report to the AVP for Enrollment Management, but there will be dialogue between Dr. Tarter and Dr. Hunt.

Q: Does that mean there are two AVPAA's over FCC? **A:** Yes, in terms of duties

Q: I have concerns about the wording in Section #2, the faculty at FCC have served as advisors. The proposal seems to indicate a lack of advisement, but faculty have been serving in this role. In Section #6, the comment about financial aid seems to contradict what is said in Section #2 about financial aid services, In Section #8, the Long Range Planning Committee had recommended the funding of two new positions and the Senate approved this last year, so where is the money coming from? **A:** There will be additional money for two advisors at \$25,000 each.

Q: Can the wording be changed to clarify some of the points made today?

A: E-mail me (Dr. Pontius) your suggestions, but I will not guarantee any changes, but I will consider them.

Q: When are changes due? **A:** By Monday, November 24. 1997.

Motion to approve proposal passed Senate by voice vote.

Time up for committee report, motion made to extend time by 15 minutes, seconded, approved.

Motion made to approve proposal to Establish an Office of Cooperative Education in the Division of Academic Affairs, seconded. Open for discussion. Questions addressed to Dr. Pontius.

Q: Under the discussion of the purpose and role in Section #2, it does not address that several departments already have COOP Education Programs. How will they be affected?

A: This new program is an attempt to provide coordination, additional services and information. It can assist those who already have programs and add new ones. It is not an attempt to take anything away, just to facilitate.

Q: In Section #3, line 4, it indicates a two term placement, does this exclude one term placements? **A:** No.

A: Who will handle the seminars? **A:** It will be determined by Academic Council.

Q: It sounds like the seminars will be required, can this be a suggestion and not the rule? **A:** Send as comment and I will consider change.

Q: Under operating costs, there is only \$4000. Why so small? It takes more than that in my department.

A: There were additional costs to set up the office.

Q: In Section #6, there is only one person, a Director, mentioned? Will there be a secretary or other personnel?

A: No, only a Director. That was all that the Long Range Planning Committee recommended. We are the only TBR institution not to have a program.

Q: Was there already a position? **A:** No, and there is no intent to move current programs.

Q: Will the COOP experiences be for credit? **A:** That will be up to Academic Council.

Q: In Section #6, it indicates that the Office will report to Enrollment Management? What is the reason?

A: This program is seen as recruitment and retention tool.

Q: In Section #8, it indicates that funds will be reallocated. Are we pulling funds from other departments?

A: The money is coming from reallocation from Academic Affairs to Enrollment Management.

Q: My concern is with what happens to departments later in the year when we run out of operating funds and all the money has been reallocated to other services. What happens then?

A: The money is not coming from instruction, but from Enrollment Management.

Q: What if we need the money later for instruction? **A:** Then we might have to look at cuts in other areas.

Comment: In Section #8, there is no salary included in the proposal.

Q: Should the term in Section #6 be Program not Center? **A:** This is meant to outline basics, we can refine later.

Q: There is no discussion of evaluation of the program, Should it not be included? **A:** Not required as part of proposal.

Motion to approve proposal passed Senate by voice vote.

Motion made to change agenda order to discuss Philosophy Statement next and then discuss Reorganization Policy, seconded, approved.

2. Report of Committee to Examine New Philosophy Statement with respect to Retention, Tenure, and Promotion (Dr. George Pesely): Revised version distributed to Senators. Changes include, in first paragraph, the discussion was expanded to indicate mutual responsibilities of faculty and institution; in paragraph two, addition that faculty will be informed of expectations when hired and concept of mentoring was deleted; in paragraph three, research expanded to indicate that it is not solely linked to teaching; and in last paragraph, the meaning of excellence in all three areas was clarified by linking to departmental weighting.

Motion made to approve, seconded. Open for discussion.

Comment: Committee did nice job dealing with major problems in first draft. I would suggest that we need to add College where Departmental guidelines are referenced in first and last paragraphs.

Q: What will be done with the statement? **A:** It will go in the faculty handbook.

Comment: Can we amend to word "College and Department" so that it is consistent with Guidelines already in place?

Comment: Some units are not departments, could the wording be "Academic Units?"

Comment: The first sentence seems too long. Could it be broken down some way?

Statement approved by voice vote with understanding that editorial changes would be made.

Motion made to extend time for completion of report of Committee to Review Dean's Council Recommendations on Reorganization Policy, seconded, approved.

3. Completion of Report of Committee to Review Dean's Council Recommendations on Reorganization Policy (Dr. Meredith Gildrie for Dr. Carlette Hardin): The Senate has two proposals before it, one for Spring 1998 and one for following years. Changes include definition of an academic unit, inclusion of the Academic Council in the process, clarification of the process for alternative proposals, and the cycle of approval will be completed by March.

Motion made to approve proposal for Spring 1998, seconded. Open for discussion.

Q: Will proposal have to be in to TBR in March this year? **A:** Starting next year they would be due by March so that budget decisions could be made to support any changes.

Comment: The Academic Council is a good addition. That way the proposals will have been examined closely before coming to the Senate.

Policy approved by voice vote.

Motion made to approve policy for following years, seconded. Open for discussion.

Comment: The only difference is the dates.

Policy approved by voice vote.

4. Motion to Untable Graduate School Name Change, seconded. Motion cannot be discussed. Voice vote unclear. Hand ballot: 8 for untabling, 14 against untabling, motion defeated. Item will be listed on agenda for next meeting.

NEW BUSINESS

1. Report of Committee to Review Dean's Council Recommendations of Chair-Coordinator-Director Responsibilities and Compensation (Dr. Bruce Childs): Motion made to discuss as item of Old Business at December meeting, seconded, approved. Documents distributed to Senators which include proposed responsibilities, evaluation instrument and proposal for APSU stipend and reassigned time.

2. Report of Committee to Review Affirmative Action Guidelines and Policies for Hiring and Filing of Harassment Complaints (Dr. Meredith Gildrie): The committee has just received the guidelines and has taken no action to date. The committee will report in February. Concerns to be e-mailed to Dr. Gildrie.

3. Report of Committee to Prepare a Resolution on Administrative Accountability to Faculty Committees (Dr. Nancy Wright): Committee will report in February. The committee has met three times. There are three major issues: 1) mutual respect, 2) open door policy, and 3) role of faculty in selecting interim chairs and deans. The committee decided to wait on formal report until after Chancellor Smith's decision about current administration.

4. Report of Committee to Review Summer School Offerings (Dr. Dan Frederick): We have the final budget figures from last year. The income was \$1,170,000; salaries and benefits \$980,000; for an excess of \$191,000.

Comment: We need to use this to our advantage and question why Summer School is being reduced. We need to contact Al Irby and clarify the Summer School Budget.

Comment: I would like us to address this so that we can resolve questions about offerings. I have been fighting a battle with administration over teaching a course within set constraints of having enough students and not being over salary percentages allowed by TBR.

Q: What about FCC Summer School? **A:** I don't know answer. Dr. Pontius indicates that they are separate, but Mr. Irby has both in the same budget. There was additional money for FCC Summer School.

Comment: That money could be the salary adjustment for FCC faculty who went from twelve to nine month contracts.

Response: That doesn't explain it. It has been in the budget since 1996.

Comment: We need to address what we want Summer School to be.

The committee will report in January.

5. Report of Committee to Develop Instrument for Evaluation of Administrators (Dr. Larry Lowrance): I have met with the President to discuss the merits of the process. He does not believe that it is a faculty responsibility to evaluate administrators. He thinks that administrators should be evaluated by the next highest level administrator. The Senate approved a process last May for administrator evaluation. I need some help with where to go to get information on other TBR institutions and their instruments. The committee will report in January. **Comment:** We have an instrument which was approved last year. **Comment:** To say that administrators should not be evaluated by faculty is like saying that faculty should not be evaluated by students.

6. Report of Rules Committee: Report delayed until December.

7. Approval of new Chair of Nominations and Elections Committee, Dr. Dolores Gore and appointment of new committee member, Gloria Wacks. Motion to approve, seconded, approved.

ADJOURN: 5:45 p.m.

