

Austin Peay State University
Faculty Senate

Tentative (Unapproved) Minutes
Meeting of Thursday, April 27, 2006
Sundquist Auditorium, SSC E-106

Preliminary Information

The meeting was called to order at approximately 3:50 p.m. by Senate President Dr. John Foote.

The roll call of senators was conducted by Senate Secretary Silverberg. Senators Black, Dyer, Eaves, Gillom, Goldstone, Griffy, Hatch, Hodge, Lane, Magrans, Major, Maurer, Newport, Schiller, Schlanger, Shepherd, and Vanarsdel were absent.

A motion to amend the meeting's agenda to include consideration of the statement from the Deans Council regarding faculty attendance at Commencement was made and unanimously approved.

The minutes for the meeting of March 23, 2006 were unanimously approved.

Remarks

University President **Dr. Sherry Hoppe** made her remarks. She reported on **two issues discussed at the Tennessee Higher Education Commission's meeting** last Thursday (April 20): the state budget and degree programs proposed by Troy State University.

1. **Budget:** We are awaiting final word: a motion to **amend the state budget to add \$28 million to higher education** has been presented. If approved, our share would be \$838,000, an amount which would fund the approved but unfunded 2% raise. THEC recommends a tuition increase of 6-8 % if this amendment passes; if not, an increase of 8-10%; Dr. Hoppe looks for a 7-9% tuition increase for 2006-2007.

2. **Troy State:** Troy State University has presented **six new degree programs to be located near Fort Campbell**. State Representative Kim McMillan has written an amendment to the law preventing state institutions of higher education from protesting such plans. THEC should not be required to approve unnecessary programs if the service (degree program) is already provided in the region; currently, THEC is required to approve all private programs and state institutions are not allowed to address the matter. Troy State has had ten degree programs approved since this new law was enacted. Dr. Hoppe asked for deferral of consideration of them, and this motion passed, but the war remains to be won. Kim McMillan's amendment did pass; thus, the possibility of improvement in this situation may be ahead. Troy State's six newest programs are similar to several that Austin Peay now offers, involving Technology and Human

Resources/Office Administration, a Criminal Justice Associate's degree, and a Bachelor of Professional Studies. Three of the programs are online and the other three are their on-ground equivalents.

University Provost Dr. Bruce Speck made his remarks.

He expressed his appreciation for the **faculty's development of a matrix outlining scholarship criteria**. This issue was discussed in a meeting with the deans this week, they will present a proposal over the summer; Dr. Speck will confer with the Senate President and Executive Committee regarding the matrix. The university needs an integrated notion of the research, service, scholarly and creative work required of faculty.

Dr. Speck addressed the **search for an interim College of Science and Mathematics dean**, as the search for a "regular"/permanent dean failed this year. **Dr. Susan Calovini has been asked to serve as interim dean for the College and she has accepted**. She is not a faculty member in the College of Science and Mathematics, and has met with the chairs in Science and Mathematics. This meeting went well; and it seems that Dr. Calovini will proceed to be a good choice as interim dean. It is not uncommon for an outside-of-college dean to serve. Many times the College of Arts and Science has had a dean from only one side of the [disciplinary] house. One internal candidate was asked to serve as interim dean, and this person turned it down. Susan Calovini is currently interim Associate Vice President for Academic Affairs and chair of the Department of Languages and Literature, and Dr. Speck is impressed with her work. Calovini is respected across campus and has demonstrated acumen in administrative issues. She has accepted her new position and will send an email to her faculty in Languages and Literature. There is a process for finding an interim chair for Languages and Literature which will be enacted. Dr. Calovini's major concern is not having a degree in Science or Mathematics; she talked with the College's faculty before making her decision. Support is there for Dr. Calovini as interim dean of the College of Science and Mathematics.

At a meeting of the Tennessee Board of Regents Academic Subcouncil, the issue of **leave days for faculty** was raised. It is now being advocated; and legal counsel suggested that it could move forward. Currently we "duck and wink" or use sick days for personal leave: policy does not address the need for time off to take care of routine doctor's appointments or other personal business that must be attended to on regular work weekdays.

A **computer software issue** was also discussed. Free software can be accepted by computer users, and typically use agreements indemnify the software company. It is illegal for us (as state employees) to do this. The individual will be legally liable for problems. It is not a good idea to say yes to and/or install software that the university has not purchased. Community colleges now have "alien" software programs on some machines that interfere with the normal software.

Senator Robison asked about the potential **relationship between sick leave and personal leave**. Dr. Speck responded that sick leave is applied to retirement if the employee is on the Tennessee Consolidated Retirement System. There is hope that we will be able to convert some sick leave days into personal leave days.

Dr. Foote asked about progress regarding **science teaching loads**. Dr. Speck responded that Dr. Kay Clark has a subcommittee working on this; it is moving slowly.

Senate President Dr. John Foote made his remarks.

He reported that the **Faculty Senate election** is largely complete. In only one group (constituted area) did we have more nominees than seats: five nominees and four seats. In other areas, seats are still open (because there were fewer nominees than open seats).

Dr. Hoppe answered some questions which were raised about **Faculty Development Leave**. She stated that we are willing to reinstate it effective next year. It is to the institution's advantage to use such leave in the spring. Dr. Speck will consider this issue; faculty should look for announcement about Faculty Development Leave in the fall at convocation. The idea would be to apply in fall and be on leave in the spring.

Dr. Foote brought up the issue of **applications for grants from external agencies**: according to newly developed policies, pre-application and application approval forms will need signatures. Dr. Foote spoke with Ed Davis (Director of Grants and Sponsored Programs) about developing a shortcut process for travel awards, etc., below a minimum amount. These would require two signatures (Ed Davis and the Department Chair). The routing process for regular applications is long. Ed Davis has final signature in the abbreviated process, which is designed to reduce the amount of paperwork going up the line, but provide appropriate signatory authority for grants and contracts.

Dr. Foote asked Dr. Hoppe about the **typical financial arrangements given to post-retirement faculty**. Dr. Hoppe responded that she would have this information on Friday and give it to Dr. Foote on Monday.

Some faculty have asked about **provisional enrollment and supplemental instruction**: athletes meet NCAA requirements: their academic strengthening is as good or better as other students'; athletes have done better than average in terms of graduation rate at APSU, according to Dr. Hoppe. Senator Myers pointed out that the NCAA rule is conjunctive: it is calculated on the basis of GPA and ACT score. This standard it is not weaker than general admission rules: it is complicated system.

Dr. Ted Heidloff (Director of Human Resources) has announced that **student employment information** is on website: \$5.15 to \$12 an hour is the pay differential available to students.

Dr. Foote announced that in the fall, **faculty will be required to submit midterm grades** for courses at the 1000 and 2000 level.

Reports

TBR Subcouncil Representative Senator Griffy was at the TBR Subcouncil meeting and thus was not present to report.

Academic Council Representative Senator Goldstone was not present. No meetings have been held recently; one more meeting is scheduled for the academic year.

Deans Council Representative Senator Hogan reported on four meetings of the Deans Council; Senator Griffy was Hogan's proxy for one of these meetings, attending in his absence. Mid-term grades will be required for 1000 and 2000 level grades as of the fall semester; syllabi should also note this change. The Deans Council considered graduation exit exams: ETS has online formats for these, and the Deans Council has approved online tests. The deans also discussed Austin Peay's international baccalaureate degree, which is modeled on the UTK's system. The number of printed copies of the university bulletin will be reduced. Regarding computer labs: the Deans Council has moved to close some of them; the computer lab in the Trahern building will have extended hours; extending library hours to allow computer access has also been discussed.

Dr. Speck added that the **university is moving toward acquiring laptops for faculty**, allowing for a docking station in offices with a monitor and keyboard. New faculty will receive laptops. Senator Christian brought up the possibility of faculty using tablet PCs; Senator Myers noted that the Technology Access Fund Committee decides on the standard configuration for computer; few configurations are expected to be available.

Senator Robison asked when **the Banner system** would be "the only game in town." Dr. Speck responded that financial records will be on Banner as of July 1; admission records will be on Banner as of fall 2007. There will be total implementation of the system in July 2007. Spring 2007 will be the last course registration period without Banner.

New Business

Dr. Foote noted the selection of a slate of **nominating committee members**: they are Senators Christian, Goldstone, Kenney, and Rayburn. The nomination committee was unanimously approved. Returning senators and those newly elected should attend the May 4 meeting of the Faculty Senate.

Committee Reports on referred issues were given.

Senator Blake's committee (Academic Red) reviewed seven policy changes involving grants. Blake reported that the policies involved procedures and operation of grants within the university. The goal of the policies is to insure that the principal investigator and all those involved with grants have no surprises. Notice must be given when applying for a grant; the application must be submitted for approval two weeks prior to its deadline. Some of the policies involve budget management; it is valuable to have these procedures laid out in writing. In Senator Blake's opinion, the policies do a good job of laying out procedure. The Academic Red committee had no complaints about these policy revisions.

Senator Filippo headed the Academic White committee, which had minor recommendations regarding the format of policies; the committee recommends that the same format be used in all policies. **Changes made to Policy 7:007 (regarding investigations of misconduct and appeal periods)** are in conformity with TBR standards.

Regarding the **grant application approval process, Dr. Foote noted that the process must be invoked when the grant comes to the faculty member due to his/her status as a faculty member;** this includes reporting grants to individuals when university resources are involved, etc., and the employee's status as an employee of the university is a factor. If proficiency at a hobby spurs you to apply for a grant, the procedure need not be followed.

A motion to approve the documents reviewed by the Academic Red and White committees was made and unanimously approved.

The **change in the Faculty Handbook regarding proof of authorship** was discussed. Senator Robison's committee (charged with the task of reviewing this item) has produced a page of commentary about it; the committee concluded that faculty authors should retain all documentation about authorship. Regarding sole authorship: we should accept the faculty member's word (that he/she has written the work). Policies on fraud and misconduct are already in place. Multi-authored works are much more difficult to evaluate.

Senator Deibert asked if faculty should provide proof of authorship up front (as part of the dossier). Senator Robison responded in the affirmative, but review committees can ask for further documentation if they view the dossier as "irregular." Senator Christian suggested that authors could cite documentary proof in an explanatory letter.

Dr. Hoppe questioned the passage allowing faculty to submit a "clear narrative explanation that documents" proof of authorship. It was suggested that the sentence be altered to read "clear narrative explanation with documentation of authorship." A motion to approve the recommendations of Dr. Robison's committee carried unanimously.

Dr. Foote read a **statement from the Deans Council regarding faculty attendance at Commencement:** All faculty members will attend the May Commencement ceremony, and will attend their choice of August or December ceremonies; August Commencement will be instituted in 2007. Chairs and directors will try to insure adequate representation of their unit at all Commencement exercises.

Dr. Foote asked for comments regarding the statement. It was noted that Fort Campbell Center contracts begin in July; May is not within the contract period. Dr. Rayburn asked why May is preferred as an anchor. Dr. Hoppe noted that she thinks attending two out of three Commencements per year is appropriate for faculty. **Other changes to Commencement** include: 1. the elimination of a commencement speaker; 2. the use of a

video presentation at the beginning of the ceremony noting awards, etc. Faculty honored will stand at their seats. There will be no music once the ceremony starts. As we already have more spectators than we can put in the Dunn Center, the Clement auditorium and the Music/Mass Communication Concert Hall will be available and have projected live video/audio feeds of the commencement ceremony.

Dr. Rayburn recognized and thanked the Executive Committee of the Faculty Senate for its work this year. He also thanked Faculty Senate President Foote and presented Dr. Foote with a plaque. Dr. Foote thanked Dr. Rayburn and the senate for their work.

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A motion to adjourn was made and unanimously approved at 5:13 p.m.

Respectfully submitted,

Ann L. Silverberg
Faculty Senate Secretary