

Austin Peay State University
Faculty Senate

Minutes
Meeting of Thursday, April 26, 2007
University Center, UC 303

Preliminary Information

The meeting was called to order at approximately 2:30 p.m. by Senate President Dr. John Foote.

The roll call of senators was conducted by Senate Secretary Perdew.

Senators Baker, Black, Dyer, Eaves, Gotcher, Haralson, Hatch, Hayes, Lane, Pirkle, Prescott, Schlanger, and Ziegler were absent.

A motion to amend the meeting's agenda to include two other faculty handbook issues was unanimously approved.

The amended agenda was unanimously approved.

The minutes for the meeting of March 22, 2007 and the minutes for the special meeting of April 12, 2007 were unanimously approved.

Remarks

University President Dr. Sherry Hoppe

President Hoppe commented on issues before the state legislature. There will be salary increases with the additional \$1.6 million APSU will receive, if an additional \$47 million is given to higher education statewide. The legislature is also looking at other revenue sources to provide the \$47 million, if the tobacco tax does not pass. Currently the proposed salary increase is for 1% across the board and a 1% bonus. There is discussion to have the entire 2% placed in the salary base, rather than half of it in a bonus. Also there is talk of as much as a 3% raise. APSU funds 40% of any increase and has already allocated monies for the 2% raise from the projected \$1.6 million increase. After the legislature adjourns, and when TBR will make final decisions about tuition increases at the end of June, the funding situation will be certain.

Provost Dr. Bruce Speck

Provost Speck mentioned that faculty members who are interested in serving on the General Education Program standing committee created by the president should submit their names.

Senate President Dr. John Foote

Announcements:

Request for Abstracts for Faculty Research Forums

Sen. Foote encouraged senators to speak to their colleagues about presenting at a forum. Abstracts should be sent to Dr. Jack Deibert by email.

When Sen. Steele asked about the deadline for submission, Sen. Deibert stated it had already passed but said abstracts should still be sent on. The goal is to have a forum monthly.

Reminder to indicate preference for University Standing Committees

Sen. Foote reminded faculty to indicate their preference for a standing committee.

Sen. Foote stated that at the senate meeting next week the election of senate officers would occur. He stated that the faculty senate nominating committee, consisting of John Blake (chair), Carmen Reagan, and Patrick Perdew, had nominated the following slate of officers:

President -- Tim Winters

Vice-President -- Loretta Griffy

Secretary -- Dwonna Goldstone

Academic Council Representative -- Mickey Wadia

Dean's Council -- Elaine Berg

Member at Large -- Hassan Said

TBR Subcouncil -- Kay Haralson

Sen. Foote stated that nominations can also be made from the floor.

Reports

TBR Subcouncil

Senator Griffy

Sen. Griffy stated that several interesting things had occurred in subcouncil. Earlier in the week, faculty had received an electronic document via email stating the findings of a TBR task force that examined textbook prices. There is a move in the state legislature to legislate prices of texts. The board lobbied against such a move and appears to be successful in stopping it. Another TBR task force on best practices in retention recently finished its work as well.

Sen. Griffy also mentioned that Dr. Bob Adams spoke regarding the loss of sick leave when someone retires who is in an optional retirement plan instead of TCRS. This topic has been an ongoing concern and is still unresolved. Also Dr. Paula Short stated that a

personnel decision involving a position with a salary of over \$75,000 must be approved by TBR.

Sen. Griffy also commented that TBR follows state laws regarding post-retirement. However, a lot of the decisions are made locally by the campus concerning the percent of former workload a post-retiree would do based on the campus's budget.

Sen. Griffy stated that assessment of general education generated the most discussion by the subcouncil. For mathematics and English core courses, there will be an embedded assessment within their final exams. Compliance with this is not optional and should prove to be a challenging task. The embedded questions will be mapped to certain goals set by TBR. Results will be reported to TBR to ensure standards are met.

Sen. Griffy remarked that another item of great concern was the A-89 guideline regarding high school deficiencies. This guideline is being rewritten along with the A-015 guideline concerning admission requirements. Guideline A-89 addresses students who are admitted without certain high school courses and currently requires them to take additional courses, beyond those required for core, for removal of those deficiencies. This will no longer occur, with the exception of the foreign language requirement. When a student completes the core requirement in the area of deficiency, then the high school deficiency will also be satisfied. However, for removal of a foreign language deficiency, a student will still have to take a foreign language to remove it, rather than just any of the courses which meet the humanities core requirement. Sen. Griffy said some expressed a concern about this action not sending the right message to high schools. However, the board feels concerns would be allayed because high schools are going to undergo a curriculum redesign.

Sen. Griffy also mentioned that think tanks are going to be established. The first is going to examine faculty workload and related issues such as teaching load credit, online vs. on-ground courses and office hours. The think tank will identify problems but not be a decision making body. Any actions based on the findings would be made at a later time.

Sen. Griffy lastly stated that there is discussion of an ROCC (formerly RODP) doctoral degree. However, it has yet to be developed and there would be challenges to overcome.

Sen. Foote asked about the textbook taskforce. Sen. Griffy replied that Dr. Warner compiled the information to try to prevent legislative action.

Sen. Blake asked when more would be known about the embedded tests. Sen. Griffy said the action was passed by the faculty subcouncil and will go to the presidents' council in two weeks. The document concerning this will be posted on the senate webpage. Sen. Griffy stated that a lot of work will be required for compliance with this action and it could cause controversy.

Academic Council
Senator Ziegler

Sen. Ziegler was unable to attend.

Provost Speck stated that about five courses were approved for addition to the general education core. Everything else on the council's agenda was also approved.

Deans Council
Senator Haralson

Sen. Haralson was unable to attend but had sent word that her notes were posted on the senate website.

Old Business

Requirements for the Preservation of Dossiers (Item #25 from Special Meeting on Faculty Handbook), Dr. David Major

(New language is in blue or in bold text.)

Recommended alteration to Policy 5:060

Due to record-keeping requirements, official personnel records are to be kept a minimum of seventy-five years from an individual faculty member's date of last employment in a paper or imaged format. In addition, due to the ~~Because of the~~ timeframe in which an individual faculty member could file an EEOC complaint and/or lawsuit, **a paper** dossier of any faculty member **must specifically** ~~shall~~ stay in the department **office** for a minimum period of four (4) years from the point when the final personnel decision is made on the faculty member's status at the institutional level or at the TBR level. **Likewise, an electronic dossier shall be stored on a server or some other media for a minimum period of four (4) years from the point when the final personnel decision is made on the faculty member's status at the institutional level or at the TBR level.**

After the separation of a faculty member from university service and the expiration of the timeframe in which an EEOC complaint may be filed, an imaged copy may be kept in any format compliant with federal and state record-keeping requirements. All existing paper dossiers not converted to electronic format must be maintained until converted to imaged format after the separation of the faculty member from APSU employment.

A faculty member's **existing paper** dossier, **if relevant** ~~that is prepared for personnel reviews~~ is the property of APSU and shall continue to remain in the department until the faculty has achieved the **full** rank of tenured ~~full~~ professor. In order to protect the security of a **paper** ~~dossier during a review process~~, a faculty member may not remove his or her **paper** dossier from the departmental office without prior permission of the department chair/director. **A faculty member's e-dossier that is prepared for personnel reviews is the property**

of APSU and shall be maintained on a server or other media until the faculty has achieved the full rank of tenured professor. [to be voted on]

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Discussion:

Mr. Becraft stated this portion of the policy was on two pages of the policy and the requirement about preservation for 75 years was not stated until other time requirements were given. This revision brings that requirement up sooner in the document to put the rest of it in context. Also the location and format for dossier preservation for EEOC compliance needed to be given.

Sen. Wadia asked where any paper dossiers are to be stored. It was stated that they will be kept in a location determined by the departments.

Sen. Wadia asked if a paper dossier will have to be imaged at some time. Mr. Becraft said that, as the revision states, the dossier would be imaged at some point after the faculty member's separation from employment at APSU.

There was a motion and second to approve this revision. **The motion passed with unanimous consent.**

New Business

Faculty Handbook Issues, Dr. David Major

(New language is in bold text.)

Recommended alterations to Policy 5:060

1. Faculty seeking multiple personnel actions with different due dates in the spring semester (e.g. retention and promotion) will submit an e-dossier for both actions on the earliest relevant deadline. [to be voted on]

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2. University Tenure and Promotions Appeals Board

Each college, **including the School of Technology and Public Management**, shall have an additional tenured member elected at large by the electorate of the college. **The at-large member shall be elected from among all eligible faculty members not serving as a departmental representative on the college committee. All tenured and tenure-track faculty in a college are eligible to vote for the at-large representative. If the vote is tied, the college dean shall cast the deciding vote. [to be voted on]**

Discussion:

Concerning the first item, “one” was inserted instead of “an”.

Sen. Deibert asked if something could be placed in the dossier after receiving news of something that could help in attaining promotion, but was not received until after the submission deadline for retention and tenure.

Sen. Foote said in the past he had had to give a mixed review for a faculty member when he recommended for tenure but against promotion.

Mr. Becraft stated that the department chair should write two separate recommendations. He stated further that generally the personnel actions should be kept separate by the college retention and tenure committee and the college promotion committee, though the faculty member submitted one dossier for both tenure and promotion.

When concern was expressed about the time between submission deadlines, Mr. Becraft said the personnel calendar normally has the same date for both the retention and tenure, and promotion deadlines.

Sen. Wadia pointed out that the statement of intent required for the dossier would show the faculty member was seeking more than one personnel action.

Sen. Griffy asked if the retention and tenure committee should view the promotion recommendations.

Sen. Foote said that should not occur.

Sen. Vandergriff stated the reviews for that current year from the college committees would not be in the dossier then.

Sen. Foote stated that both reviews from the department and chair would be in the dossier, however.

Sen. Foote said he thought the issue needed further study.

The motion was withdrawn due to these concerns. It will be reexamined in the fall.

The third item concerned the tenure and promotion appeals board. After Sen. Major presented the item, Mr. Becraft said this change clarifies how the at-large member is elected.

There was a motion and second to accept the item. **The motion was approved unanimously.**

Emeritus Faculty (APSU Policy 5:009)

Sen. Foote spoke about this item. He stated this policy will be revised and it was discussed at the last president’s cabinet meeting. Sen. Foote expected the revised document but did not get it in time for this senate meeting. He asked the senate if it has confidence in him to examine the revised policy and then indicate whether President Hoppe should approve it on an interim basis. The senate indicated informally that it did.

Sen. Rayburn stated he wants to ensure there is more than one independent means to nominate someone for emeritus faculty status. One means Sen. Rayburn suggests is through the faculty senate. He recommended that either the Faculty Red or Faculty White faculty senate committees look at this issue next fall.

Before adjournment, Sen. Robison expressed concern that the “study day” had become “meeting day” for faculty and that it was a time when faculty should be examining grades and preparing to give finals. Sen. Blake also noted it was a time faculty should have free to be in their offices in order to help students who were studying.

Sen. Foote announced the senate was going into a closed executive session after adjourning which would be closed to all people except faculty. (N.b., there will be no public record of minutes for the closed executive session.)

The meeting adjourned at about 3:20 p.m.

Patrick Perdew
Faculty Senate Secretary