

**Austin Peay State University
Faculty Senate
Meeting of Thursday, January 22, 2009
University Center, UC 307
3:00 pm
(Unapproved)**

Call to order – Senate President Dr. Tim Winters called the meeting to order at 3:05 p.m. President Winters introduced new senator, Dr. Phyllis Camilleri, who fills a vacancy in the Natural Sciences. Guests Pat Perdew, Loretta Griffy, and Don Sudbrink were in attendance today.

Roll call of Senators – Senate Secretary Elaine Berg called the roll. The following senators were absent: Roy Baker, Debbie Ellison, Taylor Emery, Sara Gotcher, Amy Hamlin, Christopher Hardin, Matt Jones, Greg Rabidoux, Melan Smith-Francis, Jackie Vogel, Michelle Williams, and John Foote.

Approval of today's agenda – a motion was made and seconded to approve today's agenda. The motion passed and the agenda was approved.

Approval of minutes for meeting of November 20, 2008 – A motion was made and seconded to approve the minutes of November 20, 2008. Senator Truhon pointed out that a word had been left out in the sentence concerning classroom safety training that was to be provided by Public Safety. The November minutes were approved as corrected.

Remarks

1. **Senate President** – Dr. Tim Winters welcomed our new Provost, Dr. Tristan Denley and University President, Timothy Hall. President Winters informed the Senate that an improper motion was introduced and acted upon regarding student email policy in online classes at the meeting of November 20, 2008. He said that the action must be declared null and void and we must introduce another motion under new business today. President Winters further explained that the reason we would have to vote on this issue again was that the motion was made by someone who was not a senator, and therefore not allowed to introduce a motion. The Compensation Committee has been meeting on regular basis and is working diligently to get a plan into place. The plan has to be approved before numbers can be attached. APSU will use CUPA data. Senator Roger Clark stated that the merit raises discussed by the committee would not be put into place until there is money. President Winters encouraged senators to contact a Compensation Committee member for more details. Faculty members serving on the Compensation Committee are Uma Iyer, Roger Clark, Loretta Griffy, and Tim Winters. TUFs (Tennessee University Faculty Senates) is trying to lay the ground work so they can be more involved with making recommendations to the TBR and UT boards. President Winters and Vice President Buchanan met with Dr. Paula Short, TBR Vice Chancellor for Academic Affairs, last week to tell her about TUFs and its hope to speak as a unified group for faculty senates across Tennessee. TUFs is working with Kim McMillan to prepare for the *Day on the Hill*, scheduled for Tuesday, February 24, 2009. On this day faculty may talk to their legislators about higher education issues. President Winters stated that issues TUFs thought were TBR issues were actually legislative issues. The group wants to establish a relationship with the legislature.
2. **University President** – Tim Hall welcomed senators back from Christmas break and Dr. Denley to APSU. President Hall provided information on the current budget situation. He said that the Governor has asked all state agencies to have two budget reductions ready. We have to plan for a loss of about 6.9 million dollars of our state revenue. Reductions were not applied evenly across TBR institutions. They used the THEC formula and institutions that are closest to what they need for funding lose more. President Hall feels that the formula is flawed. He is talking with the financial person at THEC. The formula puts the emphasis on the number of students in upper level courses. APSU is hurt because we have more students in lower level courses. We would take a 20.4% cut under this formula. President Hall hopes that 80% of cut will be offset by the uncapping of tuition. Tuition increase could be another

source for funding the loss. 1.6 million dollars will not be offset by tuition. Federal money may be available. Schools were asked how they would take a 12% loss in funding if federal money becomes available. President Hall said APSU had to give a “rough and ready” response to TBR and THEC. He will be working on the details of this plan during the Spring semester. He appreciated all the suggestions from faculty and the senate. He said APSU is trying to figure out the right process to deal with budget cuts. He is consulting with groups across campus. He is receptive to senate suggestions. His goals are: 1) use this time to increase the amount of our budget that goes to instruction. We’re a little behind here. 2) Since we are the most thinly staffed TBR institution, we have to work hard to protect our human resources (jobs). This is a high priority. 3) We need to investigate how we can better understand our courses/sections before we increase faculty teaching loads. For example, we now offer more sections than we need. We need to increase the number of students in class slightly to reduce the number of sections we teach. 4) President Hall does not believe that we should have across the board cuts. We need resources to continue to go forward academically and help our students succeed. President Hall discussed the Hemlock deal. President Hall brought APSU to the negotiation table which resulted in Hemlock saying they need an associate’s degree to produce 80 graduates per year. It had to be confidential. Kim McMillan and President Hall talked with Governor Bredesen to ask for money for a facility to accommodate the new degree. President Hall discussed APSU off-campus sites. We have more and more students coming toward us. We don’t have the facilities here to accommodate them. He does not think that the Dickson and Springfield sites will hurt our main campus enrollment. There is a proposal from the Jackson Foundation. Under this proposal we will get \$150,000 per year. \$60,000 would be used to pay employees already there and the rest would be used in offering classes. The Springfield/Robertson County endeavor involves both APSU and Volunteer State. A new facility is being built. Senator Carson-Grefe mentioned that the Renaissance Center in Dickson is small and asked if we will outgrow the space. President Hall said he did not think we would outgrow the space right away. President Hall said that the Hemlock degree will add some more sophomore classes. Senator Said asked about APSU graduation and retention rates over last 6 years and if a breakdown by department was available. President Hall answered that we have not; we’ve only done rudimentary exit interviews and still really don’t know why students leave. We’ve improved in areas where we put things in place such as APSU 1000. We don’t have a breakdown by department, but thinks we need to do that. Senator Wolyneec pointed out that the numbers may be skewed because students may not stay in the program under which they entered. Senator Meisch asked if APSU has done a study or analysis on the military student population. President Hall said that the military don’t affect the first-time, full-time, freshman retention rate. Overall military and Ft. Campbell students are more successful.

3. **Provost** – Dr. Tristan Denley discussed teaching evaluations. Scantron was contracted to scan Fall 2008 evaluations and return them to us. They scanned most of them, but it has been hard to get them all back. Dr. Denley had to ask President Hall for a special agreement to post the evaluations in dossiers late. When the evaluations arrived, there were some “irregularities.” There were issues with sections not matching instructors, the numbers of students not correct for that section, etc. The Provost thanked faculty who let his office know when evaluations were or weren’t correct. There was a glitch in software that puts the wrong section number on evaluations. Most of the errors were in this category. There were problems with duplication of scans and some sections looked like they had more students than they really did. His office has the original documents and can check them. Some evaluations weren’t scanned. Scantron was sent six boxes of evaluations to scan, but they only scanned five boxes. Scantron is looking for the sixth box. Senator Pitts asked if we can we get our money back from Scantron. Senator Scanlan asked about the duplicated evaluations and said it may not be possible to rectify some evaluations. Dr. Denley said he would work with faculty in this situation. Senator Martin asked if Scantron could do the counts. President Winters said most RTP committees understand that these evaluations were screwed up. Dr. Denley asked faculty to please contact him about irregularities in their evaluations. He wants to re-evaluate how we do course evaluations. Senator Pirkle asked Dr. Denley if he will email all faculty about how to go about addressing irregular evaluations. Dr. Denley said his office has done this. Vice President Buchanan said reviewers should be apprised of this. Dr. Denley doesn’t think that the data is “untrustworthy.” The number of duplications is small comparatively speaking. He doesn’t think that these evaluations are bad enough to skew the big picture. Senator Wolyneec pointed out that it might affect those faculty members who don’t have a lot of evaluations (such as first and

second year faculty or those with small classes (music). Departments need to use common sense on these evaluations.

Dr. Denley asked senators to please come to the luncheon his office is sponsoring on January 26, and to please encourage others to come. You may come late if necessary. It will be taped and streamed to the web. It is the first of four sessions on thinking about the way we teach. A small number of our classes account for the bulk of our teaching. The way we teach these classes has an enormous affect on the success of our students. We need to look carefully at how we teach gatekeeper courses. We need to ask ourselves, "if we had never taught this course, would we still do it the same way." The deans will be very diligent on how classrooms will be allocated beginning with the Fall 2009 semester. We need to do a better job with the classroom space we have. We should try to match classroom size to the number of students in the class. He is working with the deans. It is possible that you may teach your class this fall (2009) in a different classroom than before. This is about finding rooms that are more suitable for your classes. President Winters asked Dr. Denley if he would send a memo to faculty addressing the skewed evaluations, especially those faculty serving on RTP committees. Dr. Denley closed by saying that he values creating a close working relationship with the Senate and faculty. He will be as available and honest as possible.

President Winters informed the Senate that our president was the only one in the TBR system to go through the budget line by line looking for ways to find money. He publically thanked President Hall for taking the time to go through the budget so thoroughly.

Reports from Faculty Senate Representatives

1. **Academic Council** – Dr. Phil Kemmerly—did not meet.
2. **Deans' Council** – Dr. Ron Gupton said the Deans met with Dr. Denley on January 14th. They discussed the student grade appeal policy. They mentioned the need to accommodate the Ft. Campbell Center schedule. The timeframe doesn't work at the FTC. There is no time between Fall I & II. There is also the issue that if the dean says there is no merit to an appeal, then it ends and a student's appeal process could be ended before an appeal committee has met. The Deans' Council wants the Senate to look at policy again. The policy will go to Academic Council with a memo covering issues. Senator Wadia made a motion to send the policy to Academic Council as it is with a memo noting suggestions from the Deans' Council. Senator Kemmerly seconded the motion. A vote was taken and the motion passed.
3. **TBR Faculty Subcouncil** – The TBR Faculty Subcouncil met on January 9, 2009. Senator Kay Haralson's [report](#) is posted on the Senate website. Senator Mike Gotcher said it would be nice if students had some level of ownership in their scholarships that said if you fail your classes you must pay back a portion or if you pass, your loan (part of scholarship) will be forgiven. There should be some level of responsibility in wasting/losing the scholarship.

Old Business

1. Report from Ad Hoc Committee on Student Travel Policy. Senator Carson-Grefe said the committee met with President Hall in November 2008 to present the proposed language. President Hall didn't like the language. He wants faculty to use more than their judgment. He thinks a memo from the Provost's office would serve in this respect. The committee has worked out some proposed language. Senator Kemmerly suggested adding a statement defining when the faculty member's responsibility stops while on a field trip. Senator Carson-Grefe said that's why they included "while together." How do we define "while together"? Discussion followed about what "together" means. Senator Moore said what we are really talking about is liability. He thinks the language leaves faculty open to liability. President Winters suggested putting a statement on the course syllabus. There really isn't a statement that covers each situation. The boundary set forth in course syllabus is what should be followed. Each program has its particular problems. Senator Kemmerly asked if they checked other institutional policies. Senator Carson-Grefe said they have had trouble finding them. President Winters asked senators to forward their thoughts and ideas to the committee.

2. Report from Faculty White Committee on RTP Issues. Senator Moore said they need until at least until February to firm up the language.
3. Report from Faculty Red Committee on Faculty Sick Leave. The committee has not met, but hopes to have something later.

New Business

1. Student Evaluations not ready for dossiers—Dr. Denley addressed above.
2. Faculty Handbook Language – Senator Wadia 1) Wants to add language addressing student evaluations (extracting pages, histogram, etc.) in Policy 5060 that states when you get the evaluations from Class Climate simply upload the entire pdf file to the e-dossier. Senator Said mentioned that student comments are included and you can't do it. Student comments aren't allowed. You would have to delete them from the file for the e-dossier. 2) Senator Wadia would like the addition of a statement regarding years toward tenure. This is included in a faculty member's initial appointment letter. A statement would be added to Policy 5060. Senator Wadia made a motion to add these two statements to Policy 5060 and Senator Kemmerly seconded the motion. The motion passed.
3. Email Policy Statement Revision—Senator Kemmerly said original motion was put forward by non-senator and must be put back on the table by a senator. Senator Silverberg made a motion to accept the email policy statement revision and Senator Wadia seconded the motion. Senator Meisch asked about a special needs student to who needs to have it sent to home email because of specialized equipment and/or software. Would this be allowed? The University must comply with ADA. Senator Wadia made a motion to amend the original motion to accommodate special needs students. Senator Haralson seconded the motion. The motion to amend passed. The original motion also passed.
4. Nominations for the Faculty Senate Staff Award—Send nominations to the Senate Executive Committee.
5. Senator Scanlan brought up the issue of locked doors in Sundquist Science Center (SSC). Senate guest Don Sudbrink discussed issues with power going out and the need to save research. Faculty does not have keyed access to their research. This is a big issue. President Winters has a meeting tomorrow morning to discuss this issue. No one in SSC has keyed access except campus police. Public Safety wants only swipe lock access to SSC. Faculty in SSC does not think this is a good solution. There are problems with the magnetic locks and they need keyed access.

The meeting adjourned at 5:05 p.m.

Respectfully Submitted,

Elaine Berg,
Faculty Senate Secretary