

**Austin Peay State University**  
**Faculty Senate**  
**Meeting of Thursday, October 22, 2015**  
**University Center, UC 307**  
**3:00pm**  
**Minutes**

**Call to order** – Senate President Tim Winters

Recognition of Guests: Bea Brockman, Lori Buchanan, Jack Diebert, Taylor Emery, Alex King, Nneka Norman-Gordon, Derek van der Merwe, Mickey Wadia, Dana Willett

**Roll call of Senators** – Senate Secretary Christina Chester-Fangman

**Absent Senators:** Kenisha Burke, John Byrd, Lesley Davidson, Melissa Gomez, Lee Gray, Tony Morris, Ben Ntatin, Dennis Pearson, Raman Sahi, Adriane Sanders, John Volker, Lauren Wells, Timothy Wesley, Charla White-Major, Nanci Woods

**Approval of Today’s Agenda: Motion made, seconded, and passed to approve agenda**

**Approval of Minutes for Meeting of September 24, 2015: Motion made, seconded, and passed to approve minutes**

**Remarks**

1. Senate President – Dr. Tim Winters (10 minutes)

- Senate President Winters began his remarks by recognizing Lori Buchanan, thanking her publically for her 22 months of service as the Interim Assistant Provost/Assistant Vice President for Academic Affairs;
- The schedule alignments of Fall I and Fall II at the Ft. Campbell campus with Terms A and B at the Clarksville campus will take effect with the next academic year, with start dates of Saturday August 20th and Monday August 22<sup>nd</sup>;
- A parking consultant has been brought in by Chief Kasitz; they are looking at maximizing parking for the Jenkins & Wynne property and other concerns as well beyond parking, such as campus transportation issues and the best way to get people from place to place; if you have any comments, please pass them to the Chief or to Rasheda Smith;
- Departments without instructors do not need to write RTP criteria for instructor ranks; please share this info in your departments;
- The Provost has charged the Handbook Committee with drafting the language for the promotion of temps, and they will address it in the spring;
- The Senate Executive Committee has been charged to update the handbook on standing committees per President White; if you are contacted, “there is nothing sinister,” we are just investigating ways to use peoples’ time more effectively; there is “no hidden agenda;” the goal is to streamline things and put some general rules in place about how committees are run;

2. University President – Dr. Alisa White (15 minutes):

President White was traveling and could not attend

3. University Provost’s Comments [Provost Gandy was at the system-wide Provosts’ Meeting and his comments were delivered by Lori Buchanan] (10 minutes)

- The academic reorganization of Ft. Campbell is now at TBR and the lining up of the downtown and Ft. Campbell schedules is moving forward;

- The new degree proposals (PsyD in Combined Clinical and Counseling Psychology, Master of Applied Behavioral Science, Master of Business Administration, Master of Fine Arts, and Bachelor of Engineering Physics) are in process;
- APSU 1000 employment guidelines have been established and are now in writing and available for use; a committee made up of Dr. Cannon and Dr. Brooks, along with other representatives, worked on that project;
- Questions:
  - Q: How many full-time teaching faculty versus staff members are teaching APSU 1000?
  - A: I am not sure, but I will ask Ashlee Spearman to forward that information to Tim for distribution.

4. Vice President of Advancement, Communication and Strategic Initiatives – Derek van der Merwe (15 minutes) –

- It is a great honor to come before you to talk about these initiatives; Advertising / PR are currently reviewing marketing strategies in an attempt to be more aggressive with digital advertising and to better target specific populations; we are moving from branding to capturing the attention of people on some of our programs that we want to highlight; there is a presentation on our broad strategies for marketing that can be shared with Senate if there is interest;
- There will be some changes in fundraising, especially in updating their data collection and management systems;
- The strategic planning is progressing; it began with an abbreviated workbook exercise in establishing four goal areas: 1) enrollment growth; 2) sustainability; 3) diversity; and 4) communication and branding; other exercises in thinking about core values and preparing a SWOT (strength-weakness-opportunity-threat) analysis was communicated via department chairs; the next stage is taking the larger workbook to chairs, deans, and above; we need to consider what APSU will look like in 5 years and 10 years from now; we should put targets on numbers, specific populations and create a conversation about what challenges there could be in addressing these in the future;
- The TBR goals are out there and we are outpacing them, but now we need specific objectives with stated goals;
- We are looking at creating a stronger relationship between Institutional Effectiveness and Strategic Planning; right now their plans don't align so those two will be coordinated in a consolidated effort;
- Our new software package, Royall, can provide data like ACT/SAT scores to help us identify targeted areas and populations (ex., Davidson County) and help us align our prospects with academic profiles;
- Everyone has been given the opportunity to provide feedback on the first Strategic Plan "One-Hour Workshop Workbook," and there will be a lot of information coming out soon; we will see a clearer focus in the next few weeks;
- Questions:
  - Q: Could you speak a little bit about the direct effect of this on faculty?
  - A: As we look to increase our numbers (as well as with programs like Reconnect and the Drive to 55), one issue could be advising support; in talking to Loretta Griffy, we see the need to have adequate advising during Govs R.O.W. in the summer; we also need to look at our high loss rate programs and try to ensure that those students are successfully redirected; it is important to keep in mind that it isn't just about getting students "in the door," we need to support and retain these new populations; we need to continue to support our military students; part of this big picture for growth is adding degree programs that can support international populations; we also need to normalize our enrollment, so we look more like our peer institutions.

## 5. Executive Director, Extended & Distance Education - Dana Willett (15 minutes)

- Thank you for the invitation to come and speak with you about our Americans with Disabilities Act (ADA) compliance / accessibility initiative; by the end of the year, we need to accomplish 6 things:
  - Establish a task force = this group will help drive the other items;
  - Review all purchases for alignment with the ADA = this is specifically targeted to instructional materials, but can also affect other items for employees; we recently had an issue with a new sprinkler system because the software that controls the system has to be accessible to those with impairments; we had a similar issue with a purchase of microscope software;
  - Ensure all university websites are ADA compliant = this is especially important for those that are public-facing; we are currently bidding new web development system;
  - Conduct an audit of textbooks that are in use = we recently pulled a representative sample and looked at availability in compliant formats (ex., work with screen readers); we will work with the bookstore in talking to publishers; we need to see what kind of shape we are in based on the sample and get a plan to move forward;
  - Conduct an audit of courses for ADA compliance = TBR collected a list of the 40 most highly enrolled courses across the system and told us to choose 30 from that list for our audit; we are currently in the process of identifying people to serve as auditors; they will receive specific training on November 4<sup>th</sup>, so they will be notified shortly; their role will be to identify compliance issues that might exist, not only with online courses but with on ground ones, as well;
  - Ensure sufficient training for those who develop course materials and select texts.
- Questions:
  - Q: What do we do if there is a piece of lab equipment we need that is sole source, but not compliant?
  - A: I think we need to redirect the conversation to thinking about how you could address that learning outcome with someone who may need an accommodation, not focusing on the instrument, but the outcome; we don't need to provide an identical experience, but an identical opportunity for student learning; the key is to be deliberate in developing alternative learning;
  - Q: What do you mean by "this year," the academic year or calendar year?
  - A: By the end of the year, we mean the end of this calendar year, and are trying to take care of some of these things in November.
  - Q: There is one staff member who will be the oversight authority?
  - A: "I am that person, but that is what the task force is about;" for example, we have a member of the team who is in Purchasing. "We are way ahead of where other institutions are in being prepared." For example, D2L has a "My Media" tab that will make video close captioned;
  - Q: This is in D2L?
  - A: Yes, look for "My Media."
  - Q: What type of enforcement is in place? If we have very few disabled students, what about the cost involved?
  - A: The cost of textbooks is an issue. That is why we are doing it now in the audit manner, to see how big of a job it is and develop reasonable plan to do it without breaking us. We just need to show that we are making progress and doing things in a smart way. In selecting the higher enrolled courses, we are hoping to find an estimate of the number of students that need those accommodations. Right now, there is no set timeline. After this 30, we will likely audit another 30 to see where we are and try to remediate those as best as we can as fast as we can. It is expensive to do it at the last minute, but we can be judicious about it.

- See the *Recommendations of the Higher Education Accessibility Task Force* document at: <https://www.tbr.edu/sites/tbr.edu/files/media/2015/08/Accessibility%20Task%20Force%20Recs-Final.pdf>

#### 6. Professor Alex King (5 minutes)

- Dr. King is the chair of the Institutional Effectiveness Committee and the work of that committee ties in with the information Derek shared on strategic planning; it is charged with all evaluations on campus relevant to accreditation and SACS;
- They are looking at yearly goals for departments and student learning outcomes, things like the QEP, our university mission, research, and community service; and will help departments with the evaluation piece, “the back end,” while the planning is on the Strategic Planning Committee;
- Each year, the important piece for the Institutional Effectiveness Committee will be “closing the loop” on the evaluations and assessments;
- Senate President Winters suggested that we start keeping track of some of that information now; “keep a folder open on your desktop” that you can put this data in as you collect;
- When we get to the point where departments are putting goals in, they can try to choose goals that will fit into strategic plan, and it will be sufficiently broad (ex., “growth”) that we can tie our goals in, but people need to be thinking about this stuff now, not scrambling at last minute;
- Right now we are keeping a lot of data in Compliance Assist, so if we have it entered there in the format we need, it is easy to have Compliance Assist generate a report;
- As we get more into this process, he will come back and provide updates for us;
- Questions:
  - Q: This was in the Provost’s Office and now has moved to an outside committee?
  - A: The problem was that the departments didn’t define unit level goals, and those feed into the budget cycle, so people were saying we need this to do this great thing, but the information wasn’t getting where it needed to go; “the Provost doesn’t want to guess what we should be putting budget goals to,” so this will help define that process.

#### 7. Professor Mickey Wadia (10 minutes)

- Dr. Wadia is the chair of the Faculty Handbook & Policy Committee and he is sharing information on some upcoming changes; they have a large charge from President White for this year, which is to shrink the size of 5:060 down to about 25 pages; the procedural stuff will come out and go into a separate document, allowing someone to navigate it more quickly;
- There will be a called meeting later, probably in April, for voting on those changes;
- They are looking at two things about chairs:
  - There is nothing in policy that talks about the post-tenure review of a chair; it will be handled by dean, the Handbook Committee is in favor of that;
  - The second piece has to do with the evaluation of chairs; the chair is evaluated by faculty in spring, but the question arose as to what should be done if you were a chair and you got a document filled with allegations that you believed were untrue; How do you argue that? A chair would like the opportunity to respond, but there was some concern about a cycle of endless rebuttals; the final conclusion is that the chair would be permitted to have one rebuttal filed with the dean; this will allow for one to “provisionally correct the record,” the chair gets to face the accuser; if it is a more serious issue than that, there are other procedures in place in 5:029 to take care of that;
- Questions:
  - Q: If the policies for the evaluation of department chairs are not enforced, who is in charge of that?
  - A: The Provost’s Office.
  - Q: If there is no response...

- A: Then go to President, and then to the next person.

#### 8. Higher Education Resource Officer Representative – Nneka Norman-Gordon (15 minutes)

- “Thank you for letting me come! I respect your time, so I will just give you a quick summary on HERO office and why we need HERO.” The position was created in 2013; the General Assembly is spending money on higher education and they sometimes have questions from their constituents as to how that money is spent;
- When issues come to her, she has the power of the Comptroller’s Office to address them; she has an institutional contact at each location and can pose general questions to both a person in state government and the university contact;
- There are things that are going on at the higher level that don’t get communicated to the local level; for example, miscommunications on TBR guidelines can be corrected and addressed; she helps to clear up misconceptions;
- The mission of the Comptroller’s Office is to so make government work better; she is “part ombudsman, part mediator, and part encyclopedia;”
- Carol Clark is our institutional contact; she was selected because the Office wanted someone who was familiar with the university at all levels to help address concerns;
- The goal of the HERO is to be a resource for employees of TBR and the UT System, as well as for the General Assembly; she is available to speak at benefits fairs, faculty senate meetings, and at other events;
- A number of the questions she receives involve financial workings (pay issues, how things are funded) and operational workings;
- Questions:
  - Q: If you are posed with an issue regarding inequities, would that trigger, through involvement of your office, unintended consequences?
  - A: They will not know exactly who asked the question, so it shouldn’t be a concern.
  - Q: Can a person expect confidentiality?
  - A: Information is not shared with outside parties. We do have a database to house documents but it is internal, it is not shared.
  - Q: Have you had any complaints from APSU?
  - A: None.
  - Q: How is your office information filtered to the legislature?
  - A: It depends; there are different opportunities; sometimes the legislature comes to her; there are special investigators, so if her office doesn’t do an investigation, she can get someone else to help.
- Find more information at their website: <http://www.comptroller.tn.gov/HERO/Index.asp>

#### 9. Reports from Faculty Senate Representatives

- Academic Council – Senator Ken Shipley – (10 minutes)
  - The minutes from the Academic Council Meeting of September 30<sup>th</sup> have been posted; Senator Shipley reported that there were two proposals from GeoSciences that were approved, and five from Ft. Campbell on the reorganization that were approved, and now require TBR approval;
- Dean’s Council – Senator Christine Mathenge – (10 minutes)
  - Dean’s Council has met twice and the minutes from September 30<sup>th</sup> and October 21<sup>st</sup> have been posted; Senator Mathenge noted that a number of issues discussed at the meeting have already been talked about today; there were a few items that she did want to mention:

- Reconnect and complete – There is a list of 3500 names of folks who were associated with the school and we are to try to get them to come back; Loretta Griffy will have more information on this;
  - They are going to be looking through publicity materials more thoroughly, so we need to pass materials through PR before sending them out;
  - Dr Boggs shared updates on enrollment: we passed 10,000 students, and registration closes on Saturday; freshmen are up, graduates are up, dual enrollments are up; we have 400 associate degree seekers with TN promise, and now we will try to convert them to 4-year degrees; our 6-year graduation rate is 37.6%;
  - There is a new development at Ft. Campbell in that DOD rules say we can't recruit with brochures and other promotional materials on post; we are going to try to work around that with a shift to digital marketing instead; Dr. Cox is seeing if we can still allow dual enrollments with Ft. Campbell high schools;
  - Our loan default rates are down; “we are out of jail;” it went from 14.9% to 13.7% and as of 2012 which is the latest report, we are at 11.3%;
  - Senate President Winters added that this is good because if our rate is over 14% the school is “dinged” and it is harder for our students to get loans; “Many thanks to the staff who helped to make that happen!”
- TBR Faculty Sub-council – Senator Benita Bruster – No report

#### **Old Business**

- Faculty Red – request to investigate TBR and UT system policies on sabbaticals
  - Senator Brooks reported that he has talked to some faculty senate presidents about the issue, but he still needs more time and information to generate a report.

#### **New Business**

- Ft. Campbell Academic Reorganization (Non-binding vote)
  - Motion made, seconded, and passed in favor of the reorganization
- Campus Clean-up
  - SGA President Will Roberts created an event for members of the campus community to come together to take care of the litter on campus. If you are able, please join the members of the Executive Committee immediately following the meeting to help with this project.

#### **Announcements or Items from the Floor**

- Remember, Homecoming is this weekend;
- In his closing comment, Senate President Winters wanted to remind us that the Provost and President are trying to look for creative ways to help us with some of our issues; the Faculty Senate relationship with them is strong; he has weekly meetings with them and will also have meetings with Dr. Crosby when she gets here;
- Please contact him with any issues; “You know where to find me!”

#### **Adjourn (4:30pm)**





**Academic Council Report  
Wednesday, Sept. 30, 2015  
UC Iris Room  
3 p.m.**

**CALLING OF THE ROLL**

Present: Rex Gandy, Chad Brooks for Jaime Taylor, Bill Cox, Karen Meisch, Barry Jones, Tucker Brown, Michael Phillips, David Snyder, Norbert Puszkar, Charles Grah, John Volker, Tom Buttery, Gilbert Pitts, Chen-Zue, Chen, Ken Shipley, Leah Torres, Zach Puckett, Dylan Kellogg, Telaina Wrigley.

**ANNOUNCEMENTS**

**NEW BUSINESS**

**Minutes of April 2015**

**APPROVED**

**A motion to approve; a motion was seconded and approved.**

**College of Science and Mathematics**

**Department of Geosciences**

**1) Revise Global Environment and Development Concentration**

2) Christine Mathenge represented the proposal.

One course was dropped, one added, two required courses became electives, and four electives became required.

**APPROVED**

A motion was made to approve the proposal; the motion was seconded and approved by all.

**3) Revise Water Resources Management Minor**

**APPROVED**

Jack Deibert represented the proposal.

One course was dropped from the requirements, five courses added as electives, and one elective added.

A motion was made to approve the proposal; the motion was seconded and approved by all.

**School of Technology and Public Management**

*Agenda items #4 thru #8 require TBR approval*

**Department of Professional Studies**

Robyn Hulsart represented the proposals.

**4) Revise Restaurant Management Concentration**

**APPROVED**

**(to freestanding Culinary Arts degree)**

**The proposal was presented in order to convert the Restaurant Management concentration within the Management Technology ASS degree to a free standing Culinary Arts, AAS degree in order to incorporate the TBR-endorsed statewide Culinary Arts curriculum.**

**A motion was made to approve the proposal with the correction of Culinary Arts concentration to Culinary Arts degree.**

**5) Change Name of the Department of Professional Studies to the Department of Organizational Administration and Leadership.**

**Change the degree designation of the Professional Studies (Organizational Administration Leadership) program from the Bachelor of Professional Studies (BPS) to Bachelor of Science (BS).**

**A motion was made to approve the proposal; the proposal was seconded and approved by all.**

**APPROVED**

**6) Change Name of the Professional Studies Degree Program to Organizational Administration and Leadership -**

**APPROVED**

**A motion was made to approve #6 and #7; the motion was seconded and approved by all.**

**7) Change Degree designation for Professional Studies Program from BPS to BS**

**APPROVED**

**Department of Public Management**

**8) New Professional Rotor-wing Pilot Concentration**

**APPROVED**

Bill Cox represented the proposal.

This will be a concentration in Management Technology.

**A motion was made to approve the proposal; the motion was seconded and approved by all.**

Meeting adjourned at 3:36 p.m.

**Deans Council Report**  
**Wednesday, Sept. 30, 2015**

**UC Iris Room**

**9 am**

In attendance: Rex Gandy, Matthew Kenney, Marissa Chandler, David Denton, Joe Weber, Mike Gotcher, Lori Buchanan, Linda Barnes, Melissa Hunter, William Rupp, Christopher Burawa, Beverly Boggs, Dana Willett, Carlette Hardin, Loretta Griffy, Chad Brooks, William Cox, Sherryl Byrd, Katherine Bailey, Telaina Wrigley, Christine Mathenge, Tammy Cunningham

**APSU Strategic Plan 2015-2025**

- Katherine Bailey presented on the university strategic plan. She reiterated that goals and priorities needed to be identified in the academic department/units by the Oct15 deadline. These would then be forwarded to unit leaders who would then send them on to Dr. Gandy by the Oct 25<sup>th</sup> deadline.

**Institutional Effectiveness Reporting**

- Melissa Hunter presented on the Institutional Effectiveness Reporting emphasizing that the reports document specifically focused on results of assessment and planning activities (and not the steps to getting there).
- Reports from academic units are due on Nov 2<sup>nd</sup>. Reports will include self-assessment - how effective individual department/units were at achieving the goals they set of themselves in the previous year. The reports will be linked to the budget process – ultimately tying the budget to the strategic plan.
- The report includes a separate budget report with academic units' requests reflecting what they need for FY 2016-17. Requests that support growth will be well received. Any ideas that cause improvements and do not cost any money will also be well received. In addition, ideas from departments that propose new revenue streams will be well received. Essentially, ideas for self-funding (versus Dr. Gandy's funding) will be well received.
- Section 5 of the report consists of Student Learning Outcomes. Each department will be reporting SLOs at the program level. This is a new item but a useful and necessary one. Dr. Gandy described his experience upon arrival at one institution and being handed this reporting document. His initial thoughts were that the report was onerous. A year later he realized its value when the SACS review came around. The whole report fed into the review system seamlessly.
- Melissa added that the report will be done entirely in Compliance Assist.

## **Reconnect and Complete**

- Loretta Griffy reported on this new initiative out of the Governor's office. Austin Peay got a list of 3500 names of folks that were at some point linked to us as students. We are required to report back to the Governor's office on efforts made to reconnect with these folks and hopefully get them to return and complete their education. Loretta and Sherryl Byrd will be working on this initiative.

## **Other Business**

### Distance Education

- Dana Willett reported on increased efforts towards dual enrollments efforts with local high schools were up. He also reported in the increased number of requests for payment for course development. He clarified that receiving a notification to develop a class was not the same as an approval for payment.

### Enrollments

- Beverly Boggs reported on enrollments. Headcount increased by 4.0% for freshmen; 5.5 % on transfers; 5.6% on graduate students; 11% increase in dual enrollments. She reported that our numbers were overall flat – we had graduated many and our numbers were down on returning students.
- Beverly reported on efforts towards AP Day. Specifically, the addition of a new high achievement dinner component.
- Loan default rates were down this year. In 2010 were 14.9%, in 2011 they were 13.7% and for 2012 11.3%. We are effectively out of jail as far as loan default rates go.

### Honor Program

- Linda Barnes reported on the honors program luncheon initiative also associated with AP Day

Meeting adjourned at 10:05am

**Deans Council Report**  
**Wednesday October 21<sup>st</sup>, 2015**

**UC Iris Room**

**9 am**

In attendance: Rex Gandy, David Denton, Carlette Hardin, Vicky McCarthy, Bill Cox, Mike Gotcher, Melissa Hunter, Linda Barnes, Lori Buchanan, Louanne Bergman, Sherryl Byrd, Marissa Chandler, Loretta Griffy, Joe Weber, Dixie Webb, Beverly Boggs, Jaimie Taylor, Tammy Delvendahl, Tammy Cunningham, Christine Mathenge

**New Degrees**

Quick updates on status of new degrees

- Psychological Science and Counseling – making progress
- Engineering Physics – making progress
- Master of Fine Arts – making progress
- Rotor wing concentration – Associate's degree in Technology Management – making progress
- MBA – letter of intent almost ready to go out
- Masters in Applied and Behavioral Science – making progress with 4 concentrations
- Doctorate in Education – making progress
- Computer Science – a name change and added concentration - not really a new degree

**Publications Procedure**

- It was noted that all materials intended for recruitment would need to be sent to Public Relations and Marketing folks – new procedure

**Enrollment Updates**

- As of 21<sup>st</sup> October enrollment stood at **10,098**. This is 13 students shy of where we were at this time last year (this, with 4 days left to the close of current registration)
- Freshmen enrollments up by 5%; Graduate student enrollments up by 7-8%; Dual enrollments up by 11%.
- Continuing Students' numbers are down – thus the reason we are flat
- Conditional admits are higher this year. ACT scores are down by ½ a point. Class rank and high school GPA are a little higher. These tend to be better indicators than ACT scores

- There were 400 associated degree seekers – this number is up because of the Tennessee Promise. It is hoped that they will stay on after completing the AS degree. Dr. Gandy noted that we have a lot of work to do there.
- Upcoming AP Day – so far 216 students registered – these are good numbers
- Twenty one of these are Honors students. The Honors dinner was a huge success but it will be done again next fall. The Honors brunch however will be repeated on Oct. 31<sup>st</sup>.
- Graduate student recruitment trips in the last 10 days going well – between 110-150 names of perspective students

### **6 Year Graduation Rates**

- APSU is at 37.6% for first time full time freshmen. The national average is 40%. Hispanic students are up; African Americans students are down

### **Other Business**

- Changes in Fort Campbell are coming along and on track. It is an 8 step process and we are in step 6. So far there has been a lot of positive feedback
- Terms realignment – we will keep the 8 terms. The change will be to start the A and B terms and Fort Campbell I and II at the same time. The reversal is because there are huge cost implications since there are significant cost differences. These changes will take effect starting next Fall. Dr. Gandy has run it by TBR and they are fine with it.
- It will be very convenient for folks teaching on both campuses – they are beyond happy. They will be able to get a break (and not work 12 months) and will have fewer missed meetings in the Clarksville campus.
- New rules at Fort Campbell that affect recruitment efforts. We are no longer allowed to set up brochures in places or at events on Post. D.O.D. rules are in response to abuses by other institutions. This will affect us but new updates are in the works which involve shifting marketing dollars to digital marketing. The image will also be important. The efforts on dual enrollment at Fort Campbell High Schools will obviously be affected and Bill Cox will follow up to see if there can be an exception made because it is a service provided to the high school students

Meeting adjourned at 9:32a.m.