

**Austin Peay State University
Faculty Senate
Meeting of Thursday, February 25, 2016
University Center, UC 307
3:00pm
Minutes**

Call to order – Senate President Tim Winters

Recognition of Guests: Dr. Lynne Crosby, Dr. Raj Dakshinamurthy, Provost Rex Gandy, Dr. Loretta Griffy, Dr. Tim Leszczak, Judy Molnar, Nicole Roth, Derek van der Merwe, Joe Weber, President Alisa White

Roll call of Senators – Senate Secretary Christina Chester-Fangman

Absent Senators: Benita Bruster, Kenisha Burke, Mike Dunn, Dwonna Goldstone, Greg Hammond, Katherine Honea, Robyn Hulsart, Andriy Kovalskyy, Charmaine Lowe, David Major, Rod Mills, Ben Ntatin, James Prescott, Margaret Rennerfeldt, Raman Sahi, Andrea Spofford, Lisa Sullivan, Cameron Sutt, John Volker, Lauren Wells, Charla White-Major

Approval of Agenda - Motion made, seconded, and passed to approve amended agenda, allowing Dr. Dakshinamurthy five additional minutes

Approval of minutes for meeting of January 28, 2016 – Motion made, seconded, and passed to approve minutes

Remarks

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

- Maternity/Paternity Leave Policy: Thanks to those who have contacted him or Mercy; she is collecting information from other TBR schools, and as soon as she gets it in order we will move forward with the taskforce; if you are interested, please let us know;
- Senators Sharing Information with Their Constituents: “I get the impression that not all of the information shared in senate makes it back to the departments;” please be sure that you are taking this info back; one of the things that makes this such a good place to work is the amount of time that we get with our upper level administrators; recently received a phone call from the senate president at Ohio University who saw us on the Great Colleges Honor Roll for shared governance and shared with me a long list of negative issues there; meet once a week with the president and provost, and every other week with Dr. Crosby; we have an “enormous amount of access;” we need to make sure that we are sharing that info with our constituents;
- Prior Service on Senate before Holding Office on the Senate Executive Committee: The Rules Committee is working on making a few changes to the bylaws; the Exec Committee traditionally has a nice balance with years of experience and lots of departments across the university being represented; we think that people need some experience with service before they leap into office; Senator Brown is the chair of the Rules Committee, and will talk more about this next meeting;
- Issues of Compression and Inversion: The Compensation Committee has been working hard; “my job is to represent the will of the faculty and I am not afraid to take anything to the administration because I know I will get a fair hearing, but I also have an opinion and get a say, and I am very much in favor of inversion and compression; if not, I’m never going to get a raise; I encourage you to think carefully about salaries;” let’s not continue to get 1 percent here and there; we can put up with a little discomfort to get real raises; let’s also get the best person we can get: “I want the smartest, hardest-working person I can get” in that faculty position; that being said, “if you bring issues to me, I will present them as you bring them in;”

- Questions? None: “Remember, my office is always open and there is always coffee and chocolate.”

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

- “I’d like to start by expressing my support for the idea of shared governance and the importance of conversation;” misunderstandings can occur and that is why we have to keep talking and listening; “it could be that if you ask, we can clear up these questions or if we can’t clear it up I can ask for forgiveness;”
- “I appreciate the senate for allowing us to come and talk;” at one of my previous institutions, the president, by law, was the president of the faculty senate and at another, the president could only come to senate by invitation and the invitations were far and few between; “I value that relationship that we have;” Dr. Winters is not at all afraid to bring us unpleasant things and “that is how it is supposed to be!”
- Compensation Plan: The goal is to get us to market and median for CUPA; where we are now is a plan has been put together by HR, the leadership team gave input, and then it went to the Compensation Committee; they are now trying to set up a meeting with the Committee to talk about it; “I am an outcomes based person” and there are a myriad of different ways to get where we want to go; “I don’t care about the process, we just have to fix the situation we are in;” we have always had “A money” and “B money,” but we will never get where we need to be with only “A money” – it will just keep us where we are, but “B money” is what we get by growth and we do have some capacity for growth; we need to keep that revenue coming in, but we also need to be more entrepreneurial and move to get us more funded research opportunities; efficiencies can also give us “B money;”
 - Separation Incentives: Another possibility that will let us grow “B money” is if we can offer separation incentives for those who are retirement eligible and have worked a set number of years at the university; that will give us money to put back into raises or maybe new lines or to add to the salary base; if we can do that remember “it will be an offer not a push; it isn’t meant to hurt, but to provide help;” any instances will have to be approved by the supervisor and right up the chain; we are still collecting data on it at this point;
- Compression and Inversion: Hiring at market is controversial; when you hire low, you are telling me that’s market and it is a bad strategy; the economic reality is that we are offering starting salaries here that we were offering in 1998; we don’t want to do that;
- March 22nd Town Hall, 3pm, UC 305: Purpose is for the faculty to talk and the administration to listen; we want everyone to have an opportunity to ask questions anonymously; we will have a basket for questions and people can just drop them in; faculty senate will host the event, so they will sort through the questions; whoever is responsible for that area will field the question; there will also be refreshments; if you can’t be at the meeting, please send your question to Dr. Winters;
- Questions?
 - Q: What evidences can you think of that will link our future salary to CUPA with growth? So, “we are getting raise because of this...?”
A: In Texas, all of our raises came out of tuition growth, either raising it or adding students; that’s where the dollars come in – continuing, sustained, revenue; we did well in the formula, and are getting \$2.7 million, but any raises we are giving will come from increased enrollment or tuition; the formula money is not guaranteed money – it is not in your base; when you increase enrollment, you have per student fees, so enrollment growth will fund more in all of those accounts; we will identify and pull some of that money for raises; at some institutions, it has been one-time bonuses because of the uncertainty of fund availability - you couldn’t count on it in your base;
 - Please remember to bring additional questions to the town hall on the 22nd!

3. University Provost – Dr. Rex Gandy (15 minutes)

- “I’d like to second or third what was said about salaries; we are at about 90% of our CUPA peers and we need to get out of that rut;” at his last institution he was able to cut about 5 points off that gap;

- Enrollment update: We continue to look good on admits; we have twice as many as we did this time last year; although it won't equal twice as many students, we should see an increase; we are up especially in Shelby County, Davidson County, Knoxville, and Chattanooga;
- Updates on New Programs: The rotor wing aviation associates degree was passed by Academic Council, but sent back from TBR with the recommendation that it be submitted as a new program instead of a new concentration in an existing program; the DNP, which is a joint program with MTSU, has been approved by Academic Council; the Psy.D. is being submitted to TBR this week;
- Questions?
 - Q: Any increase in enrollment based on the 250-mile radius in-state tuition?
A: It is hard to pull that out; "I'm a scientist and we never change two things in the same experiment;" we added the company that does the social media and then we had the opportunity to have the 250 mile radius right around the same time; we hope they both have a positive impact; next time 250R will be promoted all year and we can probably measure it and capture that southern Illinois region group number.

4. Assistant Provost / Assistant Vice President for Academic Affairs – Dr. Lynne Crosby (10 minutes)

- SACSCOC: This is our accreditor; their policies, guidelines, standards do change; we are currently on monitoring because of RODP / ROCC issues; RODP was approved as a concept through TBR before the current accreditation guidelines went into effect; we are on monitoring for a second year; our report is due first week of September; "We are determined that will be the end of it. This is important and we need to come through this successfully!;" we are dealing with it in several ways: 1) we have a response team (with representatives from Distance Education, the Center for Teaching & Learning, and the Registrar's Office, along with Dr. Dakshinamurthy and Provost Gandy involved) meeting weekly on these issues; 2) we are seeking advice from our sister institutions; 3) we have hired consultants to give us an objective set of strategies that we can consider; 4) we are also "just brainstorming" as to how to help our students enrolled in those programs - can we operate these programs jointly or maybe more independently?;
- Questions:
 - Q: What are the implications of pulling out?
A: Resources - making sure we have enough faculty to teach the courses; with the delivery method, these are online, so how do we manage that? Each program has been asked to bring a feasibility plan to the response team;
 - Q: How many are taught from here?
A: More than you think. With several programs, we might have students getting a degree in one, but they pick up Gen Ed core through RODP; the standards where we are out of compliance are:
 - Standard 347 = consortial relationships and contractual agreements dealing with the locus of control: do we have control of the faculty and their qualifications, student learning outcomes, etc.;
 - Standards 352 and 363 = residency requirements: our ability to demonstrate that all students have earned at least 25 percent of their course work from APSU instructors; 1/3 of the hours for graduate students must be taught by institutions where students are earning the degree;
 - Q: How many students does this affect?
A: 250 have a declared program of study affiliated with RODP, and "there are others who are just picking up credits here or there."
 - Q: Is pulling out acceptable to SACS?
A: Yes.
- Course Evaluations (with Nicole Roth, E-Dossiers/E-Portfolios Specialist in Distance Education): Ms. Roth is responsible for paper-based course evaluations and preparing the summary of that data that goes into the e-dossiers as part of the RTP process; we are now moving to a new process in which we do all of the evaluations online; the process of investigating the online platform started in early 2015 and ended

late last year with the selection of the new software; everything is web-based; with the paper-based process, every year we print 20,000-40,000 sheets of paper that are then sorted, placed in envelopes, and mailed to you; with the online version, Nicole can set a time range to open for evaluations and students are sent a link to the evaluation; she estimates that we will save about \$50,000 from labor, time, and effort; there have been some concerns voiced about response rates, but we have some options on how to boost those; they are open to other suggestions; they are getting ideas from listservs and have met with SGA recently; SGA has created an ad hoc committee and they have some good ideas; the students thought online would be better and more meaningful than paper; they are investigating incentives for those students who complete the online evaluations (extra credit, book store gift cards, dining bucks, early grade releases, and "they love the idea" of awarding a designated parking spot to a lucky student winner, although this is not supported by Parking Committee); the online evaluations will be piloted during the summer and will be a go for the fall;

- Questions:

- Q: There will likely be a large difference between responses received online and in paper. Will there be a period of understanding for the RTP process?

- A (TW): Obviously, they will be aware of this and there will be some leeway for the first few years until we make adjustments.

- C: Keep in mind that we are locked in five years because of the timeframe for departments to establish RTP guidelines.

- Q: How will the students be notified?

- A: SGA had ideas. We can do notifications in D2L and e-mail. Instructors will have their own dashboard with this new system, letting them know the response rate. We can have sessions for each department to show it off.

- Q: So, we will have the data after class is over?

- A: Yes.

- Q: What about classes that don't meet for the full semester?

- A: We are working on that now.

- Q: How did you determine the cost?

- A: We did a cost analysis on saving on labor and time, and with this solution it will be a savings. The vendor cost was not included.

- Q: But how was that calculated? Aren't you double counting by arriving at the \$50,000 savings if we already have people paid to do this work?

- A: We got the salary report for all of those involved in the process. We asked them how much time they spent per semester on the evaluation process. That is how we determined the savings. The staff can now focus that time on something else, because they are not doing that for hours and hours. The time savings is more than the money savings.

- C: I suggest that you refer to the savings in terms of man hours instead of dollar figures.

- Please send comments or suggestions or your willingness to be in the pilot project for summer I to Dr. Crosby or Ms. Roth.

5. Associate Provost for Research, Dean of Graduate Studies - Dr. Raj Dakshinamurthy (5 minutes)

- To increase graduate and international enrollment, they are getting a vendor to help make contacts; these students bring in out of state tuition; we have 47 international graduate students, possibly the lowest rate for our population in the country; we have already exceeded our graduate applications from last year;
- PR push: A lot of our students don't know we have almost 100 GA positions with a \$15k assistantship; we are also looking to promote our 4+1 and 3+2 programs;
- We have a new office called the Office of Sponsored Programs; we will also have an Office for compliance; the plan is to bring them all together in an Office of Research;
- Plan to increase our small business center to promote entrepreneurial programs;

- From the Office of Graduate Studies: We would like to have the students with graduate assistantships get out of doing non-academic work; there are too many non-academic GAs; we could rename them Graduate Student Workers, but this is not the same as a Graduate Assistant; they should not be making copies, doing paperwork, or staffing the front desk; this is not a “grad assistant” – “I never made copies” or did paperwork at the front desk; the GA budget will be given to the departments to set the student work load and the job duties; let them help with labs and teaching large intro courses; this can lead to more time for scholarship activities for faculty;
- Questions?
 - Q: How can you guarantee what the Graduate Assistants will do?
A: The job description will be formalized, posted, and approved “on up the chain; everyone will know that the student is supposed to do.”
 - Q: There is a different level of advising for international students; didn’t really know about all of these rules; can we get some guidelines on this?
A: International Education will work on this; we need to restructure the International Education Office; they are now doing study abroad; we need to make sure they are doing recruitment; should create a database of international faculty to help make connections on campus; we are working on fixing the system; streamlining duties; moving that office to McReynolds; all efforts to create a real International Education Office.
 - Q: Accreditation issues pop up for increasing graduate enrollment; there will be a point at which we cannot grow (ex. some counseling programs have a 7 student cap); according to SACS a GA has to have 18 graduate hours to teach.
 - A: They can teach at the third semester and be put in the lab before the 18 hours to teach is earned; each department can look at their own needs to take advantage of these opportunities.
- Contact him with questions or concerns; meet one-on-one; his office is KB 205 or e-mail.

6. Associate Vice President / Chief Information Officer – Ms. Judy Molnar (10 minutes)

- Thank you for the invitation; has been in IT for 20 years and higher ed for 13 years, with the most recent 8 years at Xavier University;
- “I have ideas but not plans, as I am still learning what Austin Peay is all about;” concerned with the security issues with multiple usernames and passwords; by February of next year, we will secure our data and have a single username for logins;
- Heard of the need for Academic Technology position in IT; how can we partner on these issues?; looking forward to hearing your thoughts on that;
- Contact her with questions (molnarj@apsu.edu); and she will come back as she has more to report.

7. Vice President of Advancement, Communication and Strategic Initiatives – Derek van der Merwe (10 minutes)

- On March 9th department chairs and the Faculty Senate Executive Committee will receive a draft of strategic planning document; right now action plans are going through Institutional Planning and Effectiveness; the standing committees will need to be in place for the next steps; Faculty Senate Executive Committee has given a recommendations report to President White after reviewing all of the standing committees and contacting committee chairs;
- Action plans have to be collaborative – metrics and accountability are very clear; we want to double giving, double number of donors, double endowment; 4 of 5 development officers are brand new; advertising and marketing are going to shift – we are going to narrow our marketing strategy; fundraising will continue; we want to engage the campus community in investment; plan to upgrade to a new software package that makes it easier to ensure that our data is correct; plan to target faculty involvement in development; increase engagement in the colleges; “tell our story to those who have high potential for giving.”

8. Professor / Director, Center for Teaching & Learning – Dr. Loretta Griffy (10 minutes)

- Dr. Griffy is proposing that we strike the following statement from the Academic Suspension Policy: “Credit earned at other institutions while a student is on academic suspension from Austin Peay or any other institution may not be applied toward a degree from APSU or used for improving the grade-point average.” [Handout attached]
- When a student has been suspended and during this time has done academic work, we are not allowed to accept those credits towards a degree; with the Reconnect program we are inviting them to come back; we have recently had two students come back who earned credits at a community college and “I had to tell those students they had to take those courses over” and financial aid doesn’t pay for them; I would like you to consider that for the students who have separated from the university and wish to return we remove that restriction and accept those credits;
- Questions:
 - Q: How many students have come with credits of equivalent quality? [Remember, we voted to give them honors credit a few months ago.]
A: We are not proposing a total because the numbers game will be difficult, but the two situations mentioned earlier dealt with fewer than 12 hours; it could be that courses you don’t feel comfortable with transferring may transfer, but when someone has done the hard thing and comes back, it is painful to tell them we are not accepting the credit; this is for courses that have been evaluated and determined to be our equivalent.
 - Q: What percentage of students sit out and come back?
A: We don’t know.
 - Q: How long are they suspended for?
A: It depends; that can be determined by Dean’s office; in general, the first suspension is for a term, the second is an academic year, and the third is indefinite.
 - Q: Is there any stipulation for academic dishonesty?
A: These changes are not for a disciplinary suspension; we are just looking at academic suspensions; the Dean’s policy deals with disciplinary issues.
 - C: “I don’t think it’s fair to say if you are suspended from APSU that you are suspended from higher ed; if they give it the good try, I believe we should give them the benefit of the doubt.”
 - Q: Can we limit it to 1000 and 2000 level classes?
A: That is a transfer issue through the Registrar’s Office;
- **Motion made, seconded, and approved to delete the language regarding credit earned at other institutions from the “Academic Suspension” policy;**

9. Reports from Faculty Senate Representatives

- Academic Council – Senator Ken Shipley (10 minutes)
 - The provost brought up DNP and it is at TBR; the Rotor Wing program which had been sent to TBR but was sent back for changes is now back at TBR; Computer Science is redefining some of their concentration areas; none of these will impact our Carnegie classification or our RUI status;
- TBR Faculty Sub-council – Senator Benita Bruster [Senator Bruster is absent; the meeting minutes have been posted at <http://www.apsu.edu/faculty-senate/documentsreview>];
- Deans Council – Senator Christine Mathenge (5 minutes)
 - “My Future” button new for students via Onestop; runs on similar analytics as Degree Compass;
 - Possibility of implementing an alternate inclement weather schedule; on days that we open late, we wouldn’t always be missing every early class; everything will run on condensed schedule in which each class is taught but meets for a shorter period of time; used by institutions north of us; if it goes forward it wouldn’t start until next year;
 - Proposal to delete a policy on research associates (5.014); seems to be limited to APSU and refers to a student who has completed an undergraduate degree, but we let them continue research after

graduation and it entitles them to a faculty/staff parking tag; last updated in 1986; no record of it being used; Provost Gandy would like to get rid of this;

- Jenkins & Wynne Property tours will be conducted in April; those interested in moving to the new property can use the standard Space Request Form; the Art Department will be given first consideration for gallery space since we had to sell the Strawberry Alley building to help fund the purchase of Jenkins & Wynne; the cost of the renovations will impact the rankings in determining use of the space = if you bring money you can go up on the list;
- New business was Business College accreditation process; ACSB team was on campus as of last Sunday; expected to give their findings on Wednesday; we had been working on this for 5 years;

Old Business

- Policy 5:062 - Faculty Appointments: addresses the fixed-term instructor appointments; includes broad language to address shift from TBR policy; allows for a career ladder for those in instructor ranks; there will be at least 5 years at rank between levels; Provost Gandy will deal with instructor advancement on an individual basis; we will bring this back on March 31st at the called meeting for Faculty Handbook issues; for that meeting, whoever is here constitutes a quorum;

New Business

- Policy 2:013 - Requests to Examine Dossier (Recommendation from the Provost to delete):
 - The policy relates to paper dossiers that were kept in department offices; dossiers are public record and they could be accessed if someone were to file a Freedom of Information Act request; since this policy is outdated and no longer relevant with the e-dossiers, deleting it would be an easy fix; no discussion;
 - **Motion made, seconded, and approved to delete the “Requests to Examine Dossier” policy;**
- Policy 5:014 – Research Associates:
 - The policy provides for bachelor-level researchers to have a parking tag; it doesn’t appear to have ever been used;
 - Questions?
 - Q: If Dr. Raj has his way and we have an increase in 4+1 and 3+2 programs, will we revisit this?
 - A: If there are students researching in areas that don’t have graduate programs.
 - **Motion made, seconded, and approved to delete the “Research Associates” policy;**
- Alternate Schedule for Inclement Weather: A number of schools north of us have an alternate schedule for class days in which there is a delay due to inclement weather; investigating this is a result of the provost receiving complaints from faculty who teach early classes because of the number of days they are missing;
- Questions and Comments:
 - An adjusted schedule could be a problem for non-traditional students who work; could this potentially create a class of traditional students that could do this and one of non-traditional students that could not?
 - “If we have students who couldn’t figure out what time to come to campus with a 10am start, can we expect them to figure out an adjusted schedule?;” The e-mail traffic was “massive” wanting me to answer questions about what time we meet, when this information has already been distributed via e-mail, social media, etc.
 - What about classes other than lectures? “Can I do that exam with 25 minutes lopped off of class?” What about labs?
 - What if the weather event starts in the afternoon and the night classes are cancelled? Then there is no make up time.
 - After a hurricane, Florida schools made up the lost time on a series of all-day Saturday sessions; but could this work for our large population of non-traditional students?

- “This is high school-ish!”
- It is unfortunate for those who have only 8am classes and are constantly affected; if you miss 3 or 4 class periods, you do get way behind;
- When we have a delay, can we get clarity on what time classes start? Whatever model we use, let’s let students know when classes actually start;
- Can we make up content with videos and exercises in D2L? It is ok to encourage students to get in D2L when we have consecutive snow days and you can add this to the syllabus. But, can student refuse to do anything in D2L if they are in all on-ground classes? What about the issue of those students who don’t have computer access at home and have to depend on another means to access technology, such as the Library? If you put something online for the students, they can do it any time - we don’t have control over when they do it; if it is online they can access it at different times; we just have to make it available to them.
- Senate President Winters will take these questions and concerns to Provost Gandy.

Adjourn 5:22

Academic Suspension

Students on academic probation who, at the end of the semester/term of enrollment, fail to earn the grade-point average required for that semester (Column A below) or to raise their overall GPA to the required minimum (Column B below) will be suspended for the next semester as well as for any term that might be in session before the next semester begins (e.g., summer term).

Quality Hours Attempted	Semester GPA (Column A)	Cumulative GPA (Column B)
11 or less	no minimum	no minimum
12-29	2.00	1.40
30-45	2.00	1.70
46-59	2.00	1.80
60 and above	2.00	2.00

Quality hours attempted includes all courses and hours except for grades of "AU", "I", "IP", "W" and "NR."

The student who is academically suspended for the second time (Second Suspension) including suspensions from all colleges and universities attended, will be suspended for one calendar year. The student suspended for the third time or more (Indefinite Suspension) may be readmitted only by a petition for reinstatement approved by the Academic Suspension Appeals Committee.

Suspended students may file a written appeal of their suspension period with the Office of the Registrar no later than the deadline date indicated in the student's suspension letter. Only one appeal per suspension period may be made, with Indefinite Suspension limited to one appeal per calendar year. The academic suspension on appeals committee will review paperwork for each appeal and render a decision. The decision of the committee is final. Students who successfully appeal an Academic Suspension will be required to participate in the academic strengthening program, Promoting Academic Student Success, and enroll in PASS 0900. Students who do not complete the PASS course will be required to enroll in the course the next semester if they are still on academic probation. If a student enrolled in PASS 0900 is placed on Academic Suspension and has failed to earn a passing grade in PASS 0900 he/she will not be allowed to appeal the academic suspension and students will be required to serve their academic suspension. Students who are indefinitely suspended must wait one year before they are permitted to appeal to the Student Academic Standing Committee.

The University reserves the right to cancel a student's registration with full fee adjustment should the student enroll prior to being officially notified of an academic suspension.

A student on academic suspension may not be admitted to, or continue in, any program at APSU for credit or for grade-point purposes. Credit earned at other institutions while a student is on academic suspension from Austin Peay or any other institution may not be applied toward a degree from APSU or used for improving the grade-point average.

Proposal: Strike from the Academic Suspension Policy in the APSU Bulletin the last sentence that states "Credit earned at other institutions while a student is on academic suspension from Austin Peay or any other institution may not be applied toward a degree from APSU or used for improving the grade-point average."