

**Austin Peay State University**  
**Faculty Senate**  
**Meeting of Thursday, January 26, 2017**  
**University Center, UC 307**  
**3:00pm**  
**Minutes**

**Call to order** – Senate President Tucker Brown

Recognition of Guests: Marcelius Braxton, Marissa Chandler, Tim Leszczak, Karen Sorenson, and Mickey Wadia

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

Absent Senators: Christopher Bailey, Lisa Barron, John Byrd, Mercy Cannon, Linda Darnell, Greg Hammond, Kelly Jones, Christophe Konkobo, Andriy Kovalskyy, Ben Ntatin, John Phillips, Raman Sahi, Ken Shipley, David Snyder, and Timothy Wesley

**Approval of today’s agenda = Motion made, seconded, and passed to approve amended agenda removing Provost Gandy from the list of speakers since he cannot attend the meeting due to being at TBR**

**Approval of minutes for meetings of November 10, 2016, November 17, 2016, and January 19, 2017 = Motion made, seconded, and passed to approve the meeting minutes from November 10, 2016, November 17, 2016, and January 19, 2017**

**Remarks**

1. Senate President – Dr. Tucker Brown (5 minutes)

- We have a lot going on with policy; although most of the “heavy lifts” are done, now TBR “copy over” policies are the majority; with these, if we don’t already have a policy of our own, we have to “copy over” the one from TBR and have it for our new Board; there are hundreds of them, and if there are any with substantive changes, we will want to look at them; however, if we are just changing the name from TBR to APSU, we have two options:
  - 1) list them as new business, review them, and do a blanket approval OR
  - 2) send them directly to the President;

when asked for thoughts, Senator Rennerfeldt noted that she likes the first option, and Senate President Brown agreed that he prefers that option; the plan is to maybe create a new place on the senate website for those as “information items,” but any with substantive changes will be listed under “new business” for review, discussion, and approval; we will also want to look at “anything 5.0” that relates to faculty; Senate President Brown’s fear is that if we go through all of these policies we won’t get done and we won’t be doing anything other than reviewing policies; thus far, we haven’t been able to be proactive in dealing with other issues; Senate President Brown shared that “I still have the dream that we might set our own agenda” and be able to deal with some issues that we care about;

- **Motion made, seconded, and passed to approve having a blanket approval for “copy over” policies, while everything else will go through our typical review process (none opposed, no abstentions)**

2. Director, African American Cultural Center – Marcelius Braxton, J.D. (10 minutes)

- Mr. Braxton began by introducing himself; he has a J.D., degrees in Philosophy, Economics, and Political Science with a certificate in African Studies; he was previously at a STEM school,

Missouri S & T, where he was the Student Service Coordinator for Student Diversity; in his positions he is active in promoting inclusion;

- On what's happening at the Center =
  - The Center averages 3,000 people per semester, and of those 20% do not identify as African American; he wants everyone to feel included; approximately 1,000 people have attended their programming, which is a 24% increase from last year, so they are averaging about 100 people at each of the twelve programs hosted last year;
  - Resources available for students include like laptops, MacBooks, and calculators, and they are looking at getting other equipment;
  - Achievers & Scholars Program is an initiative for young African American males to enrich their college experience to improve retention; they go to the Writing Center, Career Services, and conferences; all 25 men in the program have at least a 2.5 GPA;
  - Questions:
    - Q: Are the laptops for available for faculty or are they for students only?  
A: They are for full-time students including those who take online classes, although online students do have to actually come to the Center to check out the items.
    - Q: How is the recruiting done for the Achievers & Scholars program?  
A: They are applying for more funding to be able to serve more students, and will soon put out a call for new freshmen and sophomores to apply to be a part of the new cohort. He is also looking at enrichment opportunities for young African American women.
    - Q: What can we do as faculty to help?  
A: Collaborate with us. Attend some of our functions, like the lunchtime forums we hold on the last Tuesday of the month. For example, Senator Kelly Jones will sometimes bring her students to Center programs. Come to events on campus to seem more accessible. Step out of office hours and meet students where they are, so students will be more comfortable reaching out to you. Dr. Lyle-Gonga is often there and visible.
    - Q (Senator Burke): Lorneth Peters and I started the Women in Leadership Program. Are you targeting African American females with your initiatives?  
A: Yes, we have plans for next year. This year we have an idea to address the gender pay gap by instituting a negotiation workshop for women of color and women in STEM. Our plan is to help with retention, push young women to the STEM fields, and improve their confidence.
  - For additional questions, please contact Mr. Braxton directly at [braxtonm@apsu.edu](mailto:braxtonm@apsu.edu).

### 3. Chair, Study Abroad Committee – Dr. Karen Sorenson and Chair, Faculty Handbook / Policy Committee – Dr. Mickey Wadia (20 minutes)

- Senate President Brown noted that this is a policy change so we will move this into old business to be able to vote on it today;
- Dr. Sorenson is Professor of French and Coordinator of International Studies; she would like to thank the Study Abroad Committee for their hard work on this policy that was last revised in 2011; she would also like to recognize Dr. Wadia's contribution; this is the thirteenth version of text and new changes were brought as recently as 48 hours ago; the revisions include updates and edits from Marissa Chandler, Lynne Crosby, Alexandra Wills, and Dean Singleton; as our Cooperative Center for Study Abroad (CCSA) representative, Dr. Wadia brings 20 years of experience to this process and CCSA is our largest provider of experiences; Dr. Sorenson has been doing study abroad since 1993, so there is almost 60 years of experience among the committee members;

- These changes reflect the best practices of the standards-producing agency in the field; committee members all feel our first priority is the safety and well-being of students; our responsibility is to keep them safe and healthy and to provide for contingencies; the second priority has to be academic rigor;
- Dr. Wadia noted in the interest of transparency that changes made as of noon today are reflected on the version shown on the screen, which is not what had been available under the “Document Review” section of the website; there are no substantive changes, only edits noting the name change to the “Office of Study Abroad and International Exchange” and a few links were updated;
- Dean Singleton recently added a section about formal Code of Conduct violations that could keep students from studying abroad;
- Dr. Wadia extended his thanks to Dr. Sorenson for working closely together with him and the committee members to reach out to constituents across campus to produce a good policy that reflects best practices and protect students;
- Questions:
  - Comment: Senator Markov wanted to thank them for doing such a good job; the changes were necessary and this is a “great document;”
  - Q: Could you address the big changes as it stands today? Provide a summary?  
A (KS): Sure! Some of the changes include:
    - the 2011 policy didn’t talk about service learning and that has become huge issue with many opportunities for our students;
    - standards and procedures on hybrid courses and teaching technology have changed;
    - added information on site visits to make sure the locations are appropriate and safe;
    - Dean Singleton added a section on formal Code of Conduct violations which would keep students from participating in study abroad;
    - strengthened academics per recommendations from Dr. Crosby;
    - change to coordinators traveling with spouses and minors policy; under CCSA rules, the spouse and minor children could travel with a faculty coordinator, but the child had to be at least 12 years old; the committee felt strongly that we should go with parallel policy; faculty-led programs could have spouses accompany the faculty member; the child must be accompanied by adult who is not also teaching a class at the same time;
  - Q: The section on site visits and reviews is a little open. Is everyone ok with that language?  
A (KS): This allows a third party provider to do a site visit, for example, CCSA. It could also be a team depending on location. We will not send students where someone has never been.  
A (MW): It is meant to be a broad definition.
  - Q: Could you address the difference between study abroad and international travel on Austin Peay’s dime?  
A (KS): Study abroad is an experience accompanied with course work in another country and is faculty-led. There is also international exchange with a contact person who helps get the international student settled. With this, there is a one-to-one exchange that requires accountability. **[motion to extend time]**  
Q: What about a position with an outside entity and faculty involvement?  
A (KS): This policy doesn’t have oversight over those types of projects. It has to be formal education in course work, for credit, or service learning. Dr. Chandler is aware of the circumstances when students are travelling.

A (MW): I will check with Marissa Chandler, but the policy would cover these instances in an umbrella way.

- Comment: There is a travel form anytime a student is leaving country and the President has to sign off on it.
- Q: We have students who go to the Czech Republic to do work. The PI is an APSU faculty member, but the student travel and housing and stipend are covered by a NSF grant through Lehigh University.  
Comment: There is a policy for students traveling and representing the university.
- **Motion made, seconded, and passed to approve moving this to Old Business in order to vote on it (none opposed, no abstentions);**
  - Senator Winters asked that we give formal authority to Dr. Wadia to make necessary changes and adjustments such as for typographical errors and to insert any needed content to address the questions asked;
- **Motion, made, seconded and passed to approve the revised Development and Operation of Off-Campus International Educational Programs Policy as addressed (none opposed, no abstentions);**
- [NOTE: Dr. Chandler arrived at the meeting right after the motion had been made to vote, so she will answer the Senator's questions directly].

#### 4. Reports from Faculty Senate Representatives

- Academic Council – Senator Rod Mills (5 minutes) = The Academic Council has met twice since our last meeting:
  - November 30, 2016 = Minutes have been posted to the “Document Review” section of the webpage;
    - TBR HIP Banner Coding Structure = will include time in HIP and type
    - Course and program approval deadlines = program changes take effect in the fall; new programs approved one year in advance before rollout, but can rollout earlier, if necessary
    - Approved the following policies: Annual Faculty Evaluation Review, Copyrighted Materials, Misconduct in Research & Other Creative Activities, and Adoption of Textbooks & Ancillary Course Materials; no vote taken on Faculty Workload;
    - Changes to activities of Academic Council = only review curriculum-related policies; other policies go to Faculty Senate then to Dean’s Council
    - Low-enrolled concentrations = TBR needs ten graduates a year for a major, and many of ours have less than one graduate per year; need accountability for concentrations;
  - January 25, 2017 = Minutes have not been posted:
    - Enrollment Management has revised policies for dual enrollment; students now have the option to appeal if they were denied enrollment; can also now provide continuous enrollment for students with high GPAs; **[motion to extend time]**
    - Faculty Workload Policy approved after issues were resolved by Faculty Senate;
    - Provost Gandy wants Academic Council to focus on curriculum issues; name change to the University Curriculum Council;
    - New software available that looks at degree trends by major; evaluates degree not concentration; move to establish rules about defining those; eliminate tracks and options; the standard is five graduates per concentration; concentration should be a path to becoming a degree, not stand alone; looking to further define what a degree is, specifically how many credits are within an area;
- Dean’s Council – Senator Adriane Sanders (5 minutes)

- January 17, 2017 = Minutes have been posted to the “Document Review” section of the webpage:
  - New grant offered, Faculty Technology Innovation Grant; using technology to help students learn better; has to be tied to specific class;
  - QEP move to two HIPs (study abroad and service learning); OUR is still willing to partner on those;
  - RTP calendar change = next spring, annual evaluation for faculty starts on top of the regular RTP; these two processes will overlap entirely; starting 2018-2019 could move RTP decision to the fall and faculty evaluation to the spring; chairs are in favor since it disperses work through academic year; this would impact when first eligible to go up for promotion from assistant to associate, as earliest would then be start of 4<sup>th</sup> year; another concern is that if RTP is in fall, new faculty would be completing the first dossier within a month of being here; Dr. Crosby is putting together a task force to work out these issues; there are still questions about who will complete the evaluation, and it will be everyone on the tenure track and then post tenure;

**New Business = this is a first reading; for the next meeting, these will be moved to “old business” for a vote**

- Code of Conduct Policy 1:XXX
- Extra Compensation and Compensation for Services Rendered during Summer Session, Intersession, and Outside Active Contracts Policy 5:028
- Sponsored Research Incentive Program Policy 7:005
- Indirect Cost and Salary Recovery Policy 7:006
- Academic Freedom and Responsibility Policy 5:028
- English Proficiency Policy 5:030
- Definition of Faculty 5:012
- SGA Resolution on D2L Grade Reporting

**Information Items**

- Faculty Grievance Policy – Academic Red
  - Senator Davenport, Chair of Academic Red, reported that the Committee had met and put forth two options:
    - 1) separate grievance and complaint into two separate policies; OR
    - 2) add a definition for “investigations” that includes a rebuttal statement as part of that;

Senate President Brown noted that this was reviewed in the Policy Committee and was tabled, and that the Provost is supportive for breaking the two procedures out; this will now move to the Handbook Committee and then we will vote; thank you to Academic Red!
- Faculty Teaching Evaluation Resolution
  - This came out of a Task Force (including Senators Gruszczynski, Morris, and Peterson) and Faculty Senate has been asked to look at these issues; Senator Gruszczynski is chairing the Senate committee that will investigate and make recommendations to the Provost; Senate President Brown would want someone from every area and especially newer faculty who will be affected by these changes; if you are interested in serving on this committee, please e-mail Senate President Brown or Senator Gruszczynski;
- Faculty Appointments 5:062

**Motion made, seconded, and passed to adjourn at 4:08pm**