

Austin Peay State University
Faculty Senate
Meeting of Thursday, May 4, 2017
Art & Design Building, Rm #120
3:00pm
Minutes

Call to order – Senate President Tucker Brown

Recognition of Guests: Pari Bhatt, Tracie Campbell, Nancy Gibson, Rod Mills, Nell Rayburn, and Andrea Spofford

Roll call of Senators – Senate Secretary Christina Chester-Fangman

Absent Senators: Chad Brooks, Lesley Davidson, Mary Fran Davis, Taylor Emery, Greg Hammond, Brian Hock, Sergei Markov, Robin Reed, Margaret Rennerfeldt, Mary Eve Rice, Laura Schultz, Jane Semler, Ken Shipley, David Snyder, Jennifer Thompson, John Volker, and Timothy Wesley,

Approval of today's agenda - Motion made, seconded and passed to approve today's agenda adding Senator Mercy Cannon to speak on parental leave for 5 minutes

Approval of minutes for meeting of April 27, 2017 – Motion made, seconded, and passed to approve the meeting minutes of April 27, 2017

Remarks

1. Senate President – Dr. Tucker Brown (10 minutes) = “It’s been a helluva year and for our new senators it’s going to be a helluva a year next year. But my theme today is gratitude. Thanks for being involved, for paying attention. I had grand intentions for what we could accomplish this year and then the ‘great policy storm of 2017’ came along. I imagine we will be looking at 5:060 and 5:061 again next year. Thank you all for your service. I’m grateful to have you all as colleagues.”

2. Senior Instructional Designer / Accessibility Specialist, Distance Education – Pari Bhatt and Senior Online Instructional Designer, Distance Education – Tracie Campbell (5 minutes)

- We are implementing a new and improved online course review process called Quality Matters (QM); it is an organization that is nationally known for its online sources; there is a rubric that will be used; the goal is to facilitate the review and improvement of 60 high impact courses and get 50 instructors certified in Quality Matters;”
- Selection criteria for courses:
 - 3-credit hours at least;
 - Taught twice in past two years;
 - Not reviewed in past three years through DE;
 - High enrollment (need chair approval and enrollment history/projection);
 - Gen Ed or program course;
 - Master course that could be given another instructor to teach;
 - High DNF rate;
- Open to any to full-time or adjunct faculty;
- One-year process; application process opens in July and closes in September;
- Compensation
 - Faculty compensation for course review process;
 - QM training for faculty undergoing course reviews;
 - Official QM review for five shortlisted courses;
 - QM training for additional faculty/adjuncts not participating in course reviews;

- Dr. Benita Bruster has completed the process and is a success story with QM!
- Disclaimer
 - DE will pay for QM training once;
 - DE will not accept applications from instructors who were previously selected and failed/dropped out of the course review process;
 - Non-participation after selection may result in cancellation of course review;
 - DE reserves the right to change the course review process;
- For questions or to provide feedback, contact: online@apsu.edu
- **[Supplemental materials attached]**

3. Faculty Senate Staff Award presented by Senate President Brown to Beth Hoilman = In her nomination materials it was noted that she has been a symbol of selflessness and dedication for 13 years; she always goes above and beyond; she leads by example; she always shows professionalism; she is the heart of the organization;

4. SASI Committee Chair – Senator Vikkie McCarthy (5 minutes)

- Student Academic Success Initiative (SASI) Committee: Gina Garber, Kelly Jones, Andiry Kovalskyy, and Adriane Sanders;
- Total number of applications submitted: 43 applications totaling \$109,468.35
- Total Amount to Award: \$60,000
- Total SASI grants awarded: 35
- The list is on the web: http://www.apsu.edu/sites/apsu.edu/files/faculty-senate/SASI_Winners_for_2017.pdf

5. Parental Leave Task Force Chair – Senator Mercy Cannon (5 minutes) = Update on parental leave; President White sought Senator Cannon out after last week’s meeting and addressed some of her concerns; major updates:

- Received email from Mike Hamlet to look at our policy and they are setting up a meeting;
- Spoke to Provost Gandy today and he said that he would work with faculty members and chairs to accommodate parental leave while we are working on our policy; he was going to announce at the chair’s meeting today that we support this and will make it happen;

If you have concerns about this, please contact her and let her know what you need and how she can advocate for you; write up statement for for chair’s meeting that we support this and make it happen; let her know how she can advocate;

- Q: Who else worked with you on the Task Force?
A: Andrea Spofford was the co-chair, Adriane Sanders did a lot of research, others were Christina Chester-Fangman, Linda Darnell, Christine Mathenge, Chad Brooks, Lesley Davidson, Lauren Wells, and Kenisha Burke.

Old Business

- Election of Senate Officers – Senate Past President Tim Winters (5 minutes)
 - Express gratitude to ad hoc committee who worked with him to find and produce slate, Andrea Spofford and Christina Chester-Fangman; sent out the list of nominees earlier in the week; “it is a big time commitment;” members looked for balance between experience on Senate and the Executive Committee with new people without experience; in terms of men and women; distribution among colleges (ex. there has never been a President from Nursing and our last two presidents have both been male; Sergei Markov and Tony Morris have never served on the EC, but Mickey Wadia has a lot of experience); the slate is as follows:
 - President: Doris Davenport
 - VP: Mickey Wadia
 - Secretary: Gina Garber

- Deans' Council: Jane Semler
- Academic Council: Tony Morris
- Member-at-Large: Sergei Markov
- Past President: Tucker Brown
- Floor opened for nominations:
 - Motion made and seconded to nominate Barry Jones for President
 - Motion made and seconded to nominate Perry Scanlan for Member-at-Large
- After voting, the Executive Committee for 2017-2018 will be:
 - President: Barry Jones
 - VP: Mickey Wadia
 - Secretary: Gina Garber
 - Deans' Council: Jane Semler
 - Academic Council: Tony Morris
 - Member-at-Large: Sergei Markov
 - Past President: Tucker Brown

New Business

- Appreciation for outgoing Executive Committee:
 - Marsha Lyle-Gonga, Parliamentarian
 - Doris Davenport, Member at Large
 - Adriane Sanders, Representative to Deans' Council
 - Rod Mills, Representative to Academic Council
 - Benita Bruster, Representative to TBR Sub-council
 - Christina Chester-Fangman, Secretary
 - Barry Jones, Vice President
 - Tim Winters, Immediate Past President
 - Tucker Brown, President
- Immediate Past President Brown turned the gavel over to President Barry Jones; he entertained a motion that we suspend our meetings until August; the motion was seconded and passed;

Motion made, seconded, and passed to adjourn at 3:52pm

Distance Education Course Review Process

Overview

The Department of Distance Education is committed to the quality of online and hybrid courses offered at Austin Peay State University (APSU) and aims to achieve the following targets over the next 3 years:

- Identify and fund training for 50 online/hybrid Instructors to become certified Quality Matters peer reviewers.
- Facilitate reviews and continuous improvement of 60 high impact courses* to ensure alignment with Quality Matters standards.

*High impact courses are those courses that meet all the course selection criteria listed below.

Who Can Apply

Full-time and adjunct faculty teaching online or hybrid courses at APSU.

Course Selection Criteria

To be shortlisted for the course review process, you must submit an online application form to DE with permission from your Department Chair. The course selection criteria checklist is as follows:

- Online or hybrid course with at least 3 credit hours
- Taught at least twice in the past 2 years
- Not reviewed in the last 3 years
- High enrollment (need chair approval & enrollment history/projection)
- General education course
- Program course
- Master or fully developed course that could be given to another instructor to teach if deemed appropriate by the chair.
- High did not finish (DNF) rate (optional)

Course Review Process Deadlines (2017-18)

- Jul 1 2017 – Course Review Application opens to all instructors at APSU
- By Sep 1 2017 – Course Review Application closes**
- By Feb 1 2018 –
 - Selected instructors to successfully complete [QM Workshop 1 - APPQMR](#)
 - Selected instructors to grant access to their courses to DE Team including all supplementary course content on publisher websites etc.
- By Mar 1 2018 –
 - DE Team completes all course reviews based on [QM Rubric](#)
 - DE Team sends detailed course review report to all instructors with suggestions for improvement
- By May 1 2018 –
 - Instructor completes suggested revisions
 - Instructor re-submits course to DE Team for final review
- By June 1 2018 –
 - Instructor successfully completes [QM Workshop 2 - PRC](#)
 - DE Team completes all final course reviews
- By June 15 2018 – DE Team processes instructor compensation

** Applications will be accepted and courses will be selected for review on a rolling basis until a maximum of 20 courses have been selected

Year 1 Targets and Associated Costs for DE

Target	Quantity	Amount	Total
Faculty compensation for course review process	20	\$1,000	\$20,000
QM Training for faculty undergoing course reviews	20	\$400	\$8,000
Official QM Review for 5 shortlisted courses	5	\$2,500	\$12,500
QM Training for additional faculty/adjuncts not participating in course reviews	10	\$400	\$4,000
Total Cost for Year 1			\$44,500

Disclaimers

1. DE will pay for QM Training Workshops only once. If the instructor does not complete or pass he/she will have to retake it at their own cost.
2. DE will not accept applications from instructors who were previously selected and failed/dropped out of the course review process.
3. Non-participation after selection may result in cancellation of course review.
4. DE reserves the right to change the course review process.
5. DE reserves the right to refuse a course review application.

Send Feedback

- online@apsu.edu

Online Course Review Process

A Proposal by Dept. of Distance Education

Overview & Goals

- ▶ Distance Education (DE) is committed to the quality of online/hybrid courses offered at APSU and aims to achieve these goals over the next 3 years:
 - ▶ Facilitate reviews and continuous improvement of **60 high impact courses** to ensure alignment with Quality Matters (QM) standards.
 - ▶ Identify and fund training for **50 instructors** to become certified QM peer reviewers.

Course Selection Criteria

- Online/hybrid course with at least 3 credit hours
- Taught at least twice in the past 2 years
- Not reviewed in the last 3 years
- High enrollment course (need Chair approval & enrollment history/projection)
- General Education OR Program course
- Master course that could be given to another instructor to teach if deemed appropriate by Chair
- High DNF rate (optional)

Application Details

▶ How To Apply

- ▶ To be considered for review, faculty must submit an online application form with permission from Chair

▶ Who Can Apply

- ▶ Full time faculty
- ▶ Adjunct faculty

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 - ▶ DE Team completes all course reviews based on [QM Rubric](#)
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