

Austin Peay State University
Faculty Senate
Meeting of Thursday, February 22, 2018
Morgan University Center, Rm # 307 | 3:00 pm
Minutes

Call to order - Senate President – Dr. Mickey Wadia

Recognition of Guests: President Alisa White, Provost Rex Gandy, Chad Brooks, Hannah Eden, Barry Kitterman, Bruce Myers, Karen Meisch, Donna Price, Denise Robledo, Derek Van Der Merwe, and Amanda Walker

Roll call of Senators - Senate Secretary - Gina Garber

Absent Senators: Lisa Barron, Kell Black, Trevor Brooks, Benita Bruster, Doris Davenport, Lesley Davidson, Taylor Emory, Michael Gruszczynski, Greg Hammond, William Longhurst, Tony Morris, James Prescott, Nell Rayburn,, Margaret Rennerfeldt, Perry Scanlan, Dan Shea, Jane Semler, Laura Shultz, Cameron Sutt, Jennifer Thompson, and Tim Wesley

Approval of today’s agenda – Motion made, seconded, and passed to approve agenda

Approval of minutes from January 25, 2018, meeting – Motion made, seconded and passed to approve meeting minutes from January 25, 2018

1. Remarks

Senate President – Dr. Mickey Wadia

- Welcome! I want to introduce Barry Kitterman, professor from Languages & Literature, who is our new University Ombudsman. He has recently completed training under the aegis of the International Ombudsman Association. He is here to help resolve conflicts that may arise on campus. [Kitterman] I am happy to serve you. Read the flyer. You can find my contact information at the bottom. Thank you. [Wadia] We are fortunate to have Barry serving in this role. Thank you, Barry.
- First, I’d like us to recognize that this is Black History month. Please take advantage of all the activities and events on campus. The Wilbur Daniel African American Cultural Center has a calendar of events for Black History month. Next one you could attend is on Wed Feb 28 12-1:30 p.m. Lunchtime forum: The Great Debate: 90’s Hip Hop Vs Today I regularly use tales of inspiration and literary anecdotes embedded within my teaching of Shakespeare. I don’t ever stop teaching. Or learning. So, using the format made popular by radio personality Paul Harvey, I want to open my remarks today with a brief tale of inspiration and a profile in courage to a special person connected to education.
- Marjory Stoneman Douglas Story – She was born in 1890 in Minneapolis, showed a tendency for excellence early on. She graduated with a 4.0 GPA from Wellesley College, where she was elected “class orator.” But it was as a journalist that she embraced activism, fighting for feminism, racial justice and conservation of nature. Around 1917 she took on a passionate role in advocating for the preservation of the Everglades. NPR reported that most people at the time considered the Everglades “a worthless swamp,” but she disagreed.

In 1947 she published her book, "The Everglades: River of Grass," described by the National Park Service as the "definitive description of the natural treasure she fought so hard to protect." Later that year, she was an honored guest when President Harry Truman dedicated the Everglades National Park

In the introduction to her autobiography, co-author John Rothchild described watching her speak at a 1973 public meeting regarding a Corps of Engineers permit: "When she spoke, everybody stopped slapping (mosquitoes) and more or less came to order. She reminded us all of our responsibility to nature and I don't remember what else. Her voice had the sobering effect of a one-room schoolmarm's. The tone itself seemed to tame the rowdiest of the local stone crabbers, plus the developers and the lawyers on both sides. I wonder if it didn't also intimidate the mosquitoes."

When discussing the issue of mankind and humans' attitude toward nature, she pulled no punches. "I'll tell you, the whole thing is an enormous battle between man's intelligence and his stupidity," she told NPR. "And I'm not at all sure that stupidity isn't going to win out in the long run."

She was awarded the Presidential Medal of Freedom, the highest civilian honor, by President Bill Clinton in 1993. She later donated the medal to Wellesley College.

On the same day she received the medal from President Clinton, she was invited to witness the signing of the Brady Handgun Violence Prevention Act, commonly called the Brady Bill. The bill, named for Jim Brady, the press secretary critically injured during the 1981 attempted assassination of President Ronald Reagan, established a federal background check for those wanting to purchase a firearm.

And so today February 22, 2018, I want to honor the memory of the 17 who died at . . . Marjory . . . Stoneman . . . Douglas High School. And now, you know the rest of the story. **Source:** *Who was Marjory Stoneman Douglas? 13 things to know about Parkland high school's namesake*

- Personnel Budget Book - I have in my hand the 2017-2018 APSU Personnel Budget book that includes our salaries. Employees are listed under their department by names with your current salary. The book is located at the Library's Access Services Desk (LD271.A69 B796) and can be checked out for 3-hours
- Called Meeting - Please come to the Faculty Senate Called Meeting in March. We are scheduled to meet from 3-5 p.m., but we may go longer than 5 p.m. We have a lot to cover during this time, so remember this is not an optional meeting. We need you to attend to have a quorum to vote on matters that are important to all of us. Again, the called meeting is on March 29, 2018, at 3 p.m.
- Open Forums - Please attend the open forums for the Associate Provost of Research and Dean of the College of Graduate Studies position. The four candidates for this position are Dr. Melinda Schlager Arnold, Dr. Chad Brooks, Dr. David Harrison, and Dr. Michael Henson. Provide feedback.
- Comment Cards - I have index cards again if you would like to fill out another card. Feel free to fill out the card and provide compliments, concerns, and questions.
- Parliamentarian - Senator Elaine Berg has agreed to serve as our parliamentarian today in place of Marsha Lyle-Gonga who is at a RTP meeting. Thank you, Senator Berg.

Motion made, seconded, and passed to extend Senate President Wadia's remarks by 5 minutes.

- Staff Award – I will be sending an email out regarding nominations for the Staff Award. We are getting a committee together to review the announcement.
- Great Colleges to Work For - We have posted the survey results from the Great Colleges to Work For on the Faculty Senate website. The data is there without the comments. We need your feedback. Should APSU engage in the survey again? Let Senator Gina Garber or me know in an email.
- MUC Noise - We received a warning that we will have students in the area today. A number of student groups are meeting so this means we could have noise interruptions.
- Tennessee University Faculty Senate (TUFS) - Dr. Tim Winters has agreed to represent Austin Peay at the Spring 2018 TUFS Meeting scheduled for April 6-8, 2018 at Tennessee Technological University.
- TAF Allocation Committee Faculty Representative – Senator Trevor Brooks has agreed to serve as the faculty representative on the TAF Allocation Committee for the rest of the academic year.
- Graduate Research Council – Senator Brad Fox will be serving as the new faculty representative on the Graduate Research Council, replacing Sergei Markov who had a scheduling conflict on the meeting dates.

University President – Dr. Alisa White

- Thank you for the opportunity to answer your questions.

Q: Do students who live on campus have access to dining services during snowdays?

A: When we have snow days, the university goes to a weekend schedule for our Dining Facilities. What is happening is that, like many young people, our students like to sleep in on the weekends. We investigated and discovered that we are offering food for students at around 10 a.m. on snow days, but students sometimes just sleep through it. Dining Facilities offers some services for students on snow days. Remember that the employees may have a difficult time getting to campus too. They adapt to the weekend schedule for the campus. My husband would like to make everyone oatmeal if he could, but I had to remind him that he could possibly make it for twenty students, but not for the all of the students living on campus.

Comment: It is embarrassing that our country does not require paid parental leave. Please have our University set a positive example and adopt a parental leave policy.

A: We are actually ahead of the country on this issue. We want to be fair to both the faculty and staff, and are trying to figure out how to do it. I really believe this will happen, but we need time. I know a policy cannot be here soon enough.

Q: When will there be a plan for a new Performing Arts Building?

A: We don't know where this proposal came from. This has never been promised. It's not a priority in the Master Plan and, as far as we know, it hasn't been in the plan. It doesn't mean having a Performing Arts Building is not a good thing. We are looking at other areas that should be a priority. We are struggling with Nursing to get them a health building to fit their needs. We also have a ridiculously small library for a campus of this size. We have a couple of librarians who are sitting up front here today and can attest the need for a new library.

- Great Colleges to Work For – I really want your opinion on this survey. First of all, I need to let you know that your Faculty Senate President is very direct. He told me that people might want to know if you are chicken if you don't want to have this survey again. The truth is that there are some benefits to it. The benefits are the baseline data and the assessment over time. It lets us see if we are going in the right direction, so there can be a lot of value to it. It could be that we will not make the list this year, but that is still good. Even though we were not on the list, we still had good numbers. Some people thought it was a free survey, but it cost \$10,000 for us. We pay it. If you look at our results we did really well. We wanted to present the information to the public without comments. Remember, just like you wouldn't want your student comments available to the public, we thought it was important these comments remain private. [Wadia] Is there a deadline for our feedback regarding the survey? [President White] I got an email from Mitch Robinson that we have to know by next week. Fonda Fields says it is due March 11. We have spent the money to pay for the survey. We could delay the survey until next year or go ahead and survey this year. Again, we have already paid for the survey.

Motion made, seconded, and passed to extend Senate President White's remarks by 10 minutes.

- Government – I have been spending many days in Nashville with representatives and senators looking at proposed bills that affect our university community. There has been a group of us, to include the data and administration folks, who are trying to determine how bills that have been proposed in Tennessee will affect Austin Peay.
 - General education course requirements in state institutions of higher education - Humanities and Economics Bill - One bill is proposing to take 9 hours out of the Humanities core, down to 6 hours, and then move the 3 hours into a required Economics course. This will cost us more because of the difference in salaries. They want to make this a requirement for every student. In the end it will cost us money. I think they are talking about Financial Literacy which is different than Economics. I don't think Economics is the course they want students to take. I think they have attached the wrong course to what they really want.
 - Administering civics test in state institutions of higher education - There is also a Civics Bill that would require students to pass a United States civics test before they graduate. This bill would begin in the 2018-2019 academic year.
 - Transparency in Higher Education Act – This bill would require faculty to make available material for each course required for an associate or baccalaureate degree program on the institution's website before the start of each semester. The bill requires faculty to list their required materials for each course. We are trying to educate and inform people off campus. We are working to promote academic freedom so you can continue to determine the curriculum.
 - Exemptions to out-of-state tuition - We are also supporting in-state tuition to undocumented students. I don't usually sign letters just in case something happens down the road with these groups or people. We already know that many Tennessee schools like ETSU and others will sign the Bill for undocumented students. I feel strongly about this issue. We have undocumented students at APSU.

Q: Isn't Financial Literacy [Economics] for the high schools?

A: We placed it in the First-Year Seminar course, APSU 1000.

Comment: Financial Literacy is something everyone needs, not Economics.

Financial Literacy is what they are probably thinking about.

Comment: President White, I didn't write the Parental Leave question. I wanted to make sure you knew that.

Comment: I am really hopeful that this is something that we will have at Austin Peay. I am supportive of having a policy. The policy needs to be right for everyone.

Q: How was the response rate on the Great Colleges to Work For survey?

A: You will find challenges in some of the academic areas. You will also see it with the Physical Plant because of the outsourcing talk. Take a look at the survey. If you have any questions, Fonda Fields can answer many of them.

Q: I was just curious about how many employees took the survey.

A: 41% of the entire campus took the survey. 48% of faculty or 182 responded.

Q: What do we get in return on the \$10,000.00 survey?

A: APSU can use the survey as a good recruiting tool. Although we didn't end up on the top, we are still better in many areas than others schools. There are many variables that play a role. For example, how much control you have over your job, your relationships, and the like are all variables. What we did is to take some of the information and address it. Physical Plant is in a better place this year. I can't publicly tell them yet, but our Physical Plant employees will be in a better place this year.

University Provost – Dr. Rex Gandy

- Enrollment - First, a quick update on Spring enrollment. Spring semester headcount is up 1½%. We are up approximately 2½% in Spring SCH. For the entire academic year, we are up approximately 2% in SCH and this translates into approximately 1 million dollars in additional tuition revenue. We have set three records. We have an all-time high in Dual Enrollment, International Enrollment, and the highest number of Graduate Students for a Spring Semester.

- Questions from the index cards -

Q: Spring I term start date. Can we start the term on Tuesday and extend the end day just one day?

A: The Calendar Committee sets dates years in advance. I do not set these dates.

Q: Why do we only conduct course evaluations at the end of the semester?

A: Dr. Crosby can look into when evaluations open. I'll report on this the next time.

Q: Why do we have these crazy class hours? 8:00-8:55 a.m.

A: I don't know.

A: I do! We match with the University of Memphis. They added five minutes to every class.

Comment: I'm very interested in that, too. It killed me working with other collaborators.

Comment: I did look around the state at other schools and we are unusual.

Q: Is it true that merit compensation would favor larger departments?

A: This is not true. It's based on percentages.

Q: Why is it necessary to first select the semester or enrollment before selecting the student's name or ID number?

A: I will have to refer this question to IT. The person who asked this question will have to come forward.

Q: What is the timeline for moving towards reduced faculty loads and the creation of new tenure-track positions?

A: On average, the teaching load has been reduced down to 15, and we have the raises. The budget for new faculty lines will be discussed in the next coming weeks. We are still looking at new lines or increased salaries.

2. New Business

Office of Career Services – Dr. Amanda Walker

- Career Services Update - I spoke to Dr. Wadia earlier in the semester and asked if I could share with you. We have had a 711% increase in outreach growth and job posting career fair referrals. We have worked through Derek Van Der Merwe, Athletics, and others like Target. Additionally, Target has been a sponsor for our career fair. The Office of Career Services has reviewed over 3,000 resumes and cover letters this past year.
- Walk-in Hours - We have listened to your concerns and now have walk-in hours available for students. You can see the hours on the handout. If you have any students that you would like us to see, send them during this time. We provide career advisement and assist students in developing resumes or cover letters.
- Jobs4Govs - We need your help as faculty to promote Jobs4Govs to students. Students need to post their resumes on this site. They can upload the resume and, before it is posted, someone in the office will critique it. We want to help students who might miss mistakes so they can correct them before the resume is posted. We also want to assist the student in attracting employers.
- Career Week - We would love for your students to come to Career Week. We have a business casual dress code. However, we will not turn students away.
- Specialized Events - We partnered with several colleges for specialized events. Employers are happy with these events and they want to come to campus more. Nursing and Business have these events and they are successful. We invite current students and alumni to participate. There are great opportunities in stand-alone events. If you have an idea and it works well with your college, let us know.
- Unpaid Internships - There have been changes to the labor law on unpaid internships. If you are a "for-profit" company, you have to meet these standards. If companies don't meet these standards there are consequences. If you have concerns about an internship or have questions in general about them, you can always go through our office for answers.
- Questions
 - Q: Do you have a list of all of the employers?
 - A: Faculty have access to the Jobs4Govs database.
 - Q: Is this service for undergraduates and graduates?
 - A: Yes, and for our alumni, too. There is a computer system that we now have and it will do a public and private company job search. The software is

phenomenal. It will go live March. It pulls data and jobs from many places. It is really good for our students and is really a one-stop-shop.

Online Teaching – Director, Distance Education – Denise Robledo

- Good afternoon! I'm here to speak to you about the Faculty Handbook and how it affects the students who take classes online. On page 38 under the Attendance Report Rosters, we are proposing new language. I'll give you a moment to read this. [pause] We know that many of the faculty are already engaging their students by having them do some type of online activity during the first week. This is important. We need them to do more than just log into the Learning Management System. The student has to do something, even if it means they just introduce themselves in a discussion board.

Q: I have a question about the section that says, "...is delivered 100% online via the learning management system..."

Q: Are we going to be voting on this today?

A: I think we can have a discussion and see where that leads us.

Comment: Perhaps, via a learning management system.

A: Sure.

Q: What is different?

A: If you scroll down the page to online learning, I can explain. We can't wait for faculty to report on attendance, and sometimes they don't know when to use FAs or FNs in an online environment. It is easy to see when you have face-to-face classes, but it's more difficult online because you can't see your students. They are not filling the physical seats. You can see a date and time when a student has logged into the learning management system. It is important that faculty give them an assignment like introducing themselves or just have them do something. What is missing is having students do an activity.

Q: What did we decide? Are we voting on this today? Do we have time to take it to the faculty?

A: We can move the voting until the next meeting. But again, most of us are doing this already. We don't want faculty to use just the date when the student has logged into the learning management system. The faculty member needs to have an actual assignment in place.

Comment: We must have a mechanism in place to validate that a student has been in the classroom so we can show the auditors when they come to the University. We must be able to show that the student was active in the learning management system.

Q: Is this something about the first 14 days?

A: Yes, but in an online class we need to have something in place earlier.

Students can contest that they were not active in an online class when they want a refund. So, if they didn't do any activities but only logged into the system, we have something to show.

Q: Are we recommending the 14 day across the board?

A: We can make a recommendation to the Registrar's Office.

Motion made, seconded, and passed to extend Dr. Robledo's remarks by 3 minutes.

Q: Any questions?

Comment: We may want to examine the small items at another meeting.

Motion made, seconded, and passed to vote on the new language for the Faculty Handbook at the called meeting in March.

AAS Upper Division Hour Requirement – Drs. Karen Meisch and Bruce Myers

- We met with the Provost Council and presented the issues students are having when they transfer from an AAS program. This has been a long standing problem in programs such as the Department of Computer Science & Information Technology which is why Dr. Myers is here. I know it doesn't impact all areas. The problem is that students who have earned an AAS must take more classes. If they are getting a technology degree, they still have to finish the 36 hours and they are always over, on average three classes. We would like to see the exception for those students who face this issue. Many of their courses for an AAS have a lot of technology courses, but only 15 hours of core. They could have around 24-27 hours of core classes remaining. We want to get them out sooner. The other thing is that those technology courses overlap some of our courses taught in our junior year. We can offer substitutes but we cannot reduce the hours.

Questions -

Q: How can we extend this? This conversation came up. If I am a student looking for a program, I can do this with less upper division hours. I would like to involve my department in this conversation.

Comment: There is no general requirement in Tennessee. I have it here in a long detailed email.

Comment: We talked about this in Deans Council. Anyone with an AAS might think this is for every program. If there were other programs, we could list them individually. That would be helpful.

Q: What is the down side of making it 33 credits?

A: Transfer students from other school might be confused.

Q: Are there any programs that will be hurt, going to 33?

A: There are some complications in some courses that we cannot take care of here at this meeting.

Comment: We get a lot of our students from community colleges.

Comment: Look and see why we have 39 credits and if that is the magical number.

Motion made, seconded, and passed to extend Drs. Meisch's and Myers' remarks by 3 minutes.

Q: What would you recommend?

A: Trying to move forward with 33 upper division hours? You can't have too many upper division hours.

Comment: This is not here for a vote. We want to know what everyone thinks at this time.

Comment: Go back to your area and ask what they think about moving the hours and see if there is an impact. We can move forward with the language. We really would love your feedback. You can email me meischk@apsu.edu.

Comment: We would go from 39 hours to 33 hours overall? I can't see how this would have a negative impact.

Q: Is there a deadline for the feedback?

A: We would like to have it within the next month or before March 15th. Yes, March 15th would be a good date.

APSU Website – Vice President, Advancement, Communication and Strategic Initiatives Derek Van Der Merwe and Hannah Eden, IT Campus Webmaster

- I am going to skip over the top portion of the presentation since we are running out of time. Our marketing strategy is to design the website for recruiting purposes from across the country. Everything is designed for future students to access content from their phones and tablets, not from their computers. We are far from perfect but we are moving in the right direction, so I am open to a lot of criticism. What we see is that potential students come to the website and go directly to their program. We are aware that some of this is hidden and we are improving this visibility as we go.

- Questions

Q: None of the PDFs came over with the migration. Why were those PDFs not converted to webpages and migrated over?

A: PDFs were not converted into webpages because there were thousands of old and abandoned PDFs dating back to 2009. It was heavily communicated that PDFs would not come into the new environment and time was given to work in both environments (Drupal and OmniUpdate) should PDFs need to be re-uploaded. PDFs pose a challenge to SEO (Search Engine Optimization) and accessibility.

Q: Why do so many places on the website not make use of the templates provided in the design that we purchased? Link buttons, faculty lists, and tables?

A: The functionality of the templates exists. However, some regions have been turned off so that they do not display empty or example content. Editors for site sections can easily edit and turn on template functionality.

Q: Why isn't the library placed more prominently on the website?

A: The library also went through a revamp and we did not want to prominently display their site while they were working through this. However, this is a great question and we will address this immediately.

Q: Why is OneStop so hard to get to from the homepage?

A: It is not. It can be found in the footer. It is an internal portal that should not be prominent to external audiences.

Q: Why do most of the images not load on the people search page? The bottom banner and top right?

A: I am not certain of this question. There are no images on the people search page.

Q: Why doesn't the Accounting, Finance, and Economics link work on the Colleges and Schools page, under College of Business?

A: This page is managed/edited by Academic Affairs, but I can look into this.

Q: There are some inconsistencies in the website such as links, colors, navigation, etc. Will those be changed or updated?

A: We have standard fonts, colors, and header navigation. I believe I would need more discussion/examples to better answer this question.

Q: Shouldn't there be more standardization across colleges and departments? Placement of faculty and staff, and the 4-year plans?

A: Yes. We are working on a guide and working with individual colleges and departments to have more consistency throughout the site.

Q: Why does Athletics have their own site/design and where is the button to get back to APSU's site?

A: Apsu.edu and Athletics have two totally different audiences and therefore have two totally different sites. This is common practice for universities to separate academics and athletics. The APSU logo is located in their footer and links back to apsu.edu. Technically, any navigation question on the Athletics site would need to be directed to them.

Q: Why does OneStop no longer sign me into Web Self Service? We have to log in twice.

A: I did not find this to be the case, only logging in once. Technically, this question would be to IT, as PR/Marketing does not manage these portals.

- Faculty Directory – We are working to improve the People Search function. If you don't know the person's last name right now, you can't find the person in the directory. We are also going forward in creating faculty pages. These pages will be storytelling and will be centrally located. Gov Life shares the success of our campus and will be showcasing profiles of faculty like we have of our students. It will let everyone know where you are from and your backstory of how you became a faculty member at APSU. This is part of our marketing strategy. This is the future! Our website traffic is up: the number of pages being viewed or by sessions is up by 55%, the average session duration is up by 70 %, and the bounce rate is down 14%.
- Virtual Tour - We just launched the Virtual Tour *What's it like to Be a Gov?* on our website. We are attracting more students from a wider area. On this PPT slide, *Change in Admits: Entering Classes 2016-2017*, you can see on the map where our students are coming from. We are expanding this area.
- Website Steering Team – We have a Steering Committee that meets monthly where we are diving much deeper into website issues.

New Service Animal Policy – Dr. Adriane Sanders for Faculty Red Committee

- The Faculty Red Committee has been asked to look at policies that govern service animals on campus. If you have questions or concerns about service animals in your classrooms, feel free to email me, sandersa@apsu.edu. We are following all Americans with Disabilities Act (ADA) guidelines and working with the Office of Disability Services (ODS) on campus. Please let us know if you have any questions.

3. Old Business

- Policy 2:059 – Sponsored Research Incentive Program

Comment: Policy 2:059 is a better policy, and I think it is clear. Those who had an issue with some of the language have already talked to Dr. Chad Brooks. The policy should have been read before our meeting today, so I think we are ready to vote.

Motion made, seconded, and passed to accept the new language under Indirect Costs Reallocation in Policy 2:059.

4. Adjournment at 4:55 pm