

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

**Call to order** - Senate President Mickey Wadia

Recognition of Guests: Chad Brooks, Christina Chester-Fangman, Loretta Griffy, Tim Leszczak, Jeff Rutter, Scott Shumate, and Tim Winters

**Roll call of Senators** - Senate Secretary Gina Garber

Absent Senators: Lisa Barron, Penny Brown, Mercy Cannon, Lesley Davidson, Donna Dey, Brad Fox, Kelly Jones, William Longhurst, Perry Scanlan, Cameron Sutt, John Volker, and Jane Wessel

**Approval of today's agenda – Motion made, seconded, and passed**

**Approval of minutes from February 22, 2018 - Motion made, seconded, and passed to approve meeting minutes from February 22, 2018**

## **1. Remarks**

Senate President Mickey Wadia

- Malcolm Glass: APSURA invites faculty and students to listen to the Connection Series, Tuesday, March 27th in MMC 242 from 7-8:15 p.m. The title is *Haunted Hearts*. I hope you will attend.
- Social Media Posting: Here is a Facebook status that I want to share with you. “Jane Doe” was in a car accident on the way to school. She reported that an APSU Nursing student stayed with her after the accident. This is a good news story and something positive about APSU.
- Called Meeting Importance: The called meeting is scheduled for March 29th. It is important that we have a quorum. Please read the documents for review before the meeting, not during the meeting. Bring a device if you need one to follow along as we discuss and vote on policies. Highlight something if you have a question. If your question looks like it will take time to answer, send me an email in advance so we have time to provide you answers. I have met multiple times about the items on the agenda with President Alisa White, Provost Rex Gandy, and Dr. Lynne Crosby. We have to balance the needs of the faculty. Remember, “*You can't always get what you want.*”
  - Called Meeting Agenda Items:
    - Anti-Bullying Policy – I have been informing you about the work on the Anti-Bullying Policy for a while. The policy has been proofed by many to include our attorneys in Legal.
    - 33/AAS Undergraduate Hour Requirements
    - Policy 1:010 Appeals and Appearances Before the Board
    - Study Abroad Policy
    - Promotion Policy 2:063
    - Tenure Procedures and Guidelines
    - New Participation Requirement for Online and Hybrid TeachingAgain, bring your device and come to the called meeting well prepared.
- Senate Elections: We are nearing the end of the semester with a lot left on our agenda. We have one month until the senate election ballots are cast. Look for an email about this and selecting Standing Committees.

University President – Dr. Alisa White

- (unavailable to attend)

## University Provost – Dr. Rex Gandy

- Budget Hearing: Needs and requests were presented at the Budget Hearings. This year will be very much like last year. This group [Faculty Senate] voted on this with the direction to go with salaries. There has been a faculty group and staff group to make decisions on how to use this money. This year we have an option to have merit pay. Across the board and market adjustments are being discussed and two committees have been formed. I am chairing the Faculty Committee with Dr. Wadia. We are looking at a 5 to 6 % raise pool. Again, across the board raises, market, and merit pay.
- Prior Credit Toward Tenure: There should not be a need to have a restriction of three years. If you think of tenure like climbing a mountain, why should you get pushed back down the mountain? Why would that be a rule? Another reason would be a consideration of their work. We need to look at the candidate's entire record. In totality, you would have to look at the entire package.

Q: A memo when out last week about two staff positions moving from the Center at Ft. Campbell to the main campus. Should we be concerned about this move?

A: I will look into this and get back to Mickey.

## **2. New Business**

### John Gardner Institute – Dr. Loretta Griffy

- Degree Works: Here is a quick update. Degree Works is a degree audit and academic advising software designed to enhance the advisement planning process. TBR announced this morning all institutions will be going to Degree Works which makes it easier for our transfer students.
- Program of Study: Federal Aid will only pay for classes that are part of the student's program. Processing for course substitutes will look different. Dr. Wadia is on that committee, too. Advising season opened Monday. We hope students are knocking on your doors. We have a huge campaign so you will see signs and a social media push. Many of our students are not prepared to register for summer or fall. Let students know that we are here now! If you wait until summer you will not know what your courses will look like. Look at the hours they have completed if they are not where they should be, we need to tell them. Tennessee's Hope and TNPromise will require that students complete 30 hours in two semesters (15 hours a semester). Other universities have had success requiring students to take 15 hours a semester. We only had two academic departments who had enrolled students for 16 hours to stay on that 30 hour mark. Another option is Maymester or Wintermester classes. Midterm grades are helpful. If you are teaching a 1000 or 2000 level course, please submit the midterm grade for your students. It is important to know how students are doing in these areas.

Q: Is that a rolling 12 months or is it a fall 2019 for the 30 hour mark?

A: The students will have 12 months to complete their 30 hours no matter where they begin.

Q: Do students have to pass the class? If they don't pass the class, do they lose the scholarship?

A: They lose the credit. That means they could lose the scholarship depending on the student.

**Motion made, seconded, and passed to extend Dr. Griffy's remarks by 5 minutes.**

Q: What schools were successful with these programs? Are we talking about land grant schools or are we talking about something else?

A: It is both community colleges and universities.

Q: Is the midterm grade mandatory?

A: Yes, you will get a call from me or someone in my office if you have not submitted midterm grades.

Q: Are we still using the Academic Alert system?

A: We have an Academic Alert system. It is an old system. It is 14-15 years old and doesn't work properly. It's like an old doorbell. Currently, the Academic Alert system it is a door bell that just alerts students. We have about 6,000 alerts. The Academic Alert position is open and has not been filled. We have graduate students trying to do the best that they can. If you don't submit an Academic Alert, it is hard for us to triage the student who needs help. IT did some work on the system but, basically, it's a patch job until we can get a new one. There are systems out there like EAB's student success management system.

Q: Why is the position open?

A: The old Coordinator moved into another position on campus.

### APSU Board of Trustees Update – Dr. Nell Rayburn

- I have been tasked with two items today. I'm going to cover the APSU Board of Trustees first. You can find the Board's documents with details on the APSU website. We met on March 8 and 9, 2018, at Ft. Campbell, Kentucky to give the Board a chance to see Austin Peay's Center at Fort Campbell.
  - Student Trustee: The student trustee is a member of the Board and serves for one-year. Her name is Celeste Malone, a graduate student majoring in Communications. She is the editor of *The All State* and participates in many student organizations. The way this works is that the students can apply by filling out the Student Trustee Application that goes through the Screening Committee. The Screening Committee has representation from SGA, student organizations, the Vice President for Student Affairs, and more, and they select three to five names and submit them to President White. The students then make a video presentation that is viewed by the Board.
  - Items of Interest: The Board passed the extra fee for the Department of Art + Design. APSU received permission to purchase property on Forbes Avenue. We are trying to get properties as they become available. President White gave her remarks. Mitch Robinson presented the facts and figures regarding our budget. One of the Board members commented that we are extremely efficient. We are really good with our money. President White let them know that we are stretched too thin with the number of faculty, staff, and administrators.
  - Policy 2:001 Curricular Development and Modification Approval (Action Item) – Dr. Nell Rayburn
    - If you want to see the approved certificates you can look on the Board of Trustees' website. A Senator sent to me a change in our curriculum for certificate programs. Here is the proposal for the change. Certificate programs that contain 24 or more credit hours must be approved by THEC. In our current policy, all certificate programs will be approved by our Board of Trustees. The proposed change is that only new programs with 24 or more credit hours will have to go the Board. Programs with under 24 credit hours can be approved by the President.

*“Certificates, regardless of the number of hours, are credentials issued in the name of the Board of Trustees. The appearance of new certificates on the Board agenda is an opportunity for the Board to learn about these new programs. It is not desirable to complicate the curriculum process with more steps than necessary, but the consensus at the senate meeting appeared to be that requiring Board approval would not place an extra burden on departments initiating certificate programs, nor would it significantly delay the process.”*

Comment: I think I have a problem with that, not with the certificates, they are a wonderful idea. However, it is a credential approved by the Board. I would be inclined to keep that decision with the Board of Trustees.

Comment: Maybe we push back a little.

**Motion made, seconded, and passed to extend Dr. Nell Rayburn’s remarks by 5 minutes.**

Q: Are you looking for approval?

A: Yes, they were looking for input about the change.

Comment: I think all of them [certificates] should go to the Board. It would be good if the Faculty Senate agreed.

Q: It doesn’t increase the workload, so what is the rationale for the change?

A: It goes on the Board of Trustees’ agenda. I can’t imagine that we would never approve it.

Comment: I am serving on University Curriculum Committee. I found that certificate programs would be approved faster. Going to the Board of Trustees would slow the process down.

Comment: I know programs that are coming through may be a reason, because the courses are already being used. So this may be a reason for the push.

Q: If these are certificate programs, aren’t we going to do this in one semester?

A: I don’t see a problem if we slow this down. I don’t see us just giving a certificate. In Physics, we are looking at a three months delay.

Q: Any more discussion? Are we ready to vote?

**Motion was made and seconded, to vote on the change to Policy 2:001 Page 4. The vote was not carried to support the change.**

Faculty Travel and New State Department Travel Advisory System - Senate President Mickey Wadia

- Travel Advisory Levels: The travel advisories are going to impact our study abroad program for those traveling to high risk countries. If you go to the U.S. Department of State website you will see four travel advisories at the top right:
  - Level 1: *Exercise normal precautions*
  - Level 2: *Exercise increased caution*
  - Level 3: *Reconsider travel*
  - Level 4: *Do not travel*

You cannot travel on Level 4. Traveling is on a case-by-case basis regarding the other levels. At APSU, student safety is most important. Travel can be interrupted by riots at airports and other events. I just wanted to show you that these advisories can change. It can

be Level 2 on June 12 but change on June 14 to Level 3. State funds will not be spent on travel to the Level 4 countries.

### Office of Student Counseling and Health Services – Dr. Jeff Rutter

- We appreciate the value of Faculty Senate. Our offices are located in the Ard Building. We are only a phone call away. This is what is happening on our campus:
  - STDs are really on the rise.
  - We hospitalized students 14 times last year for mental illness issues. One in ten students have depression issues. We have a lot of walking wounded on our campus.
  - I try to find them to get the students into one of our programs. We have one called the Let's Talk program. It provides easy access to therapists with no appointment necessary. It's free! Students go into a private room for a brief period with someone from our Center, and, it is working!
  - There is a Behavioral Intervention Form under the Employee tab in OneStop. If you notice change in hygiene, behavior, or other issues, you can use this form. Of course, if it is an emergency call 911. You can anonymously submit a report.
    - Q: What kind of problem should we report to your office? If a student says, "Can I talk to you for a moment?" and then tells me about a personal issue that they are dealing with, do you want to know this? Would you like me to report this to you?
    - A: Safety is most important.
    - Q: What are the top three things students are dealing with at APSU?
    - A: Relationship problems, anxiety, and a lot of bipolar and depression illnesses. The numbers overwhelming.
    - Q: Do you conduct a triage?
    - A: We do a 20 minute screening to assess the student to decide if it is a low level problem or something bigger. We know who to match the student to. We have a Marriage and Family Social Worker, Psychologists, and two Nurse Practitioners.
    - Comment: Thank you for what you are doing for our students. Let's not keep this a secret.

### ASPIRE – Gina Garber and Scott Shumate

- We have been working on an institutional repository (IR) for Austin Peay since the 2016 FLP cohort project. The cohort includes a few present Senators like John Nicholson, Adriane Sanders, and me. There is Steering Committee with representation from around the campus to provide input and guidance regarding content and access. Our IR is called ASPIRE: Archive for Scholarship, Publication, Innovation, and Research Experience. ASPIRE provides a central location to preserve, store, and make available the creative and scholarly works of Austin Peay's faculty, staff, and students. You probably have used ASPIRE and didn't even notice because we hosted the CVs and cover letters for the Associate Provost for Research & Dean of the College of Graduate Studies Search Committee. With the push from Public Relations & Marketing to remove PDFs from the website, we decided to move all of the Faculty Senate Minutes and Agendas to ASPIRE and keep the current academic year available on the APSU website. Scott Shumate is going to give you a tour of ASPIRE. It is important to read through the homepage so you know how to find and submit documents. The collections are organized by communities. You will find the Faculty Senate minutes under University Records, but would find the PELP CVs under a Sub-committee within another area. Faculty can login in using their OneStop username and password.
  - Q: Will we all be able to login to ASPIRE?
  - A: Yes, and that is where you will be able to submit your work.
  - Q: Can you make the working area private where just a select few can have access?
  - A: Yes, we can set the access to public, private, and even to a group of people.

If you have additional questions you can contact us.

### SASI Committee – Dr. Vikkie McCarthy

- We have been underspending the funds allocated in the SASI. What do you think about asking for proposals in the spring and again in the fall? People want to use this money.

Q: Can it be retroactive?

A: It cannot be retroactive. We can't do that with travel money, either.

Q: Can you move the money?

Comment: Do we have a motion to stagger the terms for the SASI?

Comment: It will be more work for the Committee.

Q: I'm very confused about the selection process. Many of my Department's proposals were denied. We were told many reasons like it was the first time we applied.

A: Your proposals could have been next or at the next level to be funded.

Q: What about reallocating the money for the department? I didn't spend it on this can I spend it on that?

A: It was awarded for the original project and that is how it is ranked. We read all of the proposals.

Comment: Change the judgment criteria.

A: We use a numerical system that works well.

Q: What about another call for applications?

A: What do you mean, like twice a semester you can apply?

Comment: The SASI Committee last year didn't want to go over the budget. They were nervous about granting funds over the \$60,000 cap.

Q: Do you need a vote today?

Comment: Go back to the SASI Committee's option to first make the call for proposals in the spring. Then make a second call based off the money left in the fall. Discuss this with the Committee and present something a little more hashed out.

### **Motion made, seconded, and passed to extend Dr. McCarthy's remarks by 5 minutes.**

Q: We were told we didn't get funded because it was the first time that we applied

A: We look at the entire proposal, how much are you asking for, how many students and faculty are involved, the impact on students long and short term, how will you assess the initiative, and the like.

### 2018-19 Slate of Officers - Tucker Brown, Chair, Nominating Committee

- The Nominating Committee is made up of the Past President and two out-going Senators. This year's Committee includes Elaine Berg, Margaret Rennerfeldt, and me. I am the chair.
- I want to invite faculty to attend the Student Learning & Development at APSU workshop with Dr. Chris Coleman. It is Monday, April 9th, in MUC 305 from 11:15-11:45 a.m.

### Tennessee Transfer Summit – Dr. Sergei Markov

- The Transfer Summit provided valuable information about Tennessee's transfer students. Last year 28,000 students transferred from out-of-state or transferred between two and four year institutions.
- At APSU, 40% of our students are transfer students.
- Best practices in transfer work: Institution
  - Establish Office of Transfer Students: several universities have it, such as University of California in LA
  - Build transfer partnership between community colleges and universities
  - Transfer credit evaluation assistance
  - Support transfer student retention

- Best practices in transfer work: Students
  - Transfer student mentors, including current transfer students
  - Establish Transfer Student Honors Society
  - Orientation and workshops for transfer students
  - Transfer student focus groups
  - Online transfer guides
  - Transfer fair for students
- Best practices in transfer work: Faculty
  - Faculty members transfer orientation
  - Increase faculty participation in student transfer programs
  - Identify faculty who have a reputation for being student and transfer friendly

### 3. Old Business

#### Service Animals Policy Update – Senator Adriane Sanders

Our Committee contacted ODS about the service animals and to let them know we were working on a policy. We found policies that we can copy and pool from. However, there is another group working on this, too. We have some of the same ideas so I have sent Jamie McCrary our information and ideas. They are reassuring that others are concerned about this too, and how it affects the learning environment.

Q: Is there conversation regarding students who have service animals in classes or labs that use chemicals? What about these students who go on internships?

Q: What about any classroom environment and off-site university property?

Comment: ADA might be different if students are off campus.

A: We would have to follow the ADA federal guidelines. We don't really know about all of the guidelines and laws yet. We are hoping to create some educational information.

Q: Just in terms of "clean-up," it's often on the sidewalks.

A: We need to provide bags and waste containers.

Comment: The animal could be at risk because of the chemicals that we use. It's a biohazard.

Comment: It is the animal owner's responsibility to take care of the "clean-up."

Comment: Housing and the Library have numerous issues with service animals. We need a policy, but we don't need to duplicate the work. It is important to have a faculty member on the other committee. They need input from the faculty point of view.

### 4. Announcements from the Floor

- Called Meeting: Look for my email about the called meeting on Thursday. We need a quorum. We will have light refreshments. Read the blue bits on the policies.

### 5. Adjournment at 4:52 pm



<https://transfersummit.tennessee.edu/>  
Nashville, TN, February 28, 2018  
Attended by Sergei Markov

Last year, approximately 28,000 students transferred from out-of-state or transferred between two- and four-year institutions within Tennessee.

In Tennessee, 36% of our students are transfer students. At APSU, 40% students are transfer students. We have approximately 4000 transfer students.

Over 50% of transfer students find 4-year admission process confusing.

- **National trend:** About 4 million Community College students intend to transfer, but many do not. Only 1/5 actually do transfer.
- From those, only 65% completed their Bachelor Degree.
- \* **We are losing a lot of students.**



# Tennessee Transfer Summit

This one-day event educates participants on the latest TN High Education initiatives **to ease and encourage** transition from community colleges to four-year universities, including:

- Tennessee Transfer Pathway
- Reverse Transfer
- Tennessee Reconnect



The speakers at this event also talked about how to guide students in transition, about Best Practices in Transfer work.

# Tennessee Transfer Pathway

- <https://www.tbr.edu/initiatives/tennessee-transfer-pathway>
- A student who completes all the courses listed on a particular Transfer Pathway *at the community college* will earn an Associate Degree.
- When student transfers to a Tennessee universities, the student is guaranteed that all the community college courses taken will be accepted at the university and the courses will count toward completion of the particular major.

## **Rationale**

Tennessee students who earned an Associate Degree were more likely to go for graduation with a Bachelor Degree.

# Tennessee Transfer Pathways in Tennessee

- 52 transfer pathways by Major in TN



# Tennessee Transfer Pathway: Top Ten Majors

- **1. Business Administration**
- **2. Criminal Justice**
- **3. Psychology**
- **4. Social Work**
- **5. Accounting**
- **6. Sociology**
- **7. Mass Communication**
- **8. Exercise Science**
- **9. Music**
- **10. History**

# Tennessee Reverse Transfer



- <https://tnreversetransfer.org/>
- The Tennessee Reverse Transfer Program is a process that allows **early** transfer students who are currently attending a four-year school to combine four-year college credits with community college credits to receive an associate degree.

## **Rationale**

- Associate Degree is apparently marketable tool to potential employers.
- TN students who earned an Associate Degree were more likely to go for graduation with a Bachelor Degree.

# Tennessee Reconnect



- <http://www.tnreconnect.gov>
- This is our TN governor initiative for adults to return and finish their education.
- Grant money is available for adults in TN to earn **an associate degree or technical certificate** tuition-free.
- So far, we have around 4000 grant applicants and 83% of them are eligible for funds.

# Tennessee Reconnect

Students qualify for Reconnect if they

- do not have an associate or bachelor's degree
- have been a Tennessee resident since December 1, 2016
- complete the 2017-18 FAFSA by December 8, 2017
- are “independent” on the FAFSA
- attend and complete courses at least as a part time student (minimum six credit hours)

# Tennessee Reconnect

To maintain the Reconnect scholarship:

- Register for classes in an associate degree program
- Enroll in at least 6 credit hours
- Maintain a 2.0 term GPA
- Participate in advising and complete an academic plan
- Renew FAFSA every year

# Tennessee Reconnect

## Goals

- Increase adult student enrollment
- Increase retention of adult students
- Increase adult student engagement



# Best Practices in Transfer Work: **institution**

[www.nists.org](http://www.nists.org)

- Establish Office of Transfer Students: several universities have it, such as University of California in LA
- Build transfer partnership between Community Colleges and universities
- Transfer credit evaluation assistance
- Support transfer student retention

# Best Practices in Transfer Work: **students**

- Transfer student *mentors*, including current transfer students
- Establish Transfer Student Honors Society
- Orientation and workshops for transfer students
- Transfer student focus groups
- Online transfer guides
- Transfer fair for students

# Best Practices in Transfer Work: **Faculty**

- Faculty members transfer orientation
- Increase Faculty participation in student transfer programs
- Identify Faculty who have a reputation for being student and transfer friendly

**Nothing compensate for the absence of competent, caring, engaged Faculty** (Linda C. Martin, UT).