

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

Call to order – Senate President Tucker Brown

Recognition of Guests: Brandi Clements, Dr. Raj Dakshinamurthy, Provost Rex Gandy, SGA President Ryan Honea, Chief of Police Michael Kasitz, Dr. Jeff Rutter, Dr. Mickey Wadia, President Alisa White

Senate President Brown asked that senators observe a moment of silence in commemoration of Dr. Donald Luck and other faculty members who are no longer with us.

Roll call of Senators – Senate Secretary Christina Chester-Fangman

Absent Senators: John Byrd, Lee Gray, Kristen Hershey, Holly Hollis, Ben Ntatin, Ken Shipley

Approval of today's agenda: Motion made, seconded, and passed to approve agenda

Approval of minutes for meeting of May 5, 2016: Motion made, seconded, and passed to approve minutes from May 5, 2016

Remarks

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

- Welcome! Thank you for serving and your willingness to be here at a very busy time of the semester; it is important that we continue our job to share governance here at the university; please share information on issues that come to your attention early and often.

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

- Also thank you for serving; it is important that you are here and communication is shared; it is especially important that it is two-way; “You see and know things that I might never know about.”
- Update on FOCUS Act; “I don’t want you to be concerned about this;” effective July 1, 2016; Governor is releasing selections for nomination for end of September; once governor releases names we will send them to SACS by October 15; at the board meeting in December, they can empower a meeting in the spring so they can accept the roster before June; gives us the opportunity to work more closely with those who lead us; going forward we will have a board of trustees who work on behalf of Austin Peay, focused solely on us; they can also move more quickly on a lot of issues; will meet four times per year, just like TBR; “You won’t see a lot of changes;” we will need a place for the board to meet, and possibilities include the end of the Honda building on the Jenkins & Wynne property or in the Music & Mass Communications building, as we will have to host them; they are not to interfere with the workings of the university on an operational level, and they do not set policy; they will approve the budget, tuition recommendations, and RTP approvals; the Act says six voting members have to be Tennessee residents and three have to be graduates of the university; “My primary purpose here is to ask if you have questions and reassure you.”
 - Q: Can you give us one good thing and one bad thing?
A: The good: if you have a difficult issue they know you better and will give you benefit of doubt and they can give you money; negatives are if you have board member who is a

member of the local community and there is a disagreement, it spills over, but a strong chair can keep that from happening.

- Q: Can you speak to the RTP process? None of the board members will be academics...

A: I think that is a good thing because you don't want the board second-guessing decisions; academics speak a particular language board members don't know, but part of my job is to help them understand and THEC will train them.

- Q: How much input will faculty senate have regarding areas of concern and how is that communicated?

A: We will still have our Policy Committee and what we had under TBR will be grandfathered in until a new policy is implemented; the University attorney helped draft bylaws for the board that will deal with statutes, confirm salaries and appointments, cover ethics and conflicts of interest, etc.; the board will have to meet the Association of Governing Boards requirements.

[Motion made, seconded, and passed to approve extension of President White's time]

- Q: How much of a difference is the new system?

A: APSU is replacing its board structure and THEC gets more power.

- Q: Will they still approve tuition?

A: Yes.

- Q: And programs will still be approved through THEC?

A: Yes.

3. University Provost – Dr. Rex Gandy (10 minutes)

- SACS update: three initiatives:
 - 1) we are on monitoring for the former RODP program issues; we are working on a report that goes in at the end of this month that addresses those concerns, so we should be in good shape; we will get word in December if we are coming off monitoring with official notification in January;
 - 2) governance change = we are working on a report due at the end of this month; Dr. Crosby's team has done good job on these issues;
 - 3) we are proposing doctoral programs, so we need level change, SACS X to SACS X plus 1; that document is due in January.
- Enrollment update = it changes by the minute, but we are at 10,046 on day four, which is up about 2% from last year; on day three, the numbers go to TBR; right now "we lead the league" with 2.3% growth; overall, the whole system is down and community colleges are down 3%; the really good news is our freshmen, as we are up "400-ish;" we hired an aggressive marketing company to increase applications, and they have done so by a factor of two; we now have around 1,900 freshmen; we are down in continuing students and down in graduate students a little bit;
- Gardner Institute = we are working with Gardner's Foundations of Excellence to try to retain our freshmen; we will start committees and activities this year as part of this initiative.
- Raises = there is a nice pool this year; on September 16th the letters are going out to everyone with the details.
- Faculty Evaluation = we don't have an annual faculty evaluation process like at other institutions and that we need for SACS; "our post-tenure faculty get lost somewhere;" will be forming a taskforce to create an annual evaluation instrument.
- Teaching Load Policy = looking to update teaching load policy to allow for more flexibility and reduce teaching loads.
 - Q: Could you elaborate on that?
 - A: With a 15-credit standard, three are for research and advising, and there is twelve left; I would like to "put some slack into hours;" we don't have to get them down to the second; this initiative would allow for more flexibility and common sense in reporting;

- Q: What is the faculty review taskforce for?
A: An annual evaluation of all faculty.
- Q: In addition to the dossier?
A: What is a tenure decision? A review of five years of work. Annual evaluations are usually a part of that package; they are related, but different.
- Q: Will this take the place of a post-tenure review?
A: That is an interesting question. In “regular jobs or in staff positions,” annual reviews are supposed to impact the decision to continue employment. Post-tenure reviews are usually not done every year. Most institutions have a “trigger-able” post-tenure review based on the annual evaluations.

4. Associate Provost for Research, Dean of Graduate Studies - Dr. Raj Dakshinamurthy (10 minutes)

- Introduce Brandi Clements, new Executive Director of Research and Sponsored Programs; if you have questions, contact Brandi or call Beth to set up an appointment.

5. APSU Chief of Police – Michael J. Kasitz (10 minutes)

- Active shooter incident at Ft. Campbell = “Today is interesting for me with campus safety;” received phone calls to secure FTC remotely; reported information that was known at the time to follow the Clery Act; you will be “over-informed” if there a danger to the university community; sends someone from his office to training on the Clery Act every year; “I don’t want my name attached to a violation.”
- Safety initiatives:
 - In contract phase for an upgrade to the emergency notification system.
 - In bid process for a virtual panic button; can download an app for smartphone to push notifications out; can turn cell phone into blue light callbox and allow for two-way communication.
- Parking = 650 new parking spots on southwest side of campus; continued Parking Assist with start of new year, centered around 9th St. lot (the big commuter lot) and the 8th St. faculty/staff lot; looks at enforcing parking as customer service, not punitive.
- Questions:
 - Q: What happened with the parking signs?
A: There was a glitch with the sign contract and they are on order. They will still enforce the rules, even though the lots don’t have signs since designated areas are clearly marked on the parking map.
 - Q: Are there any plans for signs that say no stopping or dropping off? This is a problem around 8th St. and also on Marion St.
A: We are working with a sign consultant. The problem is there are so many signs around campus, but they will try to work on that issue.
 - Q: How much control do we have over that?
A: It is a city street so there is little we can do. I tell people to avoid 8th St. and go to 9th St. The parking plan recommends taking over some city streets and they are pursuing that but it is political.
 - Q: When will we restripe the lots?
A: It is based on the schedule of when they need re-sealing.

[Motion made, seconded, and passed to approve extension of the Chief’s time]

They are looking at curbing and resealing the large commuter lot. If they change the size of the spaces, we could gain forty parking spaces.

- Q: When will the active shooter training be offered again?
A: We will offer it if asked. Officer Ramsey heads that up. Contact her to do it for class, faculty meeting, etc.

- Q: Could you say something about handicapped parking?
A: We have received requests for more ADA-accessible parking. Although we have more than two times the amount we are required to have based on our current numbers, it is still not enough. Those with ADA parking permits can park in any other spot on campus, but this is not always good enough because of their mobility issues. Campus police will provide escorts if parking isn't available. I am often asked if they have to have APSU ADA permit or the state one. I would prefer the APSU one so we can check the registration to confirm that it is being used by the person who is supposed to have it.
- Q: Why do faculty pay for parking?
A: That is a great question and will pass it to Finance & Administration. Campus police doesn't make money on parking tickets – it goes to the general fund.

6. Director, Student Counseling Services – Dr. Jeff Rutter (10 minutes)

- I appreciate the work you do and it is great to keep in contact with you through faculty senate; the “take home message” is we exist on campus; sometimes faculty don't know and only find out the hard way when there is a crisis.
- We will move across the street to the corner of University and College in the old Church of Christ Student Center at the end of September; they are currently in Ellington; the new location will include Health Services, too.
- Saw two students on Monday morning and one was suicidal; 1 in 7 students used to feel overwhelmed and now it is 1 in 4; often students are under-insured or not insured; there are a number of obstacles students are facing, but we are trying to conquer them.
- Questions:
 - Q: How many visits can a student have?
A: They can have twelve; if they need more, we find a way.
 - Q: What is your extension?
A: The Counseling Center is 6162 or, in the event of an emergency, you can call campus police and they will page him. He is happy to consult, they can come to class to do outreach by request (<https://www.apsu.edu/counseling/outreach-requests>); he hopes to form relationships so when a crisis comes people know me and the counselors by name.
 - Q: How do we deal with a student who needs help?
A: You can always recommend it and make them aware of the resources we offer. It is an act of generosity on your part. Sometimes you have to walk them over, sometimes give them time, sometimes be more intrusive, it just depends on the individual.

7. President, Student Government Association – Ryan Honea (5 minutes)

- SGA initiatives this year:
 - Reapportioning of student senators based on number of students;
 - Student representative on new institutional board will have no vote; this is a change from the past when the student TBR rep was a voting member; looking to change that;
 - Upcoming state legislation could allow students to have guns on campus; faculty can have guns but the consensus is that the SGA senators do not believe students should have guns; they want to fight that with a joint resolution perhaps.

8. Reports from Faculty Senate Representatives

- Academic Council – Senator Rod Mills – No Report
- Dean's Council – Senator Adriane Sanders (5 minutes)
 - The full report is available online, but a few highlights include:
 - Dr. Crosby is collecting any current collaborative agreements or memorandums of understanding (MOUs) as a part of our efforts to ensure compliance with

- SACS accreditation; this involves outsourcing instruction, collaborative agreements or consortial relationships for developing and delivering courses and programs, etc.; if you think you might be involved with any of these, please send PDF copies of the agreements to Lisa Phelps by September 28th.
- Mike Gotcher will take over for Bill Cox as interim Executive Director of APSU at Ft. Campbell.
 - As part of the reorganization of Academic Affairs, Loretta Griffey has been appointed Associate Provost for Student Success.
 - TBR Faculty Sub-council – Senator Benita Bruster (5 minutes)
 - The full report is available online, but a few highlights include:
 - Complete College America = this is an initiative to help students understand why they are in college; APSU is a test site; other schools participating are in Virginia and New Hampshire.
 - Search for new chancellor.
 - FOCUS Act = TBR has a website (www.tbr.edu/focus/force) that details what is going on with the Act and includes Q&As; four of six of the universities also have developed websites; we don't have one so we might consider adding one.
 - Accessibility of syllabi = the deadline is September 1st to have all ADA-compliant; we are still working on this; Distance Education is offering training to help; there is a template available.
 - E-portfolios = we now have access to an e-portfolio system through D2L.
 - Faculty and students have access to Microsoft IT certification.
 - Questions:
 - Q: Who do we send syllabi to for ADA-compliance review?
A: Distance Education. Tracie Campbell is one of the instructional designers and she has been great to work with.
 - Q: What are examples of things that are not compliant?
A: Straight text is a lot easier to read than tables, fonts should be a certain size (14-point), fonts should be more straight than curly or decorative, graphics have to be text supported underneath, any video content should be closed-captioned; e-mail Benita (brusterb@apsu.edu) for a PowerPoint with details.

New Business

- FOCUS Act – Faculty Appointment to Institutional Board – Senate President Brown - (Action Item)
The faculty member who will sit on our new Board has to be selected and made public by September 30th; faculty senate bylaws say the process for selection would be introduced here and then voted on at the next meeting; because of the tight timeline, we cannot do this; Senate President Brown requested a motion to temporarily waive the bylaws in order to vote on the document; **motion made, seconded, and passed to suspend the bylaws (none opposed, no abstentions)**; we didn't want someone to do it for us, and it is important that faculty maintain ownership of this process; it will be added to the faculty senate bylaws moving forward; **motion made, seconded, and passed to accept the “Faculty Appointment to Institutional Board (FOCUS Act)” document (none opposed, no abstentions)**;
- Assignment of Faculty Senate Committees – Senate President Brown
The committee assignments were posted for review; after the meeting this information will be added to the Senate Committees section of the website (<http://www.apsu.edu/faculty->

[senate/committee](#)); the complete list is also below; **motion made, seconded, and passed to approve the committee slates for the year with corrections (none opposed, no abstentions);**

- Ad hoc Online Course Evaluation Committee Report – Senator Sanders
The summer pilot project for online evaluations was discussed at the last meeting of the spring semester; the pilot took place during Summer I and the response rate was 42% ; there were four emails sent to students during the evaluation period; we will do more of that this semester; the faculty response was positive as there were no technological issues; one area the committee needs feedback on involves the default for release to faculty, which is a minimum of five responses; there are some instances where this doesn't happen, but there are exceptions for handling those (combining like sections to give faculty all evals); we do lose the ability to go back and change reports after the fact, so what is our decision criteria? when this might occur, how do we proceed?
Questions/Comments:
 - Q: Why move to doing this online?
A: Cost savings, time savings, flexibility; this is done but we want to get feedback as we progress; please take these issues back to your faculty and share ideas; email Adriane (sandersam@apsu.edu) directly with feedback; we are trying to keep the process for online evals as similar to the process with paper copies (ex. allowing classtime for students to complete, encouraging students to take them, emphasizing the importance of feedback, etc.); in looking for response rate improvement initiatives for this Fall semester, we will do an e-mail blast, have posters up around campus, have online system popups, enter students who complete the evaluations in a drawing for an iPad, and offer an opportunity to view grades early.
 - Q: What are the exceptions for the minimum number of evaluations?
A: Nicole [Roth] used previous post-hoc reports for those. If you are concerned, email me or Nicole regarding that info.
 - Q: Is there a mechanism in place to not allow access to the evaluations for those students who have grades of FN or FA?
A: I would think we should be able to do that, but it is on the IT side.
 - Q: What about an instance where a student is accused of misconduct and the case is being adjudicated? Could we limit that access?
A: That is worth looking into.
 - Q: So, if a final grade is posted they can't do an eval, even if they return to class?
A: We could check.
 - Q: Since we now have access to this online link, can we connect grades and GPAs in general? Could we look into getting the data to weigh this connection?
A: The idea is that it will talk with the BANNER system, so we can try to explore other possibilities that SurveyDIG could do.
 - Q: Have we thought about whether offering incentives will change respondents?
A: There is a listserv for online evals that Dr. Crosby is on and we are doing things based on what most universities are doing or have done
 - Q: Has this come up with Handbook Committee?
A: [Dr. Wadia] It is on a very early agenda. We will see what the response rate looks like.
 - Comment: With the TN eCampus groups, the response rate is directly related to the amount of encouragement they get from faculty to do it.
 - Q: What about the time window?
A: It is the same schedule as we had with the paper versions.
- Faculty Senate / Staff Senate Tailgate for Upcoming Football Game – Senate President Brown
This has traditionally been the "Faculty/Staff Appreciation Game" but this year they aren't doing that; Senate President Brown is meeting with AD Ivey to see what is going on with this change.

Adjourn– Motion made, seconded, and passed to adjourn at 4:31pm

Faculty Senate Committees, 2016-2017

Rules Committee

Barry Jones, Chair
William Brooks
Lee Gray
Mary Eve Rice

Nominations and Elections Committee

Ken Shipley, Chair
John Byrd
Greg Hammond
Andrea Spofford

Budget Review Committee

Barry Jones, Chair
Lesley Davidson
Lisa Sullivan
Timothy Wesley

Academic Red

Doris Davenport, Chair
Elaine Berg
Tony Morris
Jane Semler

Academic White

Mercy Cannon, Chair
Mary Fran Davis
Kristen Hershey
Justin Oelgoetz

Faculty Red

Chad Brooks, Chair
Pennye Brown
John Phillips
Cameron Sutt

Faculty White

John Volker, Chair
Nicholas Coleman
Ben Ntatin
Margaret Rennerfeldt

Revitalizing Academic Success Initiative (RASI)

Raman Sahi, Chair
Linda Darnell
Taylor Emery
Mike Gruszczynski
Christoph Konkobo

Student Academic Success Initiative (SASI)

Vikkie McCarthy, Chair
Gina Garber
Kelly Jones
Andiry Kovalskyy
Adriane Sanders

Eligible for *ad hoc* Committees

Christopher Bailey
Lisa Barron
Kadi Bliss
Kenisha Burke
Donna Dey
Brian Hock
Holly Hollis
Sergei Markov
Pat Perdew
Barbara Peterson
James Prescott
Perry Scanlan
David Snyder