

**AUSTIN PEAY STATE UNIVERSITY
FACULTY SENATE MEETING
Thursday, September 17, 1998, 3:26-5:30 PM
Claxton 103**

ROLL CALL OF SENATORS IN ATTENDANCE.

1. Steven Anderson
2. John Blake
3. Dewey Browder
4. Willodean Burton
5. Bruce Childs
6. Stephen Clark
7. Debbie Cochener
8. Daniel Frederick
9. Meredith Gildrie
10. Dolores Gore
11. Rudy Gostowski
12. Charles (Buddy) Grah
13. Ronald Gupton
14. Kay Haralson
15. Carlette Hardin
16. Allen Henderson
17. Max Hochstetler
18. Tom King
19. Larry Lowrance
20. DeAnne Luck
21. Robin Mealer
22. Bruce Myers
23. Stephanie Newport
24. George Pesely
25. James Prescott
26. Albert Randall
27. Paul Shaffer
28. Cindy Taylor
29. David Till
30. James Thompson
31. Richard Williams
32. Howard Winn
33. Pei Xiong-Skiba

APPROVAL OF MINUTES AND AGENDA.

The minutes of the August meeting were approved by Senator Anderson and seconded by Senator Burton. The motion to approve was carried.

The agenda was approved by Senator Anderson and seconded by Senator Browder. The motion was carried.

Faculty Senate President Newport announced the same Committee for Reorganization and Reidentification will work with Dr. Pontius, VPAA in the coming year.

REMARKS BY APSU VICE PRESIDENT PONTIUS.

Vice President Pontius.

The vice president stated that the five year enrollment data will be available soon. Highlights from the data includes a comparison to 1997 figures:

Fall 98 Enrollment 5277 FTE 4697

Fall 97 Enrollment 5297 FTE 4712

Also, the hiring procedure is under discussion with Ms. Walker. Matters considered include a definition of terms and timelines for hiring decisions.

REMARKS BY APSU PRESIDENT RINELLA.

President Rinella.

The president announced the Campus-Wide Town Meeting to be held from 12:00 to 1:30 on Tuesday, September 22. Free bag lunches will be provided to those who come early. An open mike and blank 3x5 cards will facilitate a question and answer time.

Dr. Rinella described trips aimed at the development of the alumni donor base. The graduates of "Key Years" (30, 25, 10) will be approached at the Homecoming Reunions to donate.

The President unveiled the new Campus Communication Network found on the APSU Homepage. This page will point to University Committee Information and to Campus Forms. A demo of the page will occur at the September Town Meeting.

Also Dr. Rinella explained the responsibilities of division financial coordinators. These activities will include explanations of budget and expenditure reports. The coordinators will also serve to improve communication and to answer routine questions.

Questions.

- Senator Williams: Do the financial coordinators have training?
 - President Rinella: Yes, they have experience with university procedures. They will meet quarterly. Linda Freed will serve in this capacity for Academic Affairs. Al Irby is the coordinator for Finance and Administration, while Sharon Silva is his counterpart in the Development Office.
 - Senator Williams: Sondra Hamilton is well suited to be a budget officer. Should the other Coordinators be trained as accountants?
 - President Rinella: They should be familiar with university policies but not necessarily with accounting systems.
-

COMMITTEE REPORTS.

Faculty Sub-Council.

Did not meet.

Deans Council

According to Senator Randall, the Council discussed the evaluations of Deans. Also considered was the stipend for Department Chairs. The return of overhead from grants to departments was announced. Deans were asked to supply enrollment data. Staff persons teaching courses were reminded they must make up hours spent away from their normal duties.

Budget Oversight Committee

Did not meet.

Academic Council

Senator King described the Council's discussion of Graduation Requirements at Fort Campbell Center. Also considered were residency requirements at the Center. The course credit from non-accredited schools was discussed and transfer credit for "Upper Division" Courses taught at two-year schools.

President's Cabinet

Senator Newport attended the Cabinet meeting. An item of concern was continuing justification of university programs to THEC. Also announced was the institution of evening hours for certain university offices.

Strategic Long-Range Planning.

Did not meet.

Ad Hoc Building and Grounds Master Planning Committee

Senator Henderson explained the update to the Building and Grounds Master Plan. He will also serve on the Space Utilization Sub-committee of the Ad Hoc Committee. Senator Henderson asked for input from faculty in this regard. A meeting will be held in the Music Mass Communication Building at 3:00 on Thursday, October 1.

Discussion

- Senator Winn: What is a "ad hoc committee" ?
- Senator Henderson: It is a committee to update the University Master Plan.
- Senator Winn: The AAUP frowns on the use of ad hoc committees.
- Senator Henderson: The Master Plan is not updated on regular basis. Therefore, the committee is formed on a need basis.
- Senator Winn: A Master Plan should not be done on ad hoc basis.
- A motion was made by Senator Anderson to address the issue of ad hoc committees. The motion was seconded by Senator Thompson. The motion was not voted on.
- President Rinella: Ad hoc is used to define a committee formed to do a specific task and is then disbanded (a temporary committee).

- Senator Newport: How is this committee different from the standing Building and Grounds Committee ?
- President Rinella: The Standing Committee does not plan for the purchase of property and does not plan for roads and parking.
- Senator Mealer: How does the Ad Hoc Committee work with the Strategic Long Range Planning Committee ?
- Senator Henderson: We have discussed that the two should work together.

Senator Newport: Has met with new Vice President for Student Affairs, Jennifer Meningall. Senator Newport was very impressed with the VPSA. Dr. Meningall has assembled many new committees to meet student needs. She indicated a need for faculty to serve on the Committee to Review the Students Code of Conduct. In addition, Dr. Meningall requested two faculty to serve on an Advisory Board to Student Affairs.

OLD BUSINESS

Election of a Senate Representative to the President's Cabinet

Senator Newport commented the difficulty in finding someone with open schedule. Nominations put forward included Senators Newport and Shaffer. A motion was made to close nominations by Senator Winn. The motion was seconded by Senator Anderson. Ballots were distributed and picked up by Senator Winn with 32 senators voting.

Results of the Election of a Senate Representative to the President's Cabinet

Senator Shaffer received 16 votes and Senator Newport received 15. Therefore, Senator Shaffer is to be the representative to the President's Cabinet.

Accommodations for Handicapped Students

Senator Newport met with VPSA, Jennifer Meningall and with the Director of Disability Services, Beulah Oldham. The Director indicated a Handbook of Guidelines is now available. Director Oldham described the screening process of students making requests for accommodations and outlined the documentation of the particular handicap. Oldham was not aware the wording of letter was offensive. Senator Newport suggested faculty members comply with the requests but to call the Director if a particular question comes up. She stated that in most cases accommodations are negotiable.

Discussion

Senator Randall: Many disabilities are evident. However, a learning disability is more difficult to spot. Do you know how these disabilities are documented ? Senator Newport: Documentation is by medical and/or psychological testing. Senator Gray: In many cases a licensed psychologist must provide testing. Senator Anderson: In one instance an expanded definition of disability has caused a problem. Senator Lowrance: We must accept the judgment of Oldham's office and only question it in the case of evidence to the contrary.

Mercer Study

President Rinella: When many people are involved questions will arise. The process has gone reasonably well compared to other campuses. This is the result of the work of the advisory committees and of Mr. Bird. Four areas of problems have come up. This includes two disciplines

(DSP and Geology/Geography) with questions about how comparisons were made. Deans and Department Chairs should discuss discipline-specific problems. Questions of equity make this task much more difficult. More information regarding that issue will be provided later. The mid-point of range came from the formula using the peer data. The maximum and minimum points were a simple mathematical range around that number. The ranges applied were 65% for Professor, 60% for Associate, 55% for Assistant and 50% for Instructor. Salary ranges for hiring is market-driven and not by the Mercer minimum. The old minimums were across board and not by discipline. It was not based on any particular criteria. We cannot keep both the old and new minimums. In the beginning only a small percent of salary increase was possible because funds were consumed to bring everyone up to their respective minimum level. However, the problem should go away with time. APSU is dedicated to having competitive salaries.

Discussion

- Senator Haralson: Will people adversely affected be helped ?
- President Rinella: No, not at this time. We cannot hold on to the old minimums. I cannot justify this to the decision-makers. However, this problem will go away with time.
- Senator Anderson: An option is for the VPAA to review on an equity basis those affected.
- Senator Haralson: I do not know if it will be only a few affected.
- Senator Anderson: In the past the VPAA has received equity requests.
- Senator Winn: I question the aim of the Mercer study is to bring up salaries. What if money not available ? Then only a 2% raise would be given.
- President Rinella: That situation is possible, but the appropriation looks good and the Governor's Task Force is committed to raising salaries.
- Senator Lowrance: Dr. Rinella you mentioned four points ?
- President Rinella: Those points were DSP, Geology & Geography, the Mercer Calculation and the use of old minimums.
- Senator Newport: Assuming money is available, if someone is promoted would Mercer be added before promotion is calculated ?
- President Rinella: I must check with Mr. Bird, Director of Human Resources.
- Senator Haralson: What concerns me about DSP and Geology & Geography is the minimums are based on a small data set (4 or 5 people) per peer group.
- President Rinella: TBR required certain schools to be added (Murray, Martin and Chattanooga). Yes, this concern should be addressed in future.
- Senator Winn: Who knows what Mercer did?
- President Rinella: The Advisory Committee should know. However, this process was moving quickly.
- President Rinella: I will follow up and make sure this information is available.

Senator Winn made a motion to request the Mercer data be provided to the Budget Oversight Committee. The motion was seconded by Senator Thompson.

Progress Report on Process for Administrator Evaluation

Senator Gildrie advised that the report will be distributed to the university community. Also, the Evaluation Instrument will be available for the October Faculty Senate Meeting. The results of the evaluation will be made available to the supervisor of the respective administrator. The evaluation will be conducted by Thanksgiving. This is a trial procedure and will be reconsidered on an on-going basis.

Discussion

- Senator Anderson: The evaluation of administrators is among the Ten Most Important Items in the AAUP Redbook.
- Senator Grah: I anticipate each faculty would evaluate one Dean. I have more than one Dean. Will all be evaluated?

NEW BUSINESS

Faculty Senate Parliamentarian

Senator Newport discussed the desire of the Faculty Senate Executive Committee to select a parliamentarian. Senator Anderson remarked that the Senate By-laws require the Executive Committee to select such a person.

Movement of Geology & Geography to Marks Building

Senator Newport explained the concerns of faculty regarding the move to Marks Building. The department was concerned the move would be at an inconvenient time. However, following discussions with Dr. Pontius suitable arrangements have been made with the Finance & Administration Office.

Faculty Representative in the Commencement Procession.

Senator Newport outlined requested that the procession be lead by someone who more closely represents the faculty. The suggestions given included the winner of the Socrates or the Hawkins Awards or a past president of Faculty Senate.

Discussion

- President Rinella: I would like some time find a history of how the Chair of the Commencement Committee became the leader of the procession.
- Dr. Pontius, VPAA: At past commencements the Chair of the Commencement Committee lead, followed by the VPAA and the President.
- Senator Clark: Was the chair Solie Fott?
- Senator Newport: No, the past chair was Ron Groseclose.
- President Rinella: What about the most senior faculty leading ? I will follow up on this matter.
- Senator Newport: This will roll to the agenda of the next meeting.
- President Rinella: I would like to make this decision soon. Can I decide after consultations with the Faculty Senate Executive Committee ?

Senator Winn made a motion that President Rinella and the Executive Committee of Faculty Senate determine together who will lead the procession. The motion was seconded by Senator Anderson.

An amendment to the motion was put forward by Senator Randall to request that the Executive Committee would chat with President Rinella concerning who will lead the procession. This amendment was made in the light that this decision was the prerogative of the President.

Affirmative Action Process in the Search for New Faculty

Senator Newport outlined that during a typical search a job description is put out, resumes are collected and sent to the Affirmative Action Office. If a diverse pool is not found the Affirmative Action will recommend alternative means of finding candidates. Next, a short list is selected and sent again to the Affirmative Action Office. Therefore, the slowdown in the process is the successive approval requirements by the Affirmative Action.

Discussion

Dr. Pontius, VPAA: I am looking at the process with LaVerne Walker, Director of Affirmative Action. We are going through the steps and the definition of terms. Following revisions we will submit to a department a plan for pilot study of process. Also we will develop a timeline including required times for the various approvals.

- Senator Randall: The problem is with definitions and the steps in process. Is it correct that TBR has a policy ?
- Dr. Pontius, VPAA : The steps of our current procedure cite TBR guidelines. I am examining if we are following those guidelines.
- Senator Prescott: Will gender information remain confidential ? We find it difficult to determine if a pool is diverse.

ADJOURN

Senator Winn made a motion to adjourn. Senator Anderson provided a second. Motion was accepted unanimously.