

Senate Meeting—October 22, 2020

Welcome everyone!

No roll, attendance via zoom report. We will get it from zoom usage report. If you are guest, put guest in front of your name. If you use phone, let us know the number for attendance.

Approval of minutes from meeting on September 24, 2020

Motion to approve.

Moved.

Second.

Any discussion.

None.

Approved.

Remarks:

1. Senate President

All of us are feeling the weight of the semester. Kudos to you all for the extra work.

2. Interim President

Thank you. It is a difficult semester. Sent out an email about tomorrow APSU closure. Students are struggling. Please take time to replenish yourselves.

Good news: health profession building. Governors budget. Covid19 took it off the table earlier. But we are number 2 on the priority list now.

Donation: received a match. 3-million-dollar gift. We will share later on where we got the funds.

Covid cases are up in the area. Very little transmission on campus. We are doing well.

Remember the guidelines. Wear your mask. Wash your hands, 6 ft apart.
Use hand sanitizer.

CDC guidelines changed. 6 ft for 10 mins.

Cumulative over a 24 hour period.

Waivers to our labs.

We continue to push the guidelines. Everyone should do their part.

Military family resource center will open in November. No furniture now.

Military student center. Wrap around support services for military students.

Board of Trustees (BOT) executive session: sunset audit. State has been doing an audit of APSU.

Mental health, public safety.

Two findings. Public safety and fire alarm system.

All LGI's had the same findings.

BOT meet to issue a response. Nov 17th we will meet to discuss our findings.

Diversity and Inclusion:

Small groups. Inclusion coaches.

Please sign up. Get us all going as family.

We have finally made a decision on Spring Break.

1 day Feb 15th off

March 11, 12 off.

We went through painstaking measures to arrive here.

Thought process and discussion: Staggered approach. Random days off.

MWF off and TW off other weeks.

Did not work for Spring A and Spring B sessions.

We have a Presidential townhall next week at 2pm on Thursday. You can ask questions.

Questions ?

- a) Senator 1: Email about tomorrow's APSU closure. I had 2 exams and other stuff tomorrow. I have to adjust my schedule now.
- b) Senator 2: When do we end the semester?

Answer:

Jan 19 semester starts, and no change to end of semester.

Senator: Last minute does not work for us. We are working more days so maybe we start later or end earlier.

- c) Senator: What day is the townhall next week?
- d)

Answer:

29TH oct, 2pm Thursday

Thank you.

3. Provost

Good afternoon everyone!

I will be brief as you have a heavy agenda.

Thanks for everything.

I got a positive text from an academic colleague with students and faculty working and wearing masks.

Comment on earlier Senators comment on Spring Break.

A traditional Spring Break has 5 days off.

3 of those have been scheduled. Leaves 2 days we are working on to be off. Flexibility.

Maybe an inclement weather day.

We don't want to give too far of a notice to students, so they don't plan parties.

Announcements:

We have received Title 3 grant: promoting student success
2.3 million dollar grant over 5 years.

Development and expansion of the student condition. Incoming freshmen students to develop soft skills to make them market ready. And Professional Development opportunities for faculty. Bridge programming. Low socio-economic status and 1st gen students.

Admissions update:

Most high schools had a delayed start. Our admissions started late. Community colleges are not allowing to visit 4 year colleges to visit 75% high school not allowing visits. 50% not allowing virtual visits. Many of them APSU feeder schools. Students taking a gap year.

Challenges:

63% down in applications (apps) from last year
We are moving in the right direction.
53% down in apps 3 weeks ago
47% down in apps 2 weeks ago
38% down in apps now

2400 apps and 582 students admitted.

Admissions reaching out to 100,000 students. Already reached out to 54,000 students.

AP day, campus visits after students reach out.
Limited this year for campus visits.

New approaches: will talk at the townhall next week
Our own application database and social media updates.

Mem Health building is closed now: honors commons is moving to the APSU guest house.
White house next to the bookstore

Questions:

If you have question, ask the moderator.

Q. If they plan for spring 2021 final exams: fully online, schedule to conduct those

Provost: not yet decided. We will decide on a schedule
If there is a synchronous exam: stick to your old schedule.
Bigger exam period will help.
We will put the schedule together. Time blocks.

Q. Senator: What about Study Abroad? Long time to organize? We need to tell the students.

Provost: Winter Term and Spring break travel abroad trips cancelled. Some domestic internships will be done.

For May and summer: emerging situation. Planning is on for the May program.

What is the latest?
End of February 2021 to make decisions about summer.

Q from fellow senator: old final exam schedule is no longer available on the registrar website.

We will work with Vice Provost to get it back to the website.

Senator: February 2021 will be too late. We plan those study abroad 9 months in advance.

Can we do it by December?

Provost: let me talk to the relevant people. One on one on professors might work better.

Question (Q) from Senator: Will the Honors Commons in the guest house?

Provost: yes, for the rest of the AY
Building will be offline till May 2021

Q: if unable to have Spring Break, how study abroad (SA)?
If student leaves for SA and come back for summer.

Provost: no SA for Spring semester. Aim for May possibly.

Q from Senator: We have a travel ban: conferences for next year—can we travel to those?
We have to apply now.

Provost: Defer to president.

President: still monitoring the situation. Look at the budget. We don't know.

Guest Q: If we can travel internationally: do we need to be low risk?
Summer research trips?

Provost: we are not at a place to make summer travel decisions.

President: we made some changes to the guidelines. We are at moderate risk. We don't know.

Thank you!

New Business

1. Zoom FERPA Guidelines

Senate Executive Committee (SEC) member will make some remarks. Team which made the document will answer questions.
We will bring this back in the November meeting.
Not an action item today.

SEC member:

Share screen.

Revised FERPA guidelines. Document made by Vice Provost, legal team and Distance Education.

Trimmed down version today.

Drafted in response to concerns about video/photo might influence FERPA.

Send chat to moderator.

Q from Senator:

3 questions: several parts fine. How does ZOOM falls under FERPA guidelines?

How is this linked?

Assuming: other implications: like syllabus, attendance, participation guidelines

We want to prevent potential litigation

We feel like we are setting up for more complications.

Senator: I agree.

Vice Provost: Interpretation of FERPA, I'm not an expert. Legal team can respond.

Legal team: Recording is not a student record.

If student leaves a class or asks a question: that is a record.

That is under FERPA. If student can be identified that is under FERPA.

Legal: Different interpretations in different states. Treating it as an educational record is the best thing to do. Majority are seeing as an educational record.

Senator: specific element: recorded use of zoom.

Music: recording and teaching thru a virtual platform: in a performance-oriented career and I don't see a student, there is no point in a virtual learning format,

Vice Provost: That version does not exist anymore. Those guidelines have been removed. In consultation of Senate executive committee, we have edited and trimmed it. Existing online course committee and will be taken up later.

Senator: Pending settlement?

Vice Provost: guidelines silent on that currently.

We don't know now.

Senator Q: I'm looking at a headline from Department of Education: video recordings do not violate FERPA.

A senator was saying earlier: violation of law, disciplinary action.

What is the foundation of this?

Vice Provost: I have not read your article.

Headline saying: recording shared in class or out of class?

Legal: what is included? Use of the recording within class is okay. Let the students know.

Concerns with FERPA, if you share outside. FERPA release form needed.

Q: syllabus statement: how does that relate to disability which allows students to record in a face to face format?

Vice Provost: that part was drafted with disability students primarily in mind.

That is example by what we mean by "prior approval"

Legal: instances of prior approval

Senator: I don't find the syllabus statement to be that bad. Only applying to students outside the class.

Vice Provost: faculty may be got permission by combining sections together. That is okay.

Senator: I have 2 classes next semester: lecture in hybrid and post that in the online. Can I do that?

Vice Provost: defer to Distance Education and Amore about course combining.

Sometimes, faculty in active speaker mode, will record themselves and can be shared with as many students. But if students are recorded: then only in that section or combined sections.

Registrar: one in Fort Campbell and one in Clarksville?

Senator: no, both in Clarksville. random students asking questions about it. Student on zoom and students in the room at the same time.

Registrar: we have not discussed that.

Vice Provost: Previous version got so long because of the “what if” scenarios
But it would be fine.

Registrar: teaching them at the same time. Same CRN.
Same idea.

Vice Provost: practice of doing course combine.
Registrars office can provide doc that they have been combined.

Senator Q: How do they apply for the peer review process for RTP?

Vice Provost: I may need for more information to answer the Q.

Senator: how about another professor who would review the recorded
session of the class?

Vice Provost: FERPA allows for the sharing of info for appropriate
educational purpose.
That is Legit.

Legal: yes, that is correct. Legit educational purpose, ok.

Senator: Is there legal protections for faculty when students zoom from
home,
Friend of the student. They can be there. Is there an extension to that?
Guidelines for that?
Can of worms?

Legal: It is not a FERPA question. Intellectual property rights. Nothing to
worry about.

Question: 3 questions: what is the catalyst for this document? Nothing in
March, April...comes up 6 months later. Why was it not written earlier?
FERPA is a federal statute.
8 billion pages of google index.

“We’d be in hot water” why?

Other LGI's have very smart legal counsel. Why is it particular to APSU?
Trustees in other LGIs have not heard of it.

Vice Provost: Why now? It was on my radar. A dean contacted me early in Fall. Some faculty asked her about this.

On the first day of the fall semester. Dean called me. What do we do?

I'm very upfront. I never even thought about this.

We have to rethink everything. How it started.

Dean forwarded me links from other schools.

"Hot water"?

Defer to legal team.

Legal: different schools are taking different schools.

Some of the language we used came from some other LGIs. General counsel gave us the language.

If we don't follow FERPA: we can get in "hot water"

Make sure to be compliant with FERPA.

Senator: Q for legal. There is nothing in FERPA about violations in sharing with students.

Tying it to FERPA is troublesome.

Legal: FERPA speaks to what is an educational record?

Recording with student being identified.

Exception: record and share it with the class.

Senator: reading from the FERPA website. Hard time seeing the connection.

No other questions.

Senate President: we will bring this back in November meeting.

Please have discussions with your colleagues. We could also have a townhall.

Thank you.

2. University Budget FY20/21

VP Finance and his team:

VP Finance: THANK YOU.

My team member can do a share screen the PowerPoint.

Total budget: 164 million \$

Minus Auxiliaries: 15,922,800 (housing, food, rec, vending etc.)

Minus Athletics: 11,390,400

They played Pittsburgh to raise 500k

DESIGNATED fees: 4,762,700 (Art and Design has a materials fee etc. expense account)

Program services fee: 7,771,800 (Tech access, parking, student services fees,

Self-supporting: 1,174,200 (community

Other Miscellaneous: 4,211,700 (CECA)

Remaining: 119 million

Salaries: 66 million

Benefits: 27 million

Operating: 25 million

79% gone

Budget status: decrease in tuition: 5.4 million (from previous fall 19)

Mandatory expense increase: 1,494,200

Covid19 expenses: 228,000

Strategic Initiatives: 589,600

Budget gap: 7,711,800

Potential savings: 3,835,400

Remaining Budget gap: 3,876,400

FTF: Aug 10 final report. 3 levels of savings. Level 1 and Level 2 savings ideas.

Level 1 recommendations

Some of these implemented and some conversations still on about it.

Level 2 recommendations

Include voluntary retirements and furlough

Reduce operating budget by 15% (very strategically)

Separation incentive programs

Reduce institution support for future tuition
Reimbursement program

FTF report on the budget website

Financial reserves:

3 areas:

Unrestricted (designated not available, undesignated: available, total)

Unexpended plant funds

R&R plant funds

Cares Act funding

475,146 HEERF Strengthening Institutions Program (SIP)

Scholarships to students taking summer classes

HEERF Student grant portion 4.8 million

Cash grants. Thanks to Nancy King Sanders.

Pell recipient got 900\$

Non-Pell students \$600

Corona Relief Fund (CRF) THEC 973,425 \$

HEERF Institutional Portion

4.8 million \$

Nov 15th, Deadline to spend all the money

Now down to 200k\$

Laptops for students, PPE, for some expenses.

Spring: Any student working on the federal work study can still keep working

Campus Projects:

4 categories of funding

1) UNIVERSITY FUNDING

2) STATE FUNDING

3) PRIVATE FUNDING

4) TN school board funds

Lots of projects placed on hold. Welcome center, 2nd floor of bookstore, purchased the property near the Allegra printing services.
Hays house (end of Georgia Ave)—upgrade the HVAC system—event center
Kimbrough projects, BROWNING building, capital maintenance projects funded by the state

New Health professions building—matching funds, cannot be used for other purposes

PRIVATE GIFTS—For athletic dept.

Newton Military Center—private gift.

These dollars cannot be used for other things.

4 million \$ plant funds for undesignated stuff.

Where can I find my budget?

Ellucian Banner 9—<https://banwsstest.apsu.edu/prodlinks.html>

Web Self Service—Finance Tab—Budget Queries

OneStop--Eprint

APSU Budget Website

Unknown variables:

THEC has collected our outcome measures and giving their recommendation to the governor

We might get an increase based on those outcomes.

Based on a formula. We will know in 2-3 weeks.

Additional federal stimulus money: before/after elections with not many strings attached.

We don't yet know if THEC will entertain a tuition increase or appropriation increase.

Any questions.

Senator:

Athletics: why not included in the APSU (U) budget? Is Athletics included in the 15% cut in Operating budget (OB)?

VP Finance: yes, we lost 500k for NCAA.

Part of the athletics budget on student athletics fees.

Senator: The U is paying for the athletic deficit?

VP Finance: defer it to my team member for Athletics budget reductions.

VP finance staff: Yes, we are working on that. We want to reduce the money set aside for athletics. Not as a dept but as a whole.

Senator: Art and Design has course fees. But COAL has 15% reduction in OB. Academics is bearing the weight,

VP Finance staff: Art and Design gets pulled out from the student material fees.

We have pulled athletics out.

Portion of athletics from the general fund. Part of what makes up the Athletics budget.

I wish we could self-fund and have no institutional support.

Strike a balance.

Senator: student credit hour increase generates revenue usually.
Money is being spent except academics.

MOTION TO EXTEND TIME BY 20 MINUTES.

APPROVED.

VP Finance: We were to cut things and not people. As part of FTF.
Save people's jobs.

3 questions from an anonymous senator

Senator: Who are the SLT and how much are their salaries?

My office can provide that to you.

5.5 million \$ excluding benefits + 25% benefits

EEO-1 group

Faculty salaries: 29.5 million + benefits

Q: Auxiliaries cover for self-generated revenue.

VP Finance: Housing has 2.2 million \$ deficit

Coming out of U reserves

VP Finance: subsidies from the general fund. Parking does not get any subsidies.

Bookstore—contracted out. We get a commission. Part of the commission used to cover the budget gap. Chartwells—commission. Bid out that contract.

Athletics: works just like the other LGI's

Their colleagues at U of Memphis multi million deficit they are trying to address.

Additional game guarantees to increase their revenues. Ticket sales.

Challenge this year as reduced capacity.

Q: Cell phone stipends—who gets it? 50,000 savings.

VP Finance: WE are paying more than we should. Best to reduce the stipend.

People who get it are typically on call or have to respond to U emergencies like IT people.

We don't have a defined live-in. we have a process where individuals work with their supervisors.

Senator: Earlier some faculty received some letters which were unpleasant. What is the tipping point for next fall before we touch people?

VP Finance: when we run out of reserves. Increase the tuition.

Maybe we need more transfer students.

No reduction in force,

More questions.

No more questions.

Move to adjourn.
Second.

5:30pm meeting adjourned.