

Reminder: The February meeting of the Faculty Senate will be
Thursday, February 17, 2000
3:30 pm in Claxton 103.

FACULTY SENATE MEETING
Tentative Minutes
Thursday, January 27 1999, 3:30-4:45 PM
Claxton 103

ROLL CALL OF SENATORS IN ATTENDANCE: Steve Anderson, John Blake, Dewey Browder, Willodean Burton, Debbie Cochener, Doris Davenport, Margaret Duffy, Gloria Gharavi, Meredith Gildrie, Bud Glunt, Dolores Gore, Frederick Grieve, David Grimmett, Ron Gupton, Shirley Hagewood, Kay Haralson, Mark Hunter, Ellen Kanervo, Phil Kemmerly, Ramon Magrans, Robin Mealer, James Prescott, April Purcell, Bert Randall, Adel Salama, Pete Stoddard, Cindy Taylor, Jaime Taylor, Jim Thompson, David Till, Danielle White, Howard Winn, Pei Xiong Skiba, Greg Zieren.

APPROVAL OF MINUTES AND AGENDA

Request made by President Gupton to move the Academic Council report to ANNOUNCEMENTS. Motion made to approve the agenda as modified by Senator Kemmerly, seconded by Senator Anderson, motion carried.

Motion made by Senator Anderson to approve the minutes of the December Senate meeting, seconded by Senator Kemmerly, motion carried.

ANNOUNCEMENTS

- **Academic Council - Senator Randall:** The course leveling has been completed. The academic calendar for 2000-2001 was approved at the December meeting. Contact Dr. Pontius if you have not received a copy and would like one. There was a slight change in the evaluation of candidates for admission to graduate school, more credit is being given to the GPA. If you have questions you can contact the Dean of the Graduate School, Dr. Parris Watts.
- **Vice President Pontius:**

- Documentation is being filed with the Faculty Senate in regard to the reorganization of History and Philosophy. Please look at this information and I would like the Senate to vote on this reorganization at the February meeting. After receiving input from the Senate, I will forward my recommendation to the President, and the Senate. It will then go to TBR and should be approved in time to be in effect by July 1, 2000.

- In the packet of information I have distributed to you, you will find a copy of the Summer 2000 Survey Overview. If the survey shows a need for more courses we will try to meet the demand. The survey will be open for 1 month. There is a brief description of the survey in your packet.

- FA and FN grades will now be kept on a separate roster and not posted to the transcript until the final grade reports are submitted. Memo from Sheila McCoy is included in your packet of information.

- There is also a memo from Sheila McCoy about loading prerequisites. They must be put in each semester, based on the design of the software. We may be able to write software to get rid of

most of the problems. We need to pursue this further. John Lander and Sheila McCoy will work on a way to alleviate the need to load the prerequisites each semester.

- A copy of the approved Austin Peay State University Reporting Act Disclosure and Authorization form is also in your packet. This is only to be filled out after the candidate has been selected. The only verification done is education verification and a felony check. This will not delay hiring. The process will come out of the VPAA office and there will not be expenditures by departments for this. Pertinent information will be shared with chairs and deans. The faculty form is the only one that has been approved. The form for staff has not been finalized or discussed yet.

- The Academic Subcouncil and Faculty Subcouncil are revisiting TBR policy on hiring faculty on a temporary basis for up to three years. It has been interpreted differently by the legal counselor in Nashville. If a person is hired on a one year contract for three years, this can be extended with permission from the Chancellor. Or the position could be advertised, as a temporary position and the same person possibly be rehired.

Senator Winn: Does the new hire after three years have to be tenure track?

Dr. Pontius: The person can move into a tenure track line if it is available. Some of their temporary time can count towards tenure.

- Most of the leveling of courses has been completed. We now need to establish common rubrics for all courses.

Senator Kemmerly: In regard to prerequisites on SIS, it is still letting students register for a lab course, but not the lab. We also need to track double majors.

Senator Gore: In the Faculty Subcouncil meeting it was said that Tennessee is looking at system to system transfer of courses between the TBR system and the UT system.

Senator Browder: Do temporary hires have to be advertised?

Dr. Pontius: Not if it is an emergency hire. If it is a regular temp hire, yes. This is decided by the VP, chairs and deans. - Concerning double majors, a program will be put in place to keep track of this. TBR also tracks double majors. - There is a letter to the faculty dealing with faculty positions in your packet. There were questions raised about Kelly Morgan and another faculty line in Speech, Communications and Theatre. The letter is being put in faculty boxes today.

Senator Kemmerly: From the information I have seen, Ft. Campbell enrollment figures for Fall II and Spring were not reported correctly in the stats coming out of Liz Ivey's office. We may be losing out on funding if this is the case.

Dr. Pontius: The Fall enrollment numbers were calculated based on old department names. When departments split, the comparisons to previous years may not look right.

Senator Gore: If we establish a full time position, must it be used as a full time line?

Dr. Pontius: It can be used as a temporary full time or a tenure track full time. If a fraction of a person is indicated in reports, that represents a person on post-retirement or a split position.

OLD BUSINESS

- **Representative to President's Cabinet - President Gupton:** I will continue to attend as much of the Cabinet meetings as possible. The next meeting is Feb 1, which is a Tuesday morning. If anyone else is interested in attending as the Faculty Senate representative, please let me know.
- **Evaluation of Administrators - President Gupton:** The executive committee presents the following motion to the Senate in regard to evaluation of administrators:

In addition to the administrator and his or her immediate supervisor, faculty senate members will receive the tabulated results of the faculty evaluations of administrators.

Senator Browder: I second the motion.

Discussion:

President Gupton: This summary will be by question, similar to faculty student evaluations.

Senator Kemmerly: Will this include mean and standard deviation, etc.?

President Gupton: We can ask for computer services to run whatever we would like to see.

Senator Kemmerly: I think to be fair, this information should be included.

Senator Duffy: Does this include Deans, VPAA and President?

President Gupton: Yes.

Senator Prescott: Does this violate privacy?

President Gupton: No, this is an evaluation conducted by the Senate.

Senator Duffy: Is this information confidential?

President Gupton: No.

Senator Browder: People with access to this information can decide if it needs to be shared with the faculty.

President Gupton: This information will not necessarily be in the minutes or posted to the web. A hard copy will be given to Senators.

Motion carried by voice vote.

- **SIS Screens- Dr. Pontius:** In the information I distributed to you there is a memo from Sheila McCoy outlining a proposal dealing with access to different SIS windows. Previously there has been no policy on window access. In this proposal, individuals will request access to specific screens for a designated length of time. The registrars office will approve or deny the request, passed on the guidelines in the proposal. In the meeting with the Executive Committee, we discussed who the individual could appeal to if access was denied. The Academic Council was suggested, but they felt they were not the appropriate body for this appeal. While looking into the question about DSP access to the registration screen, we discovered that many had access that did not need it. Look over this information and we will discuss and finalize any action at the next Senate meeting.

President Gupton: We are only talking about access to the registration screen which allows an individual to register a student for a class or withdraw them from a class. I will put this on the agenda for February.

- **Policy 5:005 on faculty positions - Dr. Pontius:** In your packet is a proposed change to the first paragraph of policy 5:005 regarding reallocation of faculty lines. The proposed new wording is:

It will be the responsibility of the Vice President for Academic Affairs to identify the number of faculty lines and funding availability for each year. When an existing position becomes vacant, the Vice President for Academic Affairs shall be so informed by the College Dean/Director. The position shall revert to the Vice President for reassignment within the University unless the Dean/Director and Vice President, after conferring with the Department Chair, determine that the assignment is essential for the program. All information concerning faculty lines and selected funding shall be provided to appropriate College Deans/Directors.

Senator Anderson: I second the motion.

Motion carried unanimously.

- **Freshman experience course - Dr. Carlette Hardin:** I am here because there was concern expressed at the last meeting about the proposal of a freshman experience course coming out of the Retention Committee. We have only met one time and nothing has been decided. We discussed our charge and got clarification on some issues. I will be glad to answer any questions you have. I have a concern about the composition of the Retention Committee. There are 13 members, 5 are faculty, and 1 is a Dean. If the Senate would feel more comfortable with more faculty on the committee, maybe the Senate would like to appoint other members of the faculty to the committee.

President Gupton: One concern I have is the cost of the suggested course if it becomes part of the core requirements.

Dr. Hardin: The committee is really not at the point of pushing for anything. It would have to go through Academic Council.

Senator Blake: Our department is concerned that with the number of hours already required, our curriculum is full. We do not want out students to have to take another course outside the department for graduation. I hope there are other options.

Senator Winn: Why do we need this course?

Dr. Pontius: The retention committee will be making many recommendations, this is only one of them. There is a long history of freshman experience courses already, Health 1260, Psy 1210 both have sections designated as freshmen experience courses. They have been successful at other universities. However the minimum number of hours to graduate at the state level is 120, APSU requires 128. Some other institutions may go to 120. We need to think about doing this without adding another course.

Dr. Hardin: There have been some small studies done which show these courses improve retention rates.

Senator Kemmerly: Our majors are licensed by the state and must have other courses to meet these requirements.

Senator Winn: I think giving academic credit for this type of course is questionable.

Senator Mealer: We are also bound by scholarship requirements. This course might help transition from high school to college. Maybe it could be offered as an interactive course or students could attend a seminar.

Senator Zieren: As freshman advisor, I have seen freshman have a difficult time if they are in five real academic courses. This might let them take more hours, but not make it as difficult for them.

Senator Till: Are we talking about non-traditional students?

Dr. Hardin: We have only meet once. There is concern that we are not meeting the needs of non-traditional students.

- **Faculty Tuition Reimbursement- President Gupton:** Dr. Pontius has attached a memo regarding faculty tuition reimbursement and lack of funds available. I will assign this to a committee to look at.

NEW BUSINESS

- **F.C. C. Compensation for travel - Dr. Pontius:** In your packet of information is a memo from me to the faculty in regard to changes in reimbursement in travel to Ft. Campbell. The IRS has ruled out meals unless there is an overnight stay. To be in compliance with IRS regulations, APSU will no longer reimburse for meals for faculty traveling to Ft. Campbell to teach a class. There will also no longer be reimbursement for mileage to Ft. Campbell. The dollars saved will be put into the summer school funds for Ft. Campbell. The Senate Summer School Committee and I agreed that if a faculty member has a split appointment and has obligations on both campuses on the same day, travel would be paid. Heidi Zimmerman indicated that if your primary assignment is main campus and you travel to Ft. Campbell, or vice versus, you should be paid travel money. The Executive Committee and I discussed the difference between regular assignment and overload and summer classes taught. We will revisit this and may modify the recommendation. I know there are questions about having to go from one campus to the other for meetings, to pick up equipment, etc. We need to think this through carefully and state it in policy. Whatever policy is established will apply to all, faculty, staff and administrators.

Senator Kemmerly: It is difficult to get faculty to go to Ft. Campbell as it is. If we do not provide travel reimbursement it will be even more difficult.

Dr. Pontius: I would like the Senate to appoint a committee to look at this with me.

President Gupton: I will assign this to a committee.

REPORTS

- **President's Cabinet - President Gupton:** We discussed our mission statement, identifying APSU as a comprehensive liberal arts institution. One way discussed to help our budget situation was to "grow our way out of it" by pushing to increase enrollment during all terms. We are currently below our 1996 enrollment numbers, and should push to get back to that figure. We have \$258,000 in reserve, which can be put toward budget cuts next year if needed.

- **Deans Council - Senator Gore:** Each chair shared their overview of strengths and weaknesses of their department. Most weaknesses involved no money. The Deans should share the reports with faculty. Dr. Tarter's report will be sent later.
- **Faculty Red:** no report
- **Academic Red:** no report

Meeting adjourned 4:45.