

Austin Peay State University
Faculty Senate
Meeting of Thursday, November 18, 2021
Morgan University Center, Rm # 307 | 3:00pm
Minutes

Call to order - Senate President Jane Semler

Recognition of Guests: Provost Maria Cronley, Kito Aruh, Andrew Luna, Kat Bailey, Dannelle Whiteside, Emily Lean, Uma Iyer, Kallina Dunkle, Soma Banerjee, Tim Winters, Melissa Johnson,

Roll call of Senators: Senate Secretary Gina Garber

Absent Senators: Emily Crane, Terry Damron, Michael Dickins, Patrick Gosnell, Stephen Kershner, Darren Michael, Tracy Nichols, Marcia Schilling, and Harold Young.

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

Approval of minutes from October 28, 2021 meeting – Motion made, seconded, and passed to approve minutes for October 28, 2021

Remarks

1. Senate President Jane Semler (5 minutes)
Faculty Senate President Jane Semler welcomed everyone to the meeting. She was excited to note the following accomplishments:
 - A complete archive of Faculty Senate Agendas and Minutes from 1975 to the present. She thanked and acknowledged Penny Howard, Sarah, Myers, Scott Shumate, and Gina Garber for their work on this project.
 - Faculty Meeting minutes that started in 1951 on fragile paper will be digitized and searchable in ASPIRE.
 - A list of former Faculty Senate presidents and the Executive Committees have been compiled and will be placed on Faculty Senate website. The presidents' list is complete, but the Executive Committees have been difficult to compile.

COVID Vaccine: Faculty Senate President Semler shared that she received her COVID booster shot and encouraged the faculty and guests to get theirs if they have not already received it. The vaccine is being offered at Boyd Health Services in the Ard Building.

Events:

- Football Game Tailgating - The Faculty Senate will be tailgating on Saturday, November 20th for the last home football game. Faculty Senate President Semler invited the faculty to the Faculty Senate tailgating tent this weekend from 11 am to 1:30 pm. The kickoff is at 2 pm.
 - David Steinquest and Friends Christmas Holiday Concert – Friday December 3rd at 7:30 pm
 - Board of Trustee's Winter Meeting – Friday, December 3rd
 - Science on Tap – Tuesday, December 7 at Strawberry Alley on the topic of Climate Change
 - APSU Holiday Reception for Faculty, Staff, and Retirees – Reservations can be placed before November 29th
2. University Provost Dr. Maria Cronley (10 minutes)
Provost Cronley sent greetings from President Licari who could not attend the meeting

because of a THEC meeting and Homeland Security training.

THEC Meeting: Provost Cronley brought good news to the meeting by letting the Senate know that THEC approved University's Institutional Mission. This is different from the University Mission. The Institutional Mission must be submitted and approved every year. She said THEC is recommending a substantial increase to the Governor's Budget in the amount of ninety million dollars in appropriations for higher education funding. This is a big increase from previous years which is usually at forty million dollars. The increase will cover new initiatives and the 6% inflationary pressure that institutions are experiencing. Provost Cronley said that we submit outcome every year we submit outcomes that are tied to funding. APSU's outcomes are both quantitative and qualitative. 17% is for fixed costs such as physical maintenance for our buildings and taking care of our infrastructure. 78% of our funding comes from weighted outcomes performance which are quantitative performance. For example, the funding is based on how many of our students complete 12 hours, 60 hours, or complete their bachelor degrees. The look at retention as well as other related items. 5% of our funding comes from quality assurance funding. 5% is roughly around three million dollars. APSU scored 87 out of 100 points. These are items like the results and how we score on student learning and engagement, institutional satisfaction survey, outcomes on general education, and how we do on specific student populations. This year APSU made the biggest jump in terms of outcome measures, up over 10%. UTM came in next at 7.9% increase.

Academic Affairs Strategic Plan: Provost Cronley said that we should have all received the Academic Affairs Strategic Plan (DRAFT) that includes the Mission, Vision, and Values. She would like to have as many Academic Affairs personnel complete the Qualtrics Survey so they can receive feedback. Provost Cronley thanked all of the Committee members who worked on creating the drafts and their hard work.

Enrollment: Provost Cronley said that our applications are way up over last year. Due to COVID and other issues, our admits and applications have been down significantly. We were not alone. Other institutions in the state saw a 6% decline. Every LGI except for one or two were down in our overall enrollment and with first time, full time freshman. Across the state it was bad. Our numbers are looking better for fall and spring 2022. Dr. Loretta Griffy who is handling our registration said we are up overall 5% to 6% on retention from where we were last year. In Admissions this time last year APSU admitted 1,805 students and now we are at 3100 students which is a 71% increase in admitted students. These are well credentialed students. Although our numbers were down last year, it was one of the highest credentialed class that we have had and this year is just as strong. We have granted more academic scholarships.

Informational Update: Provost Cronley reminded us that her office has been looking at ways to streamline the RTP Process with technology, routing reports, ways to store CVs, and other solutions to make the workflow easier. They looking at *WaterMark* (Digital Measures) that the College of Business uses it to house the faculty CVs and for reporting faculty activities. We are considering *WaterMark* for a university-wide solution. Many have already participated in the *WaterMark* demonstrations. Many are in support of the program such as the deans and department chairs. If we were to adopt this process, it would be used for the RTP and Annual Evaluation Process.

COVID: The mask mandate has changed in the state. Provost Cronley said the mask mandate is based on the Tennessee State law that is signed by the Governor. There was a state injunction right after the Governor executed the COVID mandates. APSU Office of Legal Affairs examined the state injunction and contacted counterparts across the state. As of right now, the law still applies to APSU. The University of Tennessee at Knoxville (UTK) reinstated its mask mandate because they are a federal contractor. UTK lifted their mask mandate because of the Tennessee State Law, but then had to reinstate it because

they fall under federal contractor rules. UTK had to go through the Tennessee State Comptroller's Office to get an exemption. APSU has not yet triggered anything that would allow us to get an exemption. Although we get federal funding, the contracts that we currently have are all underway and we are well in the middle of them. This would only apply to new contracts. We have had questions about advising students to wear masks such as, can you ask a student to wear a mask? You can ask students to wear a mask but you cannot require the student to wear one. You can move to a larger space, go to a bigger classroom, or take a walk. Faculty and advisors must be able to continue to do their job, but cannot withhold advising or instruction just because a student refuses to wear a mask.

Questions:

Q: What about meeting with your students in Zoom?

A: It will not be appropriate to move all of your office hours to Zoom. You can move some when necessary; however, we need to be offering our students face-to-face options. We have to follow the state law.

Q: What happens when we are working with NSF grants?

A: If you have a situation like that, you should contact Legal Affairs.

Motion made, seconded, and passed to extend time by 5 minutes

Quarantine: There are rules about COVID quarantine in the state law. We will continue with the same procedures to notify you that have been using when a student, staff, or faculty member has test positive for COVID. What has changed is that we cannot make anyone quarantine, we can only say, "you should quarantine." Encourage the student to stay home.

3. SGA President Kito Aruh (5 minutes)

Student Government Association (SGA) President Aruh said he was excited to be at the Faculty Senate meeting to advocate for students. He provided legislation that SGA has been working on this year [Appendix A]. He let us know that they have created the Gova Games which is like an elementary school field day for college students. The SGA Executive Committee has been intentional about motivating senators to push legislation that will make a difference in students' lives. SGA President Aruh says he has been involved in SGA for four years with the last two years serving as president. He introduced SGA's Chief Clerk who passed:

- Resolution 5 - *A resolution to send a formal letter of recommendation to reassess and adjust the portal entryways to be more accessible, and*
- Resolution 6 - *A resolution to send a formal letter of recommendation to add a Peay Pickup route or adapt the existing south loop to accommodate additional parking.*

SGA President Aruh shared the other three resolutions:

- Resolution 3 – *A resolution to send a formal letter of recommendation to the Physical Plant: The Office of University Facilities and Services and Housing/Residence Life & Dining Service to Create an Additional Option of the Student ID Being Electronic,*
- Resolution 1 – *A Resolution to send a formal letter of recommendation to the Physical Plant: The Office of Equity, Access, and Inclusion, and The Office of University Facilities to make the addition of Braille to door markers, where there otherwise is none, and*
- Resolution 4 - *A Resolution to send a formal letter of recommendation to the Public Safety: The Office of Parking and Transportation, and the APSU Police Department to consider making the traffic lanes on Bowling and Henry that exit onto College allow for right-turn-only and the single block of Drane Street between the BCM and Lot 40 be reassigned as one way, allowing traffic on College St. enter*

the Campus, but redirecting exiting traffic to the signal-controlled intersection on Home St. or out to N. 2nd Street.

Motion made, seconded, and passed to extend time by 5 minutes

SGA President Aruh said that they held a Health Town Hall (a panel) about mental health issues. This was to make faculty aware of the struggles that students were experiencing outside the classroom that affect them in the classroom called, *What I Wish My Professor*. This was not about complaining about classwork or faculty, it was to bring awareness about the daily challenges that students face. SGA is partnering with the Psychological Science and Counseling on this project.

Here are a few examples:

- *I wish my professor knew that it is really hard to function right now. I lost two family members to COVID back-to-back. One was my Grandpa and he was my best friend...*
- *I wish my professor knew that I am barely pushing forward and that other students are probably experiencing the same thing.*
- *I wish professors knew that we want to relate to them during this time because we, students and faculty, are all hurting and struggling. We want to build a better connection.*

Note: Dr. Uma Iyer said there will be a link for faculty and staff to complete as well as the one for students. This one will be titled something like: *What I wish my Students Knew*.

SGA President Aruh said he discussed the Faculty Senate initiative with Faculty Senate President Semler. Their discussion led to certain tools like the course evaluations. Here are the ideas:

- Course Evaluations: Instead of ending the course evaluation on the day the course ends, extend the deadline three to five days after the course to give students more time to complete the survey.
- Course Evaluations: Include both the course number and title on the evaluation.
- D2L Brightspace: Faculty could customize their D2L course shells with a theme to make them more attractive and engaging for students.
- D2L Brightspace: Give students access to be able to put their courses in order by difficulty or by favorite instead of just a generic order.

Motion made, seconded, and passed to have the five SGA Resolutions added to the minutes.

4. Dr. Andrew Luna, Executive Director of Decision Support and Institutional Research (15 minutes)

Dr. Luna greeted the Senators and said that he believes faculty senates are the foundation on which all universities are built and he recognized their importance. He also knows that it is important for faculty have access to the data from his office regarding the university. The Decisions Support and Institutional Research (DSIR) has three employees:

- Dr. Andrew Luna, Director
- Mary Clement, Assistant director
- Melissa Johnson, Research Analyst

With assistance from Melissa Johnson, Dr. Luna shared screenshots of data gathered through ARGOS. He shared two reports that he considers proprietary data for APSU. He described the collaborative project that he worked with the GIS Office to identify our prospective students within a 300-mile radius. The information is detailed and includes a wide variety of statistics

about the demographics. Additionally, he shared a report on surrounding high school statistics by county that includes the yield rates of future freshman. Dr. Luna let us know how successful having this type of data is for institutions and how successful it had been for him at his previous institution.

ARGOS Access: Dr. Luna let the faculty know that if you do not have access to ARGOS, you can get it by going to the DSIR website to request access. You will have access to most of the data, like in the reports that he shared, but not to the student level or sensitive information. The DSIR personnel will assist you in accessing ARGOS if you need help.

5. Nancy Gibson, University Curriculum Committee Representative (5 minutes)

Professor Gibson reported that the Committee met on November 8th and that it was a short meeting. She said there was no change to the General Education Core. The information can be found in the summary. [Appendix B]

New Business

1. Report from the University Strategic Plan Steering committee: Kat Bailey, Dannelle Whiteside, Emily Lean (10 minutes)

Dannelle Whiteside, Vice President for Legal Affairs & Organizational Strategy, let the Senators know that she and Dr. Emily Lean, Associate Dean College of Business, are co-chairing the University Strategic Planning Committee and they have been meeting for the last eight to nine weeks. She reported that the Committee developed the initial University Strategic Plan Draft, presented it to the campus, provided multiple listening sessions, and took the feedback to revise it. Additionally, she said the Committee has presented the Strategic Plan Draft to the President's Cabinet, Senior Leadership Team, Staff Senate, and how with Faculty Senate. Dannelle Whiteside thanked Dr. Kat Bailey for her hard work and contributions and by keeping the Committee on task.

Questions:

Comment: Using the pronoun, "this" can refer to one of two things so it is ambiguous in the way it is being used here.

Comment: There is a way to send anonymous feedback from the Strategic Planning webpage: <https://www.apsu.edu/strategic-plan/feedback.php>

Q: The use of the word "lifelong" was questioned.

A: The university not only engages students while they are attending school, but we also want to engage them once they graduate. This information is in the definition.

Q: What is the rationale for using "Values" instead of "Community Standards" like MTSU uses?

A: What we value is what we expect people to demonstrate, so your values are your community standards.

Comment: There is not very much about diversity in the Values.

A: The Committee has received feedback about not seeing the word "diversity" in the Strategic Plan; however, diversity is just a word and doesn't mean anything until you define it. There are many definitions of diversity. For example, are you talking about racial diversity, abled bodied diversity, language speaking, etc.? What you see, is no matter what you are or where you come from, you will be welcomed. The Committee consulted with LaNeeca Williams, Chief Diversity Officer and Title IX Coordinator.

Comment: The next step in this process is to define how we achieve our mission so there will be more conversations.

Q: Why don't we have an adult program here at APSU? Many universities have a massive adult program that is either free or cheap for Community Members.

A: If it is the goal of the university to increase adult learners, then we should address it.

Motion made, seconded, and passed to extend time by 5 minutes

Comment: I do not find myself as a faculty member in this plan.

Q: Is the Mission and Vision only for students?

Comment: Challenge yourself in your thinking. Does your position encompass integrity? Do you not help your students grow personally?

Comment: I've never seen a mission statement with a footnote in it before.

A: What the Committee was thinking about initially, is that they could answer some of the questions they were getting such as, "what does this mean?" by adding the footnote for our use. This will not go on the website once we publish the new Strategic Plan.

Comment: The word "Governors" is an issue because no one will know what this means outside of this area.

Comment: "Community of learners" is an issue in the Mission Statement because I do not feel that way.

A: We are, but if you do not feel that way, make a note and send it to Dr. Bailey.

Danelle Whiteside thanked the Senate for their time and encouraged anyone who has comments or questions about the Strategic Plan Draft to email Dr. Bailey or anyone on serving on the Committee.

2. Interim report from the RTP Policy Committee: Uma Iyer (15 minutes)

Dr. Iyer and the RTP Policy Subcommittee was looking for feedback about the language for the Enhanced Peer Review Process. The Subcommittee provided the following overview:

<u>Same as current policy</u>	<u>Change from current policy</u>
All peer reviews in eDossier	Increase from 1 to 2 evaluations per cycle = enhanced
Faculty may have additional peer reviews above minimum	Increase from 1 to 2 evaluators per evaluation = best practice

Evaluator Selection – The faculty member and the chair mutually agree on both evaluators.

Years 1-3 (In-person) – The RTP Policy Committee recommends that the new faculty who are finishing their PhD's will need formative feedback. This is best practice. The faculty member being evaluated will have two evaluators [evaluator 1 and evaluator 2]. The first evaluation will include a formative report followed by a summative report that will go into the faculty member's eDossier. The second evaluation will have the same evaluators [evaluator 1 and evaluator 2], and the evaluation will take place four to six week later. The second evaluation will also include a formative report followed by a summative report that will also go into the faculty member's eDossier. A total of four reports (two formative reports and two summative reports) will go into the faculty member's eDossier.

Year 1-3 (Online) – Everything will be the same as Years 1-3 (In-person) but the modality will change.

Years 4-Tenure & Promotion (In-person only) – There will be no formative evaluations during this time period. There will only be summative evaluations. The faculty member being evaluated will have two evaluators [evaluator 1 and evaluator 2]. The first evaluation will include two summative reports that will go into the faculty member's eDossier. The second evaluation will also have two summative

reports that will go into the faculty member's eDossier. A total of four summative reports will go into the faculty member's eDossier.

Years 4-Tenure & Promotion (Online) - The procedures will be the same as Years 4-Tenure & Promotion (In-person) but the modality will change.

Years 4-Tenure & Promotion (In-person & Online) – The procedures will be the same as Years 4-Tenure & Promotion but there will be one in-person evaluation with two summative reports and one online evaluation with two summative reports that will go into the faculty member's eDossier for a total of four summative reports.

Questions:

Q: Who picks the course to be reviewed?

A: The course will be mutually agreed on by the faculty member being evaluated and their chair.

Q: A Senator wanted to confirm that they understood the first- and second-year evaluations. Will there be two evaluators who will make four separate visits?

A: The two evaluators will observe the same class on the same day. The two evaluators are creating their reports independently of each other.

Q: Will there be a standard form for the reports?

A: Yes, we have created a template that is on the Documents for Review. It has the basic information such as name, course identification, and date. Further down the form is the criteria which is not set up yet. The RTP Policy Committee's recommendation is that the criteria should be set by the colleges. The Committee recommends that each college constitute a committee from all departments to create their criteria on the form.

Q: A Senator said that the confusion for him is the terminology being used.

A: The evaluation report goes into the eDossier, but the entire process is an evaluation.

Q: Can the evaluators come to two different courses? Does it have to be the same course?

A: The RTP Policy Committee thought in Years 1-3 (In-person or Online), it makes sense to have the same course evaluated so the evaluators can see if the faculty member has made progress.

Q: How much input does the faculty member have on evaluator selection?

A: You will be discussing this with your department chair. You both have to mutually agree on the evaluators.

Motion made, seconded, and passed to extend time by 5 minutes

Q: On the Years 4-Tenure & Promotion slide, the colored images tell me that evaluator one has to be the same person in both fall and spring and the same with evaluator two.

A: Yes, you will have the same set of evaluators.

Comment: You could do two evaluations in the fall, or two evaluations in the spring, or one evaluation during each semester.

Comment: Each college will be working on a template. This is the RTP Policy Committee's recommendation. This form has yet to be finalized.

Q: There could be issues when you have a smaller department. Many of us teach at the same time, do one would have to skip a class to come and evaluate a colleague.

A: This is a good time to think about the practical difficulties with this process. This

is why we are seeking your input.

Comment: There is language that says if there is any difficulty in scheduling the evaluations in smaller departments, then the chair can petition Academic Affairs to get another evaluator. Everyone is being treated the same.

Q: Shouldn't the evaluator be someone who teaches a lot?

A: Yes, that is one reason the chair helps to select the evaluator.

Motion made, seconded, and passed to extend time by 2 minutes

Q: Do you see a possibility of have two conflicting reports? You could have two evaluators who are sitting in the same class, walking away with different perspectives.

A: That is a possibility, and that is the reason why we have the colleges use the same criteria and form. If they are observing the same class and looking at the same criteria, then chances are that having conflicting reports would be rare.

Comment: Faculty Senate President Jane Semler said that having conflicting reports is not necessarily a bad thing. Having one person pick out something that the other person wasn't looking for isn't a problem. Maybe the chair would weigh in on the disparity.

Faculty Senate President Jane Semler made a motion to conduct a straw poll whether the Senators were or were not in favor of the Enhanced Peer Review Process of Teaching. She reminded everyone that the RTP Policy Subcommittee is still working on the policy language.

Straw Poll Results:

- **Only two Senators were fundamentally opposed to the Enhanced Peer Review Process of Teaching.**

Faculty Senate President Semler suggested that if you were one of the two Senators who voted against the Enhanced Peer Review Process, that they might consider providing additional feedback to the RTP Policy Subcommittee. Additionally, she said that Faculty Senate is doing good work here. She also thanked the RTP Policy Subcommittee for their work.

3. Faculty Senate President Semler made an announcement that this was Senior Vice Provost and Associate Vice President Dr. Lynne Crosby's last Faculty Senate meeting. Faculty Senate President Semler said how valuable Dr. Crosby has been to faculty regarding policy, SACSCOC, and so much more. Additionally, Faculty Senate President Semler said has pleasure to work with Dr. Crosby over the years and wish her well.

Old Business

No old business to discuss.

Motion to adjourn made, seconded, and passed

Adjourn 4:59 pm