

IMPORTANT MESSAGE FOR SENATORS: SPECIAL SENATE SESSION On proposed TBR revision of retention, promotion, and tenure guidelines: THURSDAY, SEPT. 11, 2003 3:30 P.M., UC 307

Austin Peay State University
Faculty Senate Meeting
Thursday, August 28, 2003
TENTATIVE Minutes

Summary: Opening remarks were made by Faculty Senate President Winters, University President Dr. Sherry Hoppe, and Vice President for Academic Affairs Dr. Bruce Speck. The main issues discussed at this meeting included the timing of overload pay, revision of the post-tenure review form, peer-review teaching, searches for two permanent deans, the proposed experiential credit program, the proposed TBR revision of retention, promotion and tenuring guidelines, the use of faculty office hours for staffing learning laboratories, and the ongoing reduction in reassigned time.

The meeting was called to order at 3:32 p.m. by Faculty Senate President Tim Winters.

The roll call indicated that the following senators were absent: Kell Black, Rhonda Bryant, Steve Clark, Phil Kemmerly, Tom King, and Adel Salama. Senators present were: Elaine Berg, Elaine Busey, Michele Butts, Art Carpenter, Sue Evans, Jill Franks, Dwonna Goldstone, Loretta Griffy, Ron Gupton, Sean Hogan, Matthew Kenney, Barry Kitterman, Susan Koch, Ramon Magrans, Marcy Maurer, Shirley Rainey, William Rayburn, Jordy Rocheleau, Omie Shepherd, Ann Silverberg, Gregg Steinberg, Janet Tracy, Tim Winters, Mary Lou Witherspoon, and Faye Zeigler.

Senator Magrans moved that the agenda for the meeting be approved; Senator Gupton seconded the motion and it carried unanimously. No emendations to the tentative minutes from the May meeting were proposed. Senator Gupton moved approval of them, which Senator Rainey seconded; the motion carried unanimously.

Opening Remarks--Senate President Winters presented opening remarks. He hopes to help facilitate the functions of the senate and university and thanked the Executive Committee for their work. He thanked Drs. Hoppe and Speck for attending, and looks forward to working together with them. He called for a moment of silence commemorating the anniversary of Dr. Martin Luther King, Jr.'s "I have a dream" speech, which the senate observed.

President Hoppe, who left for the first university football game of the season soon after speaking, gave her remarks. She offered her thanks to senate, asked for collaborative work, and commended the university's faculty and staff, mentioning in particular their contribution to the capital campaign. She asked us to consider donating to the foundation, including designated gifts. The celebration of the amount gathered thus far will occur next week.

No questions were asked of President Hoppe.

Vice-President Speck addressed the Senate. He voiced his appreciation for President Winters' comments and helpfulness. Dr. Speck noted that the LART course is up and running. He has met with the course's instructors. Some students have dropped out of the class because they expected a less intense course, with less writing etc. This new course will, it is hoped, be included in the university's QEP (Quality Enhancement Program) report. The university's SACS (Southern Association of Colleges and Schools) Compliance Audit report has been submitted to that organization. Clarifications of this report are under way; some files still need to be completed and updated. Transcripts (faculty credentials files) need to be submitted, and should be on file. Areas of non-compliance must be corrected.

The following questions were asked of Dr. Speck:

Senator Kitterman: Has the university seen a 7% enrollment increase, as reported in the local newspaper?

Dr. Speck: The figure for this term is an increase of about 2.3-3%; 7% is the enrollment increase over a few years.

Senator Kitterman: How will the money from the enrollment increase be spent?

Dr. Speck: The amount of increased revenue will depend on Fort Campbell Fall II figures. The big problem is the 8% cut we are enacting. Restorations will occur; budget hearings will help us figure out how to spend funds resulting from increased enrollment. Impoundment is possible also.

Senate President Winters: How is **overload pay** being handled this fall; can you clarify this?

Dr. Speck: Some Fort Campbell Fall I teachers will be paid in Fall.

Senator Magrans: Will overloads on the main campus be paid in Spring ?

Dr. Speck: Yes, we are in the process of confirming this. This practice started last fall

Old Business

Faculty Senate President Winters brought up the revised **post-tenure faculty review form**, as indicated on the meeting agenda. This issue was tabled last spring; we now need yay or nay vote of approval or disapproval from the Senate. The old and new forms were projected for consideration by the Senate. The following questions and comments were made regarding the post-tenure review form. The senate is being asked if it approves of the new form.

Senator Magrans noted that the new form has no place to show "how good we are." Faculty members supply a narrative with the new form, rather than checking boxes (rating their own skills, accomplishments, and service); the new form provides for the supervisor's comments only. It was generally agreed that implementation of the new form would result in the faculty member's narrative and supporting materials remaining with the supervisor/in the department; only the form itself would be forwarded.

Senator Kitterman: Where did this come from and who wrote it? It was the result of collaboration between Joe Filippo (Assistant Vice President for Academic Affairs) and Mark Hunter (former Senate Secretary), and reviewed by Drs. Speck and Hoppe. Dr. Speck noted that November, 2001 was the last time this form was considered.

Senator Kitterman: Is there no need for the new form?

Dr. Speck: We are trying to have a more thorough post-tenure review process. The new form allows for narrative, while the old form was more like a checklist. This new form provides more content.

Senator Kitterman: Could faculty members rate themselves, and could the document be changed to allow materials to forwarded?

Dr. Speck: Yes. We lost [failed to follow through with acting on] this form.

Senator Kitterman: We didn't like the new form.

Dr. Speck: Should a subcommittee look at this?

Senator Griffy suggested giving this problem (reviewing the proposed new post-tenure review form) to a committee.

Senator Gupton made a motion to assign this task to a committee. The motion was seconded and carried unanimously.

New Business

Committee Reports:

Deans' Council Representative Senator Elaine Berg gave her report. Notes from the Dean's Council are notes posted on web, and these notes were projected for the Senate to view. The Executive Committee of the Senate asks that committee notes be posted before Faculty Senate meetings occur. Senator Berg noted that the Center of Excellence in the Creative Arts reorganization is going on. The Center will have a Master's level manager, plus a secretary and student workers. Personnel actions for fall were carried out by the Dean's Council and a list of them appears in the notes. **Peer review teaching** was brought up by Dr. Speck at the Dean's Council meeting and perhaps needs to be assigned to committee. Senator Kenney asked Dr. Speck to define peer review teaching. Dr. Speck responded that the goal of peer review teaching is to enable faculty to get input on teaching in order to improve teaching.

Senator Kenney: Do departments already do peer review teaching?

Dr. Speck: It varies in amount and method in various departments; overall, peer review teaching is sketchy.

Senate President Winters: Perhaps it should be presented to an academic committee.

Senator Kenney: Should it be consistent across campus? How deep does peer review teaching need to go?

Dr. Speck: Different departments employ different models; a variety of approaches are appropriate and quality control is necessary.

Senator Carpenter noted that peer review of teaching in the former College of Arts and Sciences was used in non-tenured faculty evaluations and as supporting evidence in these evaluations, and was not just "helpful hints" for improvement. Peer reviews of teaching are considered evidence of competence and cooperation.

Dr. Speck: In peer-reviewed teaching, colleagues help each other. I am not sure how far up the line (these evaluations) should go.

Senator Kitterman moved that this issue go to a committee; the motion was seconded by Senator Griffy and carried with one vote opposing the motion.

Senate President Winters encouraged the Senators to use website to view and gather information on committee reports, which often include important issues.

Professor Kitterman noted that most current Deans hold Interim positions. Dr. Speck noted that two of these positions have been posted, with internal searches to be carried out first.

Senator Silverberg asked Dr. Speck why these searches will start internally. Dr. Speck that it was an effort to cut back on positions; the cost is less.

Senator Franks asked if a **dean search** must be national search to be legal, as this seems to be true of faculty searches?

Dr. Speck: No. There has to be a search. Faculty searches are usually national searches, but this is a market issue. For example, many secretarial positions are advertised as internal searches.

Senator Goldstone: How can we know that an internal search is not a "good old boy" search?

Senator Magrans: This is a diversity problem also, and it must be authorized by Human Resources; there are issues here, and chances for [increased] diversity are poor [with an internal search].

Dr. Speck: Search committees have not been formed yet.

A panel advertisement for the Chronicle [of Higher Education] and job descriptions are being created. It is important that the website descriptions be available when the ad appears. The College of Professional Studies has new faculty for fall. Some of these positions were restored, some were not filled; etc. One resignation was received from a retiring faculty member; other positions are frozen. The Director of the African American Cultural Center [Dr. Jacqueline Wade] is leaving at the end of the month. Dr. Wade resigned in August; we are working on a job description for this position.

Senator Rainey: Is there an interim Director of the African American Cultural Center? What will happen to its current programs?

Dr. Speck: The African American Cultural Center had a couple of problems. The stage above it [in Clement Auditorium] was loud, interfering with the Center's activities. Tornado funds were used to correct this problem, providing sound absorption/sound proofing. The rug in the Center got wet and was destroyed, and when it was removed a seam in the floor and asbestos was found. The cost [of remediating these problems] began to grow as the repairs increased. The AACC is supposed to be open the first of next month. Construction is ending; and we are hoping for programming during that time. How to have it open during the interim [without a new Director in place] is a problem. There is no secretary there either, there is an internal search for secretary of the AACC. For now, the search for a new AACC Director will be a national search. We may have an interim director for now, perhaps.

Senator Rainey: Are rumors of an already appointed new Director of the AACC true?

Dr. Speck: The All State [student newspaper] would not publish the administrative response to questions such as this.

Senator Kitterman: The **internal searches for deans** are a problem. If we prefer external search we should say so.

Senator Kitterman moved that the faculty senate urge the university president and vice president to make these searches national. Senator Franks seconded the motion, and it carried unanimously.

Senator Kitterman: Why are two searches listed as internal and others national?

Senator Griffy: Why is the mathematics chair search not internal?

Dr. Speck: There are not two viable candidates.

Senator Griffy: Did the Mathematics and Computer Science faculty have the opportunity to put two names forward? Why can faculty not put two more names forward? Senator Griffy asked that the Mathematics and Computer Science faculty be given the opportunity to provide two names of potential chairs; what should they do to ask for this? Dr. Speck responded that he will talk with them. Qualified internal candidates can be found, but there are other factors involved.

Senate Representative to the Academic Council (Senator Kenney) reported that Council has not met since his appointment.

TBR (Tennessee Board of Regents) Academic Sub-Council Representative Loretta Griffy gave her report. Senator Elaine Berg has posted the July meeting notes on the Faculty Senate web page. Dr. Short, chair of the subcouncil, addressed low-producing degree programs at the July meeting. This was not a one-time identification of such programs, but the instatement of a regular review process. Low producing degree programs will be reviewed on a regular basis, such as a 3-5 year review. Tennessee Technical Institute has has "gone out of the gate" with plans for 120 hour baccalaureate degree programs. 100% of these programs must be implemented across the state by 2006. There will be a block of programs that for accreditation purposes must be over 120 hours. These will include teacher education. RODP [Regents Online Degree Program] has two new programs, a Master of Science in Nursing and a Master's in Education. The RODP program will have a cap of 6,500 students. All proposed revisions of the General Education Core were returned for revision except for one college [which was not AP!]. When Dr. Short has all plans, there will be a spreadsheet showing the General Education core at various institutions. The plan is that meeting a section of the core at one institution will meet the same requirement at another institution. The question of what is the RODP General Education Core was raised. There are problems with math, sciences, and a personal finance course among the materials returned to Austin Peay. Materials regarding these issues will be posted on the Faculty Senate web page.

New Senators were introduced by Faculty Senate President Winters. They are:

Dwonna Goldstone (Languages and Literature), who has been appointed to the Executive Committee but needs to be elected to the Senate by general faculty.

Jill Franks (Languages and Literature) elected Spring, 2003; term Fall 2003-Spring 2006

Omie Shepherd (Health and Human Performance); elected Spring 2003, term Fall 2003-Spring 2006

Nominations are needed for vacant seats in the Senate.

Four senators need to be elected from the sciences; one from business. The vacancies have resulted from resignations and reapportioning.

The membership of Senate Committees was announced by Faculty Senate President Winters.

Senate committees are charged with looking at items that the senate needs to discuss; for example, proposed new TBR guidelines for tenure and promotion, etc. need to be reviewed. The Faculty Committees deals with appropriate problems; the Academic Committees (Red and White) deal with teaching issues. There is too much work for one committee of each type, so there are Faculty Red and White as well as Academic Red and White Committees.

Chairs and Members of Committees:

Faculty White (this committee will consider the TBR's proposed new guidelines for Retention, Tenure, and Promotion in advance of the Senate special session on this matter, September 11, 2003 at 3:30 p.m, UC 307)

Mary Lou Witherspoon, Chair

Jordy Rocheleau

Tom King

Barry Kitterman

Faye Zeigler

Faculty Red (this committee will consider the revision of the post-tenure review form)

Ramon Magrans, Chair

Michele Butts

Sue Evans

Sean Hogan

Susan Koch

Academic White (this committee will consider the experiential credit program)

Ron Gupton, Chair
Jill Franks
Elaine Busey
Omie Shepherd
Shirley Rainey

Academic Red (this committee will consider the issue of peer-review teaching)
Phil Kemmerly, Chair
Marcy Maurer
Steve Clark
Adel Salama
Gregg Steinberg

The members of the new Executive Committee were announced:
Bill Rayburn, Vice President and President Elect
Loretta Griffy, Representative to the TBR Academic Subcouncil
Elaine Berg, Representative to the Deans Council
Matt Kenney, Representative to the Academic Council
Dwonna Goldstone, Member At Large
Ann Silverberg, Secretary

The question of whether senators serve on standing committees was raised. Senate President Winters stated that there are committees that haven't been assigned; the membership of the rules and nominations committees has not yet been established.

Overload pay, which had already been discussed, was brought up once again. Senator Griffy commented that it is disturbing that policy lags behind practice, which it should not. Another senator noted that comments were not made by the senate nor was input solicited, etc. before the practice of delaying overload pay was enacted. Senate President Winters stated that policy and practice need to coincide. Senator Magrans: Why is overload paid later? Senator Goldstone: It is unconscionable to be made to wait six months to be paid. Dr. Speck: Getting a handle on overload adjunct pay is a problem. The mechanism was put in place in order to help adjust instructional costs. Senate President Winters: People believe that pay should be provided when work is done. Dr. Speck: This practice is like salary deferral. Numerous Senators: Salary deferral is a choice made by individual faculty members. Senator Griffy: Can policy [which provides for overload pay in the term when the overload is taken] be followed now? Dr. Speck: Human Resources has put records in place, which may be difficult to adjust. Has the six month (wait) problem has been resolved? Dr. Speck: Fall II is a two-month delay. When are Fall I Fort Campbell overloads paid? Dr. Speck: I'm not sure. General Conclusion: The smoothing policy is apparently a practice that was created ahead of policy.

Dr. Stanley Groppe, Dean of Extended and Distance Education, addressed the Senate regarding establishing a policy and procedure for granting university **credit for experiential learning** gained outside of college. This will award academic credit for life and work. Currently there are 478 enrollments from APSU in the RODP. In the 1980s similar program in Murray State's BIS (Bachelor of Independent Studies) began; it is in competition with RODP, it awards ten credits. A similar program existed at the liberal arts college where Dr. Groppe formerly worked. A committee reviewing the proposed program has worked on it for a year, and it has been approved by the Deans Council.

Question: How do students pay for it?

A one credit hour course in creating an experiential learning portfolio will be required. There will be a \$200 fee for each portfolio assessed. The university collects none of this fee; it goes to the professor

assessing the file. Awarding credit for experiential learning is a service. At Mary Washington College, the lion's share of experiential learning was obtained for business course credit.

Senator Gupton: Is money paid for assessment no matter whether the portfolio is accepted and credit awarded or not?

Dr. Groppe: Yes, the assessment fee is paid in all cases.

General questions: Is this different from the PLDC [Professional Leadership Development Class] Is it connected with or similar to ETS [Educational Testing Service], which provides CLEP exams etc. to gain credit, etc.?

Will experiential credit be used to account for specific courses?

Senator Gupton: English composition will still be required in the 120 hour degree programs. When it is posted as experiential credit, the grade will be a "Pass."

Senator Berg: How many credits are awarded? Does the assessor make decision?

Dr. Groppe: The department chair will choose the assessor.

Question: Will faculty be trained to assess portfolios? Will they be paid for training?

Senator Franks: Will students go to the department chair first?

Dr. Groppe: Students will first go to their advisor. The quality of experience will be counted; the maximum amount of experiential credit is 25% of degree. There is an appeal process.

Senator Goldstone: The appeal process will follow the same steps [so is likely to be ineffectual].

If the Student Grievance committee reviews appeals, inept or uninformed decisions may be made.

Dr. Groppe: The expense won't be much. Portfolios should be assessable by one person; different departments will have different portfolios.

Senator Kenney: There are academic concerns here. The number of hours in a major would be reduced. If a student has been an intern at the United Nations, and wants experiential credit for it, it would be preferable to have that student enrich a class instead.

Dr. Groppe: That would be an unusual situation, but good, experienced students do have a lot to offer.

Awarding experiential credit is a service to the student.

Senator Magrans: Yes, it is a service to the student, but university does not benefit.

Senator Evans: In these cases, one person would have the authority to approve credit; substitutions for certain courses would occur, leaving little control of the student's curriculum.

Senator Gupton: Oversight is necessary, especially if one person makes the determination.

Senate President Winters: With a "one man-show" (single faculty member in an area), oversight of portfolios would be difficult to evaluate.

Dr. Groppe: This doesn't happen

Senator Butts: The Fort Campbell Center experiential military credit now awarded does not often plug into the student's degree program. They don't like the four-year program and it's a problem; experiential credit may mislead students into thinking it counts as part of a degree program when it may be general graduation credit instead.

Senator Franks: The experiences (college classroom vs. work/life) are not equal, for instance in terms of (English) composition credit. Can the university find experiential credit financially plausible?

Dr. Groppe: Other schools offer these services and we don't. For non-traditional students, experience in classroom is indeed valuable.

Senator Gupton: Experiential credit could be abused; it must be used carefully and be assessed, etc.

Senate President Winters: Should this issue be sent to a subcommittee?

Senator Gregg Steinberg moved that the proposed experiential credit program be sent to a subcommittee;

Senator Mary Lou Witherspoon seconded the motion, and it carried.

Question: Would the experiential credit program be university wide?

Dr. Groppe: Yes.

Senator Magrans: Will it go through Academic Council? I want a response from the Faculty Senate this term before they act on it.

The issue of **faculty staffing the Peer Tutoring Lab** was brought up next.

Senate President Winters explained the problem. There is a need to staff the tutoring lab, and DSP faculty were asked to staff lab during their office hours, which was not deemed acceptable by them. The Faculty Senate Executive Committee met with DSP faculty. The result is that now DSP faculty members will post their office hours in the tutoring lab. The Executive Committee sees a difficulty in the possibility of administration asking faculty in other areas to take on this kind of duty in office hours, yet learning labs

must be staffed. Can the president determine office hours? The number of office hours is the accepted interpretation of this policy (which allows the university president to determine "appropriate office hours"). The administration was effectively saying that the president can determine how office hours are spent. Nothing needs to be voted on here, but would Dr. Speck like to comment?

Dr. Speck: The President of the university has the authority to determine the number of office hours faculty will hold and how they will be spent; 5:000c34 is the policy involved. All full-time personnel devote 37.5 hours to work, and have appropriate office hours as determined by the President. We have not specified the number of office hours faculty must have.

Senate President Winters: We are not concerned with the number of office hours, but with activities during office hours. We will keep the faculty senate advised of developments regarding this issue. Office hours spent in lab staffing result in poor service to one's own students. There is also concern about what other activities faculty might be asked to do, such as making copies, etc.

Senator Busey: I don't see what the big deal is. I'm already doing all this stuff during office hours anyway. General comment: But you should not be asked (or made) to do such tasks.

Ms. Jeanie Randall, a DSP faculty member, was given the floor. She stated that the university-wide peer tutoring lab was at issue. This is a student services peer tutoring lab operating under student affairs.

Faculty Senate President Winters: This (the lab staffing mandate) was presented on Friday, August 15 (classes began on August 18).

Senator Goldstone: Being asked versus being told what to do during office hours is also a problem.

Faculty Senate President Winters also brought up the subject of **reassigned time**, which comes to the faculty senate as a concern due to the fact that the administration has reduced reassigned time significantly. The Executive Committee is interested in hearing how this is being dealt with across campus. There was an assumption that the jobs would be redistributed and jobs/work would get done, but the work is not being done, and is difficult to get to; when done, it is not done to same standard. There is no Director of Graduate Studies in Languages and Literature, which puts a significant burden on the department chair. Attempting to get the work done takes time away from other activities. Will the overall quality of work in all areas suffer? The work of university may still require significant reassigned time. If reduced too much, the work of university may not get done effectively. Faculty Senate President Winters asked that senators ask their chair and find out how the reduction of reassigned time is being handled.

The following information came from the floor. The draft proposal from TBR (on retention, tenure, and promotion guidelines) is being reviewed by the Faculty White Committee and will be taken up by the entire Senate at a special session on September 11. The document is on the web, linked to the Faculty Senate page. Faculty Senate President Winters has already had responses and comments regarding this document.

A motion to adjourn was made, seconded, and carried unanimously at 5:37 p.m.

Respectfully submitted,
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