

**Meeting of the Faculty Senate of the Tennessee State University
November 16, 2017, Faculty Senate Room**

- I. The meeting opened at 2:41 PM. Dr. Achintya Ray, Chair, welcomed Senators.
- II. Chair Ray asked for discussion of minutes from the October 19, 2017 meeting. Senator Burkes requested adding his name to the roster. Minutes were unanimously approved with requested revision.
- III. Updates on Standing Committees were requested.
 - a. Academic Committee – 5 representatives still needed. Waiting for responses from Deans,
 - b. The Alumni Relations and Development Committee – no representative present
 - c. Budget Committee - Committee is studying allocation of faculty salaries in budget. Waiting on new information from administration.
 - i. Senator Ray reported that he requested university employee salary/compensation data from HR, who forwarded the request to Ms. Brooks (VP Budget/Finance). Mr. Brooks forwarded data to Dr. Hardy who has reviewed it. Dr. Hardy's recommendation to release the data has been submitted to the President. He is now waiting on a response from the President.
 - d. Constitutional and Bylaws Committee – standing committee to add/oversee bylaws as needed. Chair Burks reported on existing bylaw that election for new senators should occur in the first meeting in January.
 - i. Dr. Ray reiterated importance of January elections and making sure Deans/Chairs follow through with this. Dr. Ray reported that he was working with IT to be able to send mass emails to all faculty. Dr. Ray encouraged Senators to take responsibility for making sure voting occurs on time.
 - e. Curriculum Committee – Dr. Ray reported in Dr. Campbell's absence. Dr. Ray praised the work of this committee and the efficiency of their work. Dr. Mosley has announced that the CARF submission process is now closed until January 16, 2018. Closure is due to large volume of CARFs. Goal is to start Spring 2018 semester with no backlog.
 - i. Senator asked if committee membership was available on the website. Senators discussed system for updating information on the website. Senator asked for representation from all Colleges on this Committee.
 - ii. Dr. Akbar volunteered to update the Faculty Senate
 - f. Faculty Grievance and Appeals Committee – Chair (Senator Brown) was not present. Senator Brown, listed as Chair of this committee, was reported to no longer be a Senator for College of Health Sciences. Senator Brown's status in the Senate will need to be reviewed.
 - g. Faculty Benefits and Welfare – no report
 - h. Information Technology – Dr. Zhou's Chair status will be reviewed in August 2017 meeting minutes.
 - i. Library Committee – Senator Radcliff reported. Two positions in Library were filled. Charge is broadly to try to acquire and allocate library resources to Departments. Senator

Radcliff reminded the committee to remind their Department's representative to meet deadlines for making book purchases (December and March). Group also discussed getting a student representative.

- i. Senator mentioned these budgets are for books only—not media or journals. Senator from Sociology reported the greater need of journals over books.
- ii. Senator asked the process for selecting University's journals. Glenda Alvin can be contacted for requesting articles.
- iii. Dr. Ray noted that the library liaison system for Departments to spend their book budgets does not seem to be working. He asked what can be done to empower faculty to get access to information and resources.
 1. Senator Radcliff reported that if Departments are not getting the information they need from their liaison, then they need to contact their assigned librarian.
- iv. Senator Radcliff reported that books may be borrowed through interlibrary loan. The Reference Department oversees this.
- v. Dr. Ray asked for Library Liaison information to be shared on the website.
- j. Nominations and Appointment Committee – chair is waiting for responses from Deans.
 - i. Dr. Ray stated that he's send an email to the Deans/Chairs in January in order to remind about elections.
- k. Professional Development Committee – Dr. Kelly reported that she has full representation on her committee. They have identified 3 areas to examine: 1) annual, competitive professional development funds/awards, 2) University mentoring program for new faculty, and 3) teaching idea sharing mechanism.
 - i. Dr. Ray asked for a resolution from the committee allowing the existing \$1000 per year be used however faculty choose (within approved categories), rather than being limited to travel, and that faculty be allowed to use the full \$1000. Dr. Ray requested that this policy proposal be available for vote at the next meeting.
- l. Research Committee – Senator Kilbourne reported missing 2 representatives. Her committee proposed a 3-prong plan: 1) Google form directory for faculty to enter in their research expertise and interests, 2) Friday research circles, 3) Teaching circles on shared interests. Committee would like to improve communication with RSP so invitations from RSP to faculty are better aligned with faculty's interest.
 - i. Dr. Ray asked committee to prepare requests for RSP and that he would communicate them.
- m. Student Appeals Committee – Grade Appeals Policy proposal was prepared and submitted to senators today. Committee submitted this proposal for vote today. Chair said committee has proposed having all adjuncts/leaving faculty submit grade books at the end of the semester in the event that there is an appeal.
 - i. Dr. Ray reported that he shared the Committee's proposal with the Senate. Dr. Williams proposed a vote. This proposal was seconded. Discussion was raised. Senator asked if retirees will be required to leave grade books. Dr. Ray responded that this would be part of the exit process, not the appeal process. Dr. Ray reported that he would review this.

- ii. Amendment 1: Dr. Burks proposed a change. He asked the 6th line from the problem to be changed from “should” to “shall.”
- iii. Amendment 2: Senators proposed changing all “calendar” and “working” days to “business” days.
- iv. Amendment 3: VPAA will make a decision within “10 business days”
- v. Amendment 4: Dr. Ray proposed the following amendment: “If the instructor’s response cannot be reasonably secured with the 10 business days, then the Department Chair should render a decision.” Motion was seconded.
- vi. Amendment 5: instead of grade “change” state grade “decision.”
 - 1. Dr. Ray asked for a motion. Senator Radcliff moved to approve the 5 amendments. Seconded by Dr. Akbar. Dr. Ray asked for discussion. No discussion. Motion passed unanimously.
- vii. Dr. Ray asked for a motion to approve the proposal with amendments. Motion was seconded by Dr. Triplett and approved unanimously.

IV. Dr. Ray asked Senator Kilbourne for a Faculty Handbook update. Senator reported that about 1/3 of the document refers to TBR and needs to be updated to reflect our new governing structure. Dr. Kilbourne mentioned aligning with AAUC. She reported that she would work on it over Fall Break and get a draft by the end of break.

- a. Dr. Burks stated that, according to the Focus Bill, all TBR regulations are to be enforced until they are formally replaced.
- b. Dr. Ray concluded that this is a work on progress and will be revisited in January.

V. Dr. Ray reported updates:

- a. \$141,451 --Record faculty and staff donations this year. Recognized at a recent football game.
- b. Faculty Sick Leave and Non-instructional Assignment policies have been approved. President’s memo states meeting should be convened by November 15, 2017; Dr. Ray received the notice on November 14, 2017. Dr. Ray has given Dr. Hardy three dates for after break. The Non-Instructional Assignment committee will be given the charge of developing the rubric for reviewing applications. One semester at full pay or full year at half pay are both being reviewed.
- c. Extended Education Policy has been distributed. Dr. Ray will send it out for vote.
- d. Dr. Ray brought up the idea of adding a +/- grading system. This will be reexamined.
- e. Dr. Ray reported on Graduate Curriculum approval on the Graduate Council website. Dr. Ray asked whether Graduate program changes, courses, and grade changes should be reviewed by Faculty Senate.
- f. Tennessee University Faculty Senate (TUFS) – faculty senate chairs from throughout the state; representing >10,000 faculty members. May be beneficial for TUFS to have a voice at THEC. TUFS proposed a constitutional amendment rejected by two parties. Dr. Ray stated that our Senate needs to vote on the TUFS’ constitutional amendment.
 - i. Dr. Ray stated he would send an official electronic vote by the end of November.

VI. Dr. Ray asked for any new business.

- a. Senators are inquiring as to whether TBR/University's questionnaire assessing language proficiency is allowed to ask for national origin on this screener.
- b. Senator Burks reported that he has consulted with Office of Equity and Inclusion. OEI referred him to Dr. Hardy for clarification regarding the origin of the questionnaire.
- c. Dr. Ray asked for a report when more information is collected.

VII. Motion was made, seconded, and approved to adjourn the meeting.

Respectfully submitted,
Kiesa Kelly, Secretary

In attendance:

Akbar, M.
Armwood, C.
Badamdori, D.
Boadi, W.
Broyle, T.
Bryan, K.
Burks, G.
De Casal, Carol
Kamssu, A.
Kelly, K.
Kilbourne, B.
Lukosius – sub for Hearst, C.
Noble-Britton, P.
Pleban, F.
Radcliff, J.
Ray, A.
Sutton, B.
Taheri, A.
Triplett, K.
VanDyke, J.
Williams, L.
Yao, F.
Zhou, S.