

Approved Meeting Minutes
Tennessee State University
Faculty Senate Meeting
Date: November 18, 2021
Time: 2:40 PM-4:50 PM
Zoom Meeting

Minutes taken by Senator Karen Smith, Secretary.
Approved by Faculty Senate on January 20, 2022

Item #	Agenda Item	Motions by	Motions seconded by
1	2:40-2:45 PM Welcome & Call to Order Senator Triplett, Chair called the meeting to order. She has requested the attendees to mute their microphones and comment in the chat box.		
2	2:45-2:50 PM Consideration of the minutes of the previous meeting held on November 12, 2020.	Dennis	Chilton
3	Guest Dr. Wendelyn Inman spoke on COVID best practices, rates of vaccination		
4	Guest Dean Frank Stevenson spoke on student issues on campus and an overview of student affairs with 13 related departments. Also gave COVID numbers for campus that can be found on the TSU Website.		
5	Guest Mr. Hill from Management Mr. Beard is the new landscaper and doing a beautiful job; also working on cleaning the amphitheater and the students use it more when it is clean; able to use 1.3 million in the LRC and the mold perception on campus and have cleaned 300 HVAC systems in dorms and only found mold in 4 rooms and this summer will clean those systems. COVID: desks and high touch labs and public areas get cleaned throughout the day; rooms of positive employees get fumigated and sprayed and taken offline for 48 hrs; hand stations throughout in all buildings, dining halls, and dorms. PPE can be requested but not the Lysol spray. We just got out of a custodial cleaning company 2 months ago and HES is the new company and complaints are down from 25 a week to 5; they are doing level 2 surfaces to both campuses; level one to Floyd Payne building Dial 7792 or 7793 phone numbers for them. He is working to correct breakers and some new panels to keep the outside security lights: are having contractors come and try to improve the campus even more. There is a plan to put some air purification systems in place. There will be a deep clean in the buildings while winter break occurs. Dial 4899 Dr. Perry, if the cleaning staff does not wear a mask Lawson Hall is blowing cold air now. Dial 4889 cleaning issues Dial 7792 or 7793 work order issues		
10	Time: 3:44 PM STANDING Committee Reports Academic Committee (Senator Crawford) Gave a report: In October, the Academic Committee generated a list of questions to present to the Advising Center, specifically Ms. Bonner. Our questions were not answered directly and I received the following response: “Dr. Crawford All advising, course registration, and retention for first-year students will be handled by Admissions and Recruitment - AVP Terrence Izzard effective November 1st. Once a student has 30+ hours advising continues to be the responsibility of the academic departments.” VP Izzard was contacted, and a meeting was scheduled. However, it was canceled. Attempts were made to rescheduled but to date, no alternative time as been suggested. Alumni Relations and Development Committee (Senator Fleming)		

<p>Upon discussing the Fac Sen Alumni committee's preliminary ideas recorded from our October meeting on how we might best improve Alumni relations with Sonya Smith, the following was resolved to move forward with: The most helpful thing Faculty can do right now to build Alumni relations that is also quickly feasible includes:</p> <p>Creating content for messages TSU Alumni Office can send to its current Alumni database ongoing.</p> <p>Fac Sen Alum Comm will work to develop training & communication materials to send out to units to provide guidance to them on how to help create content in a uniform way that features Alumni from their units performing excellence</p> <p>Build content appropriate for Constant Contact emails & Facebook posts, meaning no more than 2 concise paragraphs and 1-3 images.</p> <p>Start with creating 1 Alumni email/post a month, build to a steady stream of 1 email/post per week</p> <p>By our Dec 10, 3 pm meeting, Angel Pridgen will assess the capacity of resources across the various units she knows of, such as Library, CTLT, Media Center, etc. to determine how we can most easily:</p> <p>Create an electronic calendar where faculty from units can sign up Alumni for specific months to prepare content for dissemination by a given date</p> <p>Capacity for the library to help provide a central formatting process for ongoing newsletter creation to help streamline this process for units</p> <p>Specs for how to request appropriate tech for submissions to align with Constant Contact and Facebook</p> <p>Any and all other tech resources she finds, and thinks may be useful to these efforts</p> <p>Beyond this, there are many examples of best practices in Alumni relations happening at TSU and we could work overtime to prepare highlights of this work and ask units to try and improve their Alumni relations by replicating the techniques. However, we discussed the need to keep techniques of Alumni relations and recruiting and such internal only as this is the realm of high paid consultants and we need to protect our unique methods. Our goal would be:</p> <p>We discussed creating an eLearn course shell that we could use to host various trainings and resources with internal people only, units could enroll representatives to access the trainings.</p> <p>Improving TSU Alumni online social media presence and better integrating fundraising via these platforms</p> <p>Building out a public webpage about Alumni highlights (for recruiting and alumni relations)</p> <p>Existing things units can coordinate w/Sonya Smith about Faculty & Alumni participation:</p> <p>Speak for Class Reunions (40 years or more Vintagers) monthly zoom calls</p> <p>Send Students to serve on the Pre-Alumni Council (\$20/\$15 membership costs, recruit each fall)</p> <p>Building and cultivating a database of email contacts of Alums by discipline</p>		
--	--	--

	<p>Preparing and sending out tailored messages through Alumni Office and Constant Contact</p> <p>Helping to link the contact database with the TSU Foundation for targeted fundraising campaigns</p> <p>Send Alumni to conduct a RealTalk event with TSU Alumni Office (related is to also send Alumni to Career Services who have a separate workshop series for Alums)</p> <p>Spotlights on current successful efforts we can compile brief stories about as training resources (such as asking whichever faculty is leading this to write up short descriptions of how they made it happen, lessons learned, etc., and/or recorded videos to highlight their work):</p> <p>Engineering and Quarterly Zoom calls with alumni (many things they are doing great)</p> <p>Highlight best newsletters, eMags, Constant Contact letter formats, highlight formats being used</p> <p>Highlight most effective piggybacks on other events (homecoming in Oct, Welcome Home (not sure if this was the event name) in April, etc.) – and making sure they are all linked on the new webpage</p> <p>Adding discipline specific highlights as links in the TSU Library Resource Guides</p> <p>Discussing with Dr. Matlock if any of this counts as Faculty Development enough to potentially partner with her Title III Connecting Faculty Learning to Student Learning project to create small incentives to faculty who do the trainings we will prepare about best practice for Alumni Relations and then have them complete at least one of the things we offer as practices to consider. Her funds must support faculty development. For example, she may be able to provide a few \$1000 extra service pay stipends or something to faculty to pick 3 strategies out of the trainings and develop a plan to make them happen for the next 3-5 years over a summer study.</p> <p>If we want to do this, the first step would be getting Dr. Seay to create the course shell and add all of us as Admins. Someone would need enroll privileges too to be able to add and remove new “students” ongoing. Once that interface exists, we can start compiling training resources there for internal audiences.</p> <p>Starting goal maybe to have to shell up by midterm Spring 2022? then have at least 3 modules on highlights of successful techniques and/or how-to trainings by the end of Spring 2022?</p> <p>Other ideas beyond this that may take more time/resources/energy to develop:</p> <p>Creating a regular TSU Alumni podcast</p> <p>Improving TSU online presence and better integrating fundraising via this platform. Pre-alumni is \$15 and grad is \$20 to join the alumni association</p>		
	<p>Budget Committee (Chair A. Young-Seigler) Gave report She attended/watched the budget comm and will talk to Mr. Allen tomorrow and then report out Financial audit year 19-20: all need to go read it and it includes a lot that has been corrected and a few things are being improved on as a self-report Found troubling that some items were also noted in the prior 3 to 5 audits. The BOT would like the items to be corrected and not just improved by this coming March meeting. CARES ACT funding money spent is very detailed and the documents are available; they have until Sept of 2022 to spend it all. Send Senator Young-Seigler ideas and concerns for spending the money.</p>		
	<p>Constitution and By-laws Committee (Senator Bekele) 4:01 PM Nov 23 will have first meeting and report out next meeting;</p>		

<p>He did meet with Senator Jane Jackson</p>		
<p>Curriculum Committee (Senator Roberts) Gave report, Thanked Senator Smith for a helpful smooth transition and help with Curriculog onboarding. Curriculog is live for undergraduates. Trustee Johnson: New Programs make a proposal to explore a new program and then there is a full process to go to THEC, back to TSU for comment and back to THEC</p>		
<p>Faculty Benefits and Welfare Committee (Senator Phillips) Met 3 times since the Oct FS meeting; Paid Family Leave Draft Updates</p> <p>Former TBR language seems to have been mostly boilerplate language. While TBR no longer governs, should we ask the university board of regents to adopt the policy?</p> <p>Dr. Gibson stated that a good option would be to create our own documentation, rather than asking readers to refer back to TBR policy.</p> <p>Dr. McCleese suggested that a footnote or comment section could be used to provide some context with regard to the referred TBR policies.</p> <p>Senator Phillips suggested perhaps endnotes or an appendix for the proposal.</p> <p>Is three-month notice too long for certain circumstances?</p> <p>How many entities would need to touch the request document before approval?</p> <p>One month minimum, qualified for emergencies as exceptions to the time minimum. Submit documentation within 30 days of emergencies.</p> <p>Under Employment Rights and Benefits, Reinstatement, there was some confusing language: “However, unless the employer does so for all employees on leave of absence, the employer is not required to cover the cost of any benefits, plans, or programs during the leave.” – Perhaps we should cut this altogether, as anyone who is eligible should receive the benefits. Just ensure that the eligibility portion is clear and specific to time having worked at the university, status as full-time or part-time, status as faculty or staff, etc.</p> <p>Senator Phillips stated an intention to make adjustments over the weekend to an updated draft based on our discussion today.</p> <p>In the same section, the clause about a distinctive position and the university not being responsible for bringing the person on leave back into the position. Dr. Dopwell stated that it makes more sense that even if the position needed to be filled permanently, the university should have responsibility for holding open another position for that employee. Senator Phillips suggested that this might be able to be omitted as well.</p> <p>Rather than parental or family needs, personal or family caregiver needs as the wording. There was discussion of the immediate family, and Dr. Dopwell asked what we mean by immediate family, with the consideration of the Eurocentric nuclear family or more extended family to which we might also be close or for whom we might be required to step in to help.</p> <p>Under Sick Leave, the first line indicates the use of Sick Leave for birth or adoption. If we already have four months of paid family leave, how might we be helped in using sick leave? Dr. Gibson stated that in a previous situation, the sick leave gave some paid time, while the family leave simply held the place. Senator Phillips stated that we will make adjustments so that paid family leave would go first, then sick leave would be able to be used as an increase as needed.</p>		

	<p>Dr. McCleese indicated that there can be a number of situations in which the need for extra leave could be encountered.</p> <p>Paid Family Leave after working for at least one year at TSU.</p> <p>Some others needed to go after an hour, so we set up a follow-up meeting for Tuesday, November 9, from 3 to 4 pm. Dr. Phillips will send a Zoom link and reminder prior to the meeting.</p>		
	<p>Faculty Grievance and Appeals Committee (Senator Flott) Met on Oct 15; have 3 grievances; 1 tabled for more info 1 from Col of Ag wanting to change name and having space issues they need to reflect more in the name 1 from Tenure review for one not having been granted tenure and 4 process concerns were found</p>		
	<p>Information Technology Committee (Senator Al-Nasr) Not here; report was submitted</p>		
	<p>Nomination and Appointment Committee (Senator Brown) 4:08 PM Did not meet this month but in Jan they will meet and discuss elections for senators</p>		
	<p>Library Committee (Senator Huskey) Met Oct 27 and discussed getting faculty input on next year's library renovation; also how to communicate with faculty and refer students to the library for assistance</p>		
	<p>Professional Development Committee (Senator Chilton) 4:09 PM Met on Zoom Nov 12 and discussed how COVID has affected morale and the faculty and we are doing a survey in Feb and report results back in March</p>		
	<p>Research Committee (Senator Tiriveedhi) No meeting in October and we will meet in January and review the Intellectual Property Policy. Chairperson Triplett: thank you for taking this lead, it is an important item across campus.</p>		
	<p>Student Appeals Committee (Senator Quick) Nothing to report</p>		
	<p>Post Tenure Review Committee (Senator Okoro) 2 members did attend the meeting; they did meet and will also add a rep from the Coll of Ag; looking at some department models of review and the university has a general guideline for it; each college may need to have a departmental level PTR committee and guidelines and comprise of full professors Send via email any ideas about PTR Chairperson Triplett read a question from chat: is there a PTR policy? And Senator Okoro is not aware of it.</p>		
11	<p>Non- Assignment Leave Grant (Senator de Koff) 4:19 PM Feb 1- March 15 applications accepted Committee will select candidates in a week and there is a suggestion to have a website available to put some deliverables about grants so others can see what the grants actually are for those who have not been involved in them in the past</p>		
12	<p>New Business Senator Smith: asked for venue vote for the 4 spring meetings Vote for Zoom versus in person with 2 votes for in-person and the rest for Zoom Dr. Cynthia George: working with social work students and Senator Love for the 9th for training Virtual Zoom Full Faculty Forum January Today had Trustee William "Bill" Johnson speak on BOT In the black 1.4 million dollars and have spent 31 million and brought in 69 million; enrollment is good; 1000 first time freshmen have already registered for spring; last year only 364 had enrolled for spring. Fall 2022 are higher than last time by 4000 with 9000 applications; we get 28% yield rate of return that is higher than the national avg; he said to go to the board meeting</p>	<p>Smith Amended-Young-Seigler</p>	<p>Raynes</p>

	<p>videos and the accountability and hard data numbers is here at TSU and allows us to make wise decisions. Final exam week lost a teaching day. Motion: Secretary Smith: use the bullet point slide and add the decision-making process to it Chair-Elect Young-Seigler: moving forward Trustee Johnson: We are charging the academic committee to investigate and set up a meeting with the office of academic affairs to ensure better communication and timing regarding any updates or changes to the academic calendar and changes to the academic timing and academic calendar, days of instruction, and decision-making process moving forward. Senator Raynes second Senator Sibulkin: a difference in academic schedule and calendar Chairperson Triplett: it affects our academic calendar for those that teach on ground on Tuesdays and Thursdays lost a day of instruction. Vice Chair Young-Seigler : We are charging the Academic Committee to set-up a meeting with the Office of Academic Affairs to ensure better communication and timing regarding any updates or changes to the Academic Calendar and changes to the academic timing and academic calendar, days of instruction, and decision-making process moving forward . Senator Crawford: verified the wording</p> <p>28 yes votes on this amended motion Chairperson Triplett: 12-month faculty work until Thursday, Dec. 23, 2021 this year and the 9-month on the day after the day that grades are submitted on: Thursday, Nov. 30, 2021 ; there is no policy, but it is just built into the culture here; we need an actual policy from the Office of Academic Affairs. Next Faculty Senate meeting will take place on Thursday, Jan 20, 2022 Zoom 3rd Thursday of each month Feb 17th , Mar 17th , Apr 21st Happy Holidays there are 9 holidays in the month of December!</p>		
13	<p>Adjournment Time: 4:50 PM</p>		

Faculty Senator Attendance:

	Present	Absent	College	Last Name	First Name	Position	Year Term expires in April	Term 1 or 2
1	X		AGRICULTURE	de Koff	Jason	Ad Hoc NIA Grant Committee, Chair	2022	1
2	X		AGRICULTURE	Khanal	Aditya		2022	1
3	X		AGRICULTURE	Fleming	Rita	Treasurer Alumni Rel & Dev Committee, Chair	2023	2
4	X		AGRICULTURE	Dennis	Samuel	Parliamentarian	2022	2
5	X		AGRICULTURE	Chen	Fur-Chi		2022	1
6		X	BUSINESS	Jolayemi	Joel		2023	1
7	X		BUSINESS	Marquis	Gerald		2022	1
8		X	BUSINESS	Jackson	Jane		2022	2
9	X		BUSINESS	Flott	Phyllis	Fac Grievance & Appeals, Chair	2022	2
10	X		EDUCATION	Roberts	Twanie	Curriculum Committee, Chair	2023	2
11	X		EDUCATION	Sibulkin	Amy		2022	1
12		X	EDUCATION	Vogel	Eric		2022	1
13	X		ENGINEERING	McCurry	Charles		2023	2

14	X		ENGINEERING	Fasoro	Abiodun		2023	2
15		X	ENGINEERING	Al Nasr	Kamal	Info Technology Committee, Chair	2022	1
16	X		COHS	Brown	Charles	Nom & Appointment Committee, Chair	2022	2
17	X		COHS	Charles	Derek		2022	2
18	X		COHS	Gishe	Jemal		2022	2
19	X		COHS	Raynes	Edilberto		2022	2
20	X		COHS	Smith	Karen	Secretary	2022	2
21		X	LIBERAL ARTS	Chaires	Mark		2022	2
22	X		LIBERAL ARTS	Klomegah	Roger		2022	1
23	X		LIBERAL ARTS	Phillips	Elaine	Fac Benefits & Welfare Committee, Chair	2022	1
24	X		LIBERAL ARTS	Crawford	Mark	Academic Committee, Chair	2022	1
25	X		LIBERAL ARTS	Bekele	Gashawbeza	Constitution and Bylaws Committee, Chair	2022	1
26	X		LIBRARY	Huskey	Julie	Chair-Library Committee, Chair	2023	1
27	X		LAPS	Young-Seigler	Artenzia	Chair-Elect Budget Committee, Chair	2022	1
28	X		LAPS	Okoro	Cosmas	Post Tenure Review Committee, Chair	2023	1
29	X		LAPS	Kelly	John		2022	1
30	X		LAPS	Quick	Quincy	Student Appeals Committee, Chair	2022	1
31	X		LAPS	Tiriveedhi	Venkataswarup	Research Committee, Chair	2022	1
32	X		PUBLIC SERVICE	Triplett	Kimberly	Executive Committee, Chair	2022	2
33	X		PUBLIC SERVICE	Chilton	Kenneth	Professional Develop Committee, Chair	2022	1
34	X		Past-Chair (NON-MEMBER)	Burks	Geoffrey	Past-Chair	2022	
35	X		Faculty Trustee (NON-MEMBER)	Johnson	Bill	Current Trustee	2023	
36	X		Guest Speaker	Inman	Wendelyn	Public Health		
37	X		Guest	Tahmasbi	Sherin	School of Nursing		
38	X		Guest	Fan	Chunxing	College of Business		
39	X		Guest	George	Cynthia	College of Public Service		
40	X		Guest	Hughes				
41	X		Guest	Arrighi	Nicole	Professor and Faculty Athletics Representative to the NCAA		
42	X		Guest	Pleban	Frank	College of Health Sciences		

43	X		Guest Speaker	Hill	Albert	Facilities Management		
44	X		Guest Speaker	Stevenson	Frank	Associate Vice President and Dean of Students Division of Student Affairs		
45	X		Guest	Hasan	Kamrul	College of Engineering		
46	X		Guest	Keel	Lee-Hyun	College of Engineering		
47	X		Guest	Shelton	Mary	College of Education		
48	X		Guest	Oats	Veronica	College of Agriculture		