

Minutes for the meeting of the Tennessee State University Faculty Senate, 2/18/2016

In Attendance:

Muhammad Akbar, Engineering, Mechanical Engineering  
Dorsuren Badamdorj, CLPS, Mathematical Sciences  
Beverly Brown, COHS, Nursing  
Thomas Broyles, CAHNS, Extension Program  
Diane Campbell, COHS, Nursing  
Michael Catanzaro, CLA, LLP **Chair**  
Dr. Van Dyke (for Sean Daniels, CLA, Music)  
John Dossett, Education, Psychology  
Melissa Forte, CLA, Communications  
Terrie Gibson, COHS, Speech Pathology  
John Kelly, CLPS, Mathematical Sciences **Secretary**  
Show Mei Lin, Education, Teaching and Learning  
Vaidas Lukosius, Business, BADM  
Anthony Ejiofor (for Brenda McAdory, CLPS, Biology)  
John Miglietta, CLA, Political Science  
Mozhgan Mirani, CLPS, Mathematics  
Pinky Noble-Britton, COHS, Nursing  
Kushal Patel, COHS, Public Health  
Nsoki Phambu, CLPS, Chemistry  
Joyce Radcliff, Library, Library and Media Services  
Achintya Ray, Business, Economics and Finance  
Ann-Marie Rizzo, CPS, Public Administration  
Dr. Jeffrey Fan (for Sachin Shetty, Engineering, Electrical Engineering)  
Robert Smith, CLA, Criminal Justice  
Blair Thornton, COHS, HPSS  
Suping Zhou, CAHNS, Center for Prevention Research

College of Agriculture, Human and Natural Sciences (CAHNS), College of Health Sciences (COHS), College of Liberal Arts (CLA), College of Life and Physical Sciences (CLPS), College of Public Service (CPS)

I. Meeting called to order at 2:40 PM with a quorum.

II. Minutes are approved unanimously without discussion. (Broyles moves and is seconded.)

III. **Faculty Senate Webmaster:** Jennifer Shafer, an English major, has volunteered (as part of a class under Dr. Jill Anderson) to be the Senate Webmaster. She is being advised on this by Dr. Michelle Pinkard, who is on the Senate Technology committee. Ms. Shafer asks for suggestion on how to improve the webpage. She has already updated some information on the website. Dr. Catanzaro would like a page for each committee, with a list of all members. There would also be

a spot for the agenda and minutes for each committee. Dr. Catanzaro would also like photos of Senators to be on the Senate Website. Dr. Catanzaro also notes that Ad-Hoc committees should be recognized on the same pages. Ms. Shafer notes that Faculty Senate webpages at other institutions are often more inviting and visually interesting. Ms. Shafer is working on some visual changes to the webpage. She also is planning on adding a Google Calendar for the webpage, which would be editable by any Senator to add events. Dr. Catanzaro asks that committee chairs be able to use the calendar to push notifications to their members, and Ms. Shafer confirms that is possible. Ms. Shafer also suggests a promotional video, especially in anticipation of the TUFs meeting this fall. The Constitutions and Faculty Handbooks will also be posted. Dr. Catanzaro suggests that each committee have a short video from each committee to explain their committee's charge. Dr. Kelly moves that each committee create an introductory paragraph or video to place on the website. Dr. Ray seconds, and there is no discussion. The motion passes unanimously. Dr. Catanzaro sets a target date of March 24<sup>th</sup> to produce these videos or texts. There are no other requests, and Dr. Catanzaro thanks Ms. Shafer for her works.

IV. Outgoing Senators: Sean Daniels will be replaced by Dr. Van Dyke in the music department, John Kelly will be replaced by Dr. Geoff Burks, Michael Catanzaro will be replaced by Dr. Marc Mazzone, and John Miglietta will be replaced by Dr. Learotha Williams. Kushal Patel's Dean has decided not to move forward with an election at this point, which is in violation of the new amendments to the Constitution. Dr. Catanzaro will contact the Dean. For any Senator elected on a 2-year term, they need to contact Dr. Catanzaro that they are selecting a replacement if they do not want to be renewed.

V. Updates: The recently voted on amendments to the Constitution have been approved by President Glover. The non-instructional assignment grants and Faculty Sick Bank have also been approved by President Glover. The revised chair hiring policy has also been approved, and Dr. Catanzaro requested that the evaluation process start before Spring Break.

Dr. Mirani asks about interim Chairs and Deans. Faculty should still get a survey about interim Chairs and Deans, but the administration will give extra consideration to the short duration of the term when evaluating the results of the survey.

VI. TUFs meeting – Dr. Glover has approved a budget of \$10,000 for the meeting. We have chosen a hotel for the meeting. Dr. Catanzaro calls for faculty interested in the ad hoc committee to contact him to express interest.

#### VII. Committee reports

a) Academic Committee: no update

b) Alumni Relations: Dr. Smith reports that the committee is working on creating an international alumni association. They also would like to create a Nursing chapter of the Alumni Association. They would like to make this a proposal at the National meeting this summer.

c) Budget Committee: no update

d) Constitution and By-Laws: Amendments have been approved

e) Curriculum: Drop-box is working well. There are no CARFs currently waiting. Dr. Hardy and Dr. Mosley are proposing that the undergraduate and graduate committees be combined. Dr. Catanzaro recognizes the good work done! Dr. Lukosius asks about when CARFs return to respective units. The CARFs go from the Committee to Dr. Catanzaro, who routes it to Dr. Mosley, and then it routes to Dr. Hardy for final approval (unless it needs TBR approval). There are concerns about how to track where CARFs are. Dr. Kelly notes that the IT Committee wants to ask IT if there is some web form technology to track this sort of thing.

f) Executive: no update other than work on TUFSS meeting

g) Faculty Grievance: An engineering faculty member needed equipment and supplies to test students in Environmental Engineering. The committee met with the member, and he presented his case. The committee agrees that his case has merit, and recommend that this request be brought to the next administrative level for consideration. Dr. Catanzaro has requested that Dr. Painter produce documentation if he has proof of meeting with his Chair, Dean, and VPAA. If he does not have documentation, Dr. Catanzaro will have to meet with all those people first, but will still bring the matter to the President for her consideration. Dr. Mirani points out that since these are often not handled over email, it's hard to have documentation.

h) Faculty Benefits: The committee are gratified that the non-instructional assignment grant and Faculty Sick Bank have been approved.

i) Information Technology: Minutes posted on website; mention that the committee is working on Google Apps information, and is also interested in another technology presentation later in the Spring semester.

j) Library: The library has had to drop the SAGE Premier database. The committee also discussed the embedded librarian program. Finally, in response to interest in purchasing media with book funds (which still cannot be done) but the library has purchased VAST, a streaming video collection, to help fill that gap.

k) Nominations: Have identified potential names for Executive Committee positions, but if anyone is interested, please contact Dr. Lukosius as soon as possible.

l) Professional Development: no update

m) Research: no update

n) Student appeals: Continuing to work on an intervention level between the Dean and VPAA on student grade change appeals. This committee would have a member from every college, and would advise the VPAA on the appeal. Dr. Catanzaro would like a proposal this semester.

VIII. Faculty Handbook: Dr. Catanzaro recognizes the efforts of all the members of the Handbook Committee. Dr. William Johnson (chair of the committee) is present to discuss the handbook, and especially discuss the appendices. The appendices are:

- a) Academically speaking policy and guidelines
- b) Faculty Senate Constitution
- c) Non-instructional assignment grant
- d) Faculty Sick Bank policy
- e) Organizational Charts (currently blank, because the administration has not replied)
- f) Office hours policy
- g) Chair hiring policy
- h) Faculty workload policy (when approved)
- i) Student handbook
- j) Human Resources policy book and a compendium of HR documents

Dr. Johnson introduces how the handbook was created, emphasizing that the committee drew from best practices around the country.

Dr. Catanzaro notes that there will be hyperlinks in the electronic document that will point to relevant appendices.

Dr. Catanzaro notes that the committee had to produce a document that recognized that we are currently under TBR. It will be updated if and when that situation changes.

Dr. Broyles move to approve the handbook as presented; Dr. Lukosius seconds.

Discussion: Dr. Smith asks about the section forfeiting tenure if you changes from full time to part time or volunteer. This is standard across the country (for example, at several other Board of Regents schools). However, there is a leave policy in place as well. Dr. Smith wonders if this will discourage temporary faculty from advancing to full-time. Dr. Catanzaro notes there are several sections that describe just that process. Dr. Smith also asks if some sort of language that refers to “TBR or duly appointed successor” could be used. Dr. Catanzaro says that Dr. Glover explicitly asked the committee to write the draft handbook as under the auspices of TBR. Another difficulty is that we do not know what policies would be retained or added. Dr. Johnson noted that a recent amendment to the FOCUS Act (the legislation that would replace TBR for the four-year schools) affirms that until specifically replaced all TBR policies will still be in effect.

Dr. Badamdorj asks about policy for tenure-track position hiring. It is in the handbook. For example, a new policy allows preliminary offers to potential hires (to fix problems with official

offers taking so long that people have already accepted another position). It is fundamentally the chair's responsibility to form a committee and start that process.

Dr. Mirani asks about if Deans have to be a member of a department of the college. However, that is not in the handbook because that is fundamentally the President's decision. Dr. Catanzaro notes that the hiring committee for a Dean position should have representation from the college and that Faculty Senate can work to assure that. However, the administration has broad latitude about who is hired into Dean or Chair positions. Dr. Catanzaro says that Faculty Senate will work hard to make sure that administrators put the right people in Dean and Chair positions.

Dr. Akbar asks about performance evaluations regarding Deans and Chairs – there will be annual evaluations. He also does not think that the language is strong enough on Chair evaluations. There is also a separate section for faculty evaluations.

Dr. Lukosius asks whether faculty will see the results of Chair and Dean evaluations. Dr. Catanzaro notes that there is language in the policy that ensures that. There are a few more notes about the evaluation policy, and Dr. Catanzaro emphasizes that the policy allows a very clear evaluation policy that is transparent and public; however, fundamentally the administration has the final say. The feedback does provide a strong incentive for administration to lean on unpopular Deans and Chairs to make improvements on their leadership style, however.

Dr. Mirani asks about the workload policy that has been created by an ad hoc committee, specifically about how the Dean of CLPS has mandated that tutoring hours make up for any missing hours (from the 12 teaching hours) in workload. Dr. Mirani feels that it is a waste of resources to do 1-on-1 tutoring. Dr. Mirani also wants to know where the line is drawn on extra faculty duties. Dr. Johnson mentions that there is a lot of flexibility in the workload system that has been proposed. He mentions that the committee has recommended that 3 hours be standard release time from teaching for advising and committee work, with another 3 hours release time possible for *unfunded* research. Dr. Hardy has said if there is adequate funding for the unit, the unit can decide just about anything on workload. Dr. Lukosius points out that a Dean or Chair can work around any set of rules to make a faculty member's life hard. Dr. Catanzaro also notes that a vote of a department can send requests up the chain (Chair to Dean to VPAA to President) to examine a situation.

Dr. Kelly motions to call a vote, which is approved unanimously. Dr. Miglietta asks if anyone wants a paper vote, and a verbal vote is requested. Dr. Broyles motion to accept the handbook with revisions deemed appropriate by the handbook committee is voted upon, and the motion carries unanimously.

Dr. Kelly moves to adjourn the meeting, and is seconded. The motion carries unanimously.

Dr. Catanzaro adjourns the meeting at 4:04 PM, and reminds the Senate that the next meeting is March 24<sup>th</sup> at 2:40 PM.