

**Meeting of the Faculty Senate of the Tennessee State University
September 21, 2017, Faculty Senate Room**

- I. The meeting opened at 2:40 PM. Dr. Achintya Ray, Chair, welcomed senators.
- II. Chair Ray reported resignation of Secretary Rizzo and nominated Senator Kiesa Kelly. Nomination moved by Senator Campbell. Seconded by Senator Radcliff. Nomination approved. Carried unanimously.
- III. Minutes from the August 17, 2017 meeting were discussed. Typo reported by Senator de Casal: page 2, item 5 (Dr. hardy--capitalize). Approval of the minutes as revised were moved by Senator Kilbourne, seconded by Senator Radcliff then unanimously approved.
- IV. Chair presented agenda item on University enrollment and budget implications. Senator Badamdorj deferred budget discussion. Chair Ray reported on enrollment. See attached *President's Cabinet Information Bulletin, Enrollment Management and Student Support Services* (Dr. John Cade). Drops in enrollment from 2016 to 2017 were reported. Variable enrollment changes across TBR were reviewed. Dr. Sekmen suggested reviewing changes in Saudi Arabian student enrollment. Senator Kilbourne recommended expanding dual enrollment programs with community colleges. A request was made for data regarding University's investment in advertising. Chair Ray will ask administration for: 1) more detailed enrollment data 2) information about advertising initiatives for further review by the Senate.
- V. Senator Badamdorj reported on scheduling of classes, class and facility sizes, and possible fire code violations. Senator Mirani reported that she received maximum class capacities from Marlah Green, Facilities Management. Concerns were raised regarding the oversight of class enrollments and compliance with fire codes. Dr. Sekmen proposed holding Department Chairs accountable for not overriding classroom capacities in Banner. Issues related to class enrollments performed by individuals above Department Chairs were raised. Chair Ray proposed writing a memo to Facilities Management asking respective unit to look into the issue of fire codes, class sizes, and enrollments, including requesting that classroom capacities be posted on room doors.
- VI. Chair Ray recognized Dr. Sekmen, voting member of TSU Board of Trust who took the floor.
 - a. First Board Meeting (April 13, 2017) focused on bylaws. Bylaws include four committees: 1) Executive, 2) Finance and Budget, 3) Academic Affairs, and 4) Audit. Committee meeting minutes are archived and available online. Dr. Walker appointed Dr. Sekmen chair of an ad hoc subcommittee on Enrollment. In this role, he has met with TSU administrators and is developing plan related to increasing enrollment.

- b. Second Board Meeting discussed review of policies (e.g., tenure and promotion, new programs/program name changes). Dr. Sekmen raised concerns regarding the expense of RODP (TNeCampus) courses (1.5 times more than national rates).
- c. Third Board Meeting reviewed and approved the University's Strategic Plan. Dr. Sekmen meets with Dr. Hardy next Tuesday to discuss revisions.
- d. Upcoming plans include: improving TSU as a research university (e.g., indirect cost distributions), strengthening relationships with local corporations and partners, making Nashville State Community College a feeder for TSU, enrollment management, and making University processes clearly articulated and paperless.

VII. State of University facilities: Recent concerns and resolutions

- a. Senator Anderson reported health and safety concerns regarding Humanities and other buildings (e.g., mold, thermal regulation, mice, janitorial staffing/supplies issues). Senator Anderson submitted memo to Chair Ray, which Chair sent to administration.
- b. Senator de Casal reported air conditioning is turned off on Avon Williams Campus during weekend classes. Chair Ray asked her to submit to him a memo.
- c. Chair Ray urged Senators to notify him immediately when issues related to health and safety arise. Chair Ray will make a form for Senators to track health and safety issues for documentation and accountability purposes.

VIII. Consideration of the Student Grade Appeal Process

- a. Senator Williams, Chair of Student Appeals Committee, stated need for faculty to be informed about Grade Appeal decisions made by Chairs and administrators, as well as issues related to the timing of the process. Chair Ray raised concerns about addressing Appeals when instructors are adjuncts or otherwise no longer employed at the University. Senator Williams proposed requiring all faculty, including adjuncts, to submit the gradebook to their Department Chair at the end of each semester to assist with potential Appeals. Senator Williams asked senators to email him their feedback on his draft and he will submit a revision next meeting.
- b. Concerns were raised regarding faculty's unauthorized shortening of class periods and how to address this.

IX. Report of the Chair of the Faculty Senate

- a. Chair Ray requested senators bring to next meeting hard copies of feedback regarding the Board's approved Strategic Plan. Dr. Sekmen will review these.

- b. Curriculum issue: Academic Affairs and President support creating a singular Curriculum Committee with two subgroups (undergraduate and graduate) and chair of this committee will approve all items.
 - c. Extended Education and revenue diversification: new website and processes are pending this Fall 2017. Chair Ray has discussed policy development with administration. Three areas involved are Academic Affairs/Extended Education, personnel (faculty/staff), and Sponsored Research. Chair Ray has submitted a proposal to administration for revenue distribution: 70% faculty, 30% University. This is pending approval. How faculty funds can be used is under consideration. Chair Ray will report back at next meeting.
 - d. New construction: TSU has received \$75 million for new buildings. Construction is expected next year.
 - e. Grievance Process: General Counsel will provide Senate with training.
 - f. President Glover is expected to visit Faculty Senate this year.
 - g. SACSCOC visit: Purpose was to assess substantive change in governance pertaining to FOCUS bill. Chair Ray provided requested documents regarding process of selecting faculty representative on the Board (Dr. Sekmen). A subcommittee of the Senate met with site visitors. Initial feedback is that SACSCOC assessment was favorable.
- X. Other issues: Chair Ray reported he has no update on the Sick Leave policy. Senator de Casal asked about University's policy on the teaching of Independent Studies and whether or not this is part of the workload. Senator Burkes reported that Faculty Handbook needs to be revamped to remove TBR policies that no longer apply.
- XI. Chair Ray adjourned meeting at 4:14 due to the loss of a quorum.

Respectfully submitted,
Kiesa Kelly, Secretary

In attendance:

Akbar, M.
Andesron, J.
Armwood, C.
Badamdorj, D.
Baker, D.
Boadi, W.
Burks, G.
Campbell, D.
de Casal, C.
Dennis, Sam (sub for Zhou, S.)
Kelly, K.

Kilbourne, B.
Kamssu, A.
Mirani, M.
Pleban, F.
Taheri, Ali (sub for Pokharel, B.)
Radcliff, J.
Ray, A.
Sutton, W.
Van Dyke, J.
Triplett, K.
Williams, L.
Yao, F.