

The University of Tennessee Faculty Senate
MINUTES
October 17, 2011

Absent: Caula Beyl, Robyn Blakeman, Stan Bowie, Hoan Bui, Feng Chen, Guoxun Chen, Chris Cimino, Michael Clark, Jerzy Dydak, Hillary Fouts, Alberto Garcia, Scott Gilpatric, Matthew Gray, Martin Griffin*, Federico Harte, Joan Heminway, Tricia Hepner, Bill Hofmeister, Wonjae Hwang, Robert Jones, Ron Kalafsky, Kurt Lamour, Baldwin Lee, Brent Mallinckrodt, Lane Morris, Kim Newkirk*, Lynne Parker, Conrad Plaut, Joan Rentsch, W. Tim Rogers, Fernando Schwartz, Michael Sims, Carla Sommardahl, Otis Stephens, Curtis Stewart, Michael Stewart, Sam Swan, Adam Taylor, Donna Thomas, Steve Thomas, Mark Windham

*Alternates: Michael P. Jones for Kim Newkirk, Gichingiri Ndigirigi for Martin Griffin

V. Anfara called the Senate to order at 3:30 PM

ANNOUNCEMENTS

Establishment of a Quorum (J. Deeken)

J. Deeken announced a quorum was present.

President's Report (V. Anfara)

Anfara distributed his report with the Agenda for the meeting. He referred to that report and then reminded Senators of MicNite on October 19th in the Valarium. Refreshments will be available at 6:30 p.m. and the presentations begin at 7:30. The LGBT and Straight Alliance is making rainbow colored tassels available for graduation. A sign-up sheet was available on the table for those interested in getting a tassel. Any Senator not present at the meeting who wants a tassel should contact Anfara.

Chancellor's Report (J. Cheek)

The Chancellor was unable to attend the meeting and did not provide a written report.

Provost's Report (S. Martin)

The Steering Committee for UT System suggested and Dr. DiPietro authorized a series of "listening sessions" at each campus. A consultant (Janis Johnson from the Napa Group) will be leading the sessions. Members of the Faculty Senate Executive Council have been invited to a session on Wednesday, October 19th, from 10-11:00 a.m. A strategic plan will be completed by the end of the year.

Provost Martin is grateful for all those involved in MicNite and to the task force charged with connecting faculty in informal settings. This type of forum is conducive to discussion and interdisciplinary cooperation as well as being fun, informative and stimulating relative to conversations among faculty.

The Provost's Office has completed the Guidelines for Promotion of Adjunct Faculty. She understands the College of Arts and Sciences is also in the process of writing their procedures. The process for the promotion of Adjunct Faculty will be approximately one month behind the current P&T timeline for tenured/tenure-track faculty. The Provost's Office believes they have enough money to promote up to 25% of all eligible adjunct faculty.

The SEC Presidents have developed a Faculty Award Program. The Chancellor (no longer the President) now represents UTK on the SEC Presidents' group. The award is designed to raise

awareness of the academic profile of SEC schools by acknowledging faculty excellence. There will be one nominee from each school with an SEC overall winner. The details of the program will be developed this Spring.

SAIS Update: The Provost convened a working group of faculty, students and administrators to try to ensure there will NOT be a large percentage decrease in response rates to the "all digital" SAIS. Media Relations will communicate to the students to help support return rates. Students will receive many notifications through such venues as: UTK portal, BlackBoard, *UT TODAY*, etc. The students on the working group suggested more draconian actions such as not releasing grades if all evaluations were not completed. The Provost will try the carrot and not "the stick" approach. Faculty members should emphasize the importance of completing the forms. There will be a tool that monitors compliance. UTK will encourage responses from those who have not submitted the forms. A mobile phone app MAY be possible in time to have students complete the evaluations in class.

Recently in email communications from SAIS, additional suggestions for increasing success from students included extra credit or a grade increase given for completing evaluations. These inducements are NOT supported by UTK Administration. L. Rinehart (Chair, Teaching and Learning Council) will continue to work on the issue this year. Research completed at other universities who have gone to digital evaluations shows students will respond to email from the Registrar. Based on that study, students at UTK who have not completed their evaluations will receive a note from the Registrar.

The Faculty Pub will be opening on Thursday, October 20 on an experimental basis. It will be hosted by BridgeView Grill from 4-7:00 p.m. They will be offering beer, wine, appetizers—typical pub food. The Pub is opening in response to the complaints about the lack of a faculty club. The Pub will offer the opportunity for faculty members to meet informally. Since parking for the Grill is across Neyland Drive, faculty are urged to be careful when crossing the street.

D. Birdwell felt that the processes discussed for increasing responses to SAIS would cost a lot of money, but responses could be done for free if they were made mandatory. Martin responded that making the responses mandatory would not be free since computer programming would be necessary. But cost was not the issue. The administration made a philosophical decision not to make responses mandatory. The Provost wants to see if the students will rise to the challenge and take responsibility for the evaluations without force. J. Conant asked why the Administration did not offer extra credit. The Provost responded that grading and requirements for grades are the responsibility of the faculty, NOT the administration.

Anfara announced that the discussion on the UT strategic plan will be held in the Crest Room in the UC on October 19 at 10 a.m. Notify Anfara before Wednesday if you wish to attend the meeting or have suggestions, issues, or ideas to be discussed at the meeting.

MINUTES

Faculty Senate Minutes

B. Lyons made a correction on the time period mentioned in regard to the Living Wage. The minutes of the September 19, 2011, meeting were moved by P. Carter-Zagorski and seconded by D. Birdwell. The minutes were approved as amended.

Faculty Senate Executive Council

The minutes of the October 3, 2011, meeting were distributed as an information item.

PREVIOUS BUSINESS

There was no previous business.

REPORTS OF STANDING COMMITTEES

Faculty Affairs Committee (P. Daves)

P. Daves presented two resolutions from the Faculty Affairs Committee:

- (1) A change to the *Manual for Faculty Evaluation* regarding reappointment of lecturers. The Appendix states that the letter of reappointment comes from the Provost. In practice, the letter comes from the Department Head. The change was to align the *Manual* with practice by stating the letters would come from the Department Head. The motion passed unanimously.
- (2) A change to the *Manual for Faculty Evaluation* regarding external evaluation letters. The change was requested by the Provost's Office and the Committee agreed. The *Manual* currently states that letters must be received in paper unless extraordinary circumstances make that impossible. The proposed change allowed for digital or paper receipt. C. Shepardson asked about letters received in PDF versus Microsoft Word. Daves replied that there is only a requirement of a signature. If a signature exists on the letter, the program used to create it does not matter. Birdwell recommended that no change to the current wording needs to be made to cover different computer programs. Birdwell did recommend that the wording be changed to say that all versions of the letter be retained in the documentation. Daves accepted that as a friendly amendment. The motion as amended passed unanimously.

Graduate Council (M. Zemel)

M. Zemel thought that the Senate had approved all minutes. Anfara stated the minutes of the September 8, 2011, meeting were pending and posted on the web site. Daves moved acceptance of the minutes as posted; Birdwell seconded. The minutes were approved as posted.

Nominations and Elections (S. Thomas)

In the absence of S. Thomas, V. Anfara announced D. Patterson had been elected to be the UTFRC representative to the UT Faculty Senate in the second round of voting.

Anfara also brought forward the proposed dates for both Faculty Senate and Faculty Senate Executive Council meetings for the academic year, 2012-2013. He stated the Executive Council had already studied and accepted the dates, including the Executive Council meeting scheduled on a Wednesday. The proposed dates were accepted unanimously.

Undergraduate Council (G. Kaplan)

The Undergraduate Council did not meet prior to this meeting. There were no minutes to approve.

NEW BUSINESS

Academic Affairs and Student Success (I. Lane)

India Lane, Assistant Vice President in the Office of Academic Affairs and Student Success, addressed the Senate about her new role in the System Office. She is responsible for Academic Affairs and Student Success. She is visiting all UT campuses to talk about her role. Her Department facilitates communication between the campuses and agencies such as the Board of Trustees and THEC. Visit <http://www.tennessee.edu/system/academicaffairs/> for a more complete listing of their roles. Her office has responsibility for being a resource for institutional research, hosting UT online Programs, UT Press, academic policy issues, UT Strategic Plan and mission statements, and is the

liaison and compliance office for UT, Board of Trustees, state, regional, and federal agencies. She then described what they do for these units.

For the Board, they provide staff support and act as their liaison between the university and the Academic Affairs and Student Success Committee of the Board. They facilitate Board review and approval of *Faculty Handbook* revisions, new programs, tenure and expedited tenure, and academic program inventory.

Her office is the campus liaison with THEC. They work with THEC on Program Development, Legislative agenda and grants/state-wide programs.

Examples of other agencies they work with are Tennessee Student Assistance Commission, the Southern Association of Colleges and Schools (Commission on Colleges), Southern Regional Education Board (Academic Common Market), the US Department of Education and College Board (ACT).

For the University President, they advise on policy, collect and distribute data, respond to questions, create white papers on state-wide issues, and develop legislative relationships and responses.

They are a resource and facilitator for faculty appointments and handbooks, academic policy or issues and student policies. The office provides staff support and facilitates system-wide groups such as the UT Faculty Council and the University Student Council. They also review all faculty appeals.

Academic Affairs and Student Success recently sponsored the *Faculty Handbook* Retreat. In that meeting the attendees looked at the entire process of revising the *Handbook*. One result is that a group is working on a digital tracking method for *Handbook* changes that parallels the faculty review/evaluation model. Other recent activities included focusing on institutional research, UT Library cost-sharing/saving initiative and the UT Press study and recommended actions. In addition, the Office acts as a Liaison and facilitator for the University Faculty Council, reviews new program proposals and monitors program integrity in the Higher Education Act. The UT Press Study show the Press fresh, engaged, relevant to the campus. They want to use leverage from this to increase productivity and cost effectiveness.

Katie High, another member of Academic Affairs and Student Success, was a major force in working out the transfer paths which were mandated by the Complete College Act. She is also working on the Tennessee Lottery stabilization project. Other projects related to the Complete College Act that the Office is working on are using system and campus IT departments to work to identify students who were very close to graduation when they dropped out. After identification, the students will be contacted by the Office with the hope they will return and complete their degree.

Lyons commented that there has been a push to have more conversation across campuses and hopes this will continue. Lane responded that, having worked on the Agricultural Campus, she is more familiar with the UTK campus, but hopes to become engaged with all campuses. The Office wants to be perceived as facilitators. This wording implies the Office is "on our side" and is available to help us figure out how to do what the campuses do what they want to do—as long as it is legal. They will help move initiatives more quickly through the system.

D. Teeter commented that the UT Press has a distinguished reputation. Lane responded that the charge from President DiPietro was to discuss how the Press would respond to changes and events in the future. Any comments should be sent to K. High. Teeter asked how many of the Top 25

colleges still have a University Press. The response was that all of them have one. Teeter then asked how many UT faculty publish in UT Press. He was concerned that too many publications were from outside UT. The general response from the audience was that the role of the University Press was no longer to publish works only by authors from the "home" university. In fact, the current trend is NOT to publish in a "home university". UT Press has developed a niche for Appalachian Studies. Most of their publications deal with that niche, regardless of where the author works.

Discussion then moved to low producing programs. Lane said all programs have goals for numbers of graduates. If they do not meet their goals, they are listed as "low producing." When that happens, THEC is notified and the program must respond. In the past, they asked for these data sporadically, but the University must have the response ready if asked. S. Martin says that new programs must meet the goals they set when proposing the program for approval. If those are not met, the program must respond. THEC is beginning to increase scrutiny of these low producing programs. Just because a program is low producing, does not mean the program will be cancelled. There are many legitimate reasons for the low numbers. However, the Program has to respond.

Birdwell knew of a case where the data were wrong and had not been reviewed by the faculty in that Department before it was sent forward. He felt that the data needed to be correct, especially if it was going to THEC. Lane responded that D. Hengstler in the Office spends much time and energy on responding to requests from THEC. She tries to discover all errors and inconsistencies and attempts to correct them. There is a campus search for a leader for Institutional Research. Lane hopes the position will be filled shortly. When it is filled, the number of errors and discrepancies should decrease.

In relation to the open position, Anfara mentioned the issues with changes to the *Faculty Handbook* will be improved by the tracking system currently under development. There were some changes that weren't in place now that should have been. Hopefully, the tracking system would help with this type of issue.

Anfara announced there was a *Handbook* retreat. Attending for the UTK Senate were S. Thomas, P. Daves and S. Gardial. Anfara hopes the resolutions passed last spring will be in place by the Spring Semester.

Emergency Management (B. Gard)

The final speaker was Brian Gard, Director of Emergency Management. He stated that he is helping the University develop a strategy for dealing with emergencies. One has only to consider the disasters across the country in the last year to understand that there can never be enough first responders to an emergency. The more time and effort a community takes in preparing for an emergency, the better the response will be. Resources are tight, but building communication and knowledge bases across campus and the community can be done with little money. Technology can be used to make people more effective in an emergency. UTK is NOT an emergency response organization: we are a university. We need to rely on partnerships with KEMA (Knoxville Emergency Management Agency) to have the most effective plan. We should integrate state and local officials with campus knowledge and expertise to have an effective response.

In the last year, a steering committee has been established to help in idea generation and implementation. Zone coordinators have been assigned. Essentially, this organization commits the University to an organizational plan in case of emergency. A bridge conference call can be initiated by dialing one number and the response team immediately begins working together. UTK hosted the SEC Police and Emergency Management Conference where all the universities learned from each other. The websites for Emergency responses are being redesigned. Gard is also working to

implement changes to the UT Alert phone messaging system by writing pre-scripted messages and improving distribution of emergency messages.

Improving and coordinating emergency preparedness does cost money. That's difficult to find. A major step was taken when a full time Emergency Manager (Gard) was hired. Software was purchased and will be installed in November allowing alerts to be sent to various off campus organizations and news media in addition to campus employees and students. The campus emergency program is now available through BlackBoard.

The most important part of an emergency response is the first 15-30 minutes—before the police and fire departments arrive. It takes as much as 3 years to move from a planning stage to the ability to hold full scale exercises. The System is funding the credentialing system for emergency responders.

While processes are important with Knoxville and UT, relationships are more important. Gard is leveraging existing relationships based on other joint activities, like football traffic control. The Knoxville fire department is more engaged with UT than they have ever been. There is a signed Memorandum of Understanding with the Red Cross. We are better integrated at all levels than we have ever been. We are doing joint planning with KEMA.

Faculty are encouraged to contact Gard with questions, problems or comments. He needs faculty support. Faculty will be the experts and will have to lead students to respond appropriately. Students will follow the example set by faculty.

Campus operations will fundamentally change in an emergency. Emergency Operations Center (EOC) becomes the center. Everything has to go through the EOC. Don't contact Staples or police or any other body. Everything goes through the EOC. During recovery, EOC will be working with the Chancellor's cabinet. Departments and Colleges need to begin NOW to plan for recovery. Experience has shown that those who are prepared incur less cost and spend less time in recovery.

Emergency Operations depend on campus teaching and researching. Disaster often creates new opportunities. Things don't go back to "normal." Instead a NEW normal is created. Recovery creates the opportunity to make something what it should be, not what it was. Rebuilding back as things were can waste time and money.

Lyons mentioned the tornado in Alabama. What preparation do we have in case we have a similar situation? Gard replied that tornados are "no warning" events. If one occurs, the nearest shelter is the best shelter. Zone coordinators can identify responses as can the online training faculty and staff have been asked to take. Gard will push as much information out as possible and let people make their own informed choices. Exact plans are in process. In the case of a tornado, the best advice is to get to the lowest, central area.

M. McAlpin asked what the proper response should be to a tornado warning during class. He understands the best response is to get in the hall. However, this affects the academics and the Provost needs to be contacted.

L. Han asked what he should do if he receives a UT Alert about a shooting. Gard responded that UT MUST send an alert for the incident. They treat this as an ongoing event until they are sure that it has ended. Recipients should respond with the assumption this is an active shooting incident until told otherwise. They will have to make their own decisions on what the safest action is.

Birdwell likes how the University has been able to pick up and recover quickly. He feels we've done very well in the past. The state is self-insured. What are the plans if we lose a major building or have another type of major displacement? Gard replied that the State would have to ask for federal funds to recover. The Emergency Response Team will be responsible for tracking the money received from those funds. They will need to order and track and expenditures. While waiting for a Federal response (which usually comes very quickly), the campus will have to handle the situation as best they can. Ad hoc groups have worked well in the past, but now we will know who needs to be pulled together quickly.

LGBT (B. Mehra)

B. Mehra read a memo from Luke Garton. The LGBT Mentorship Program is looking to pair LGBT students with LBBTQ and straight allied faculty and staff. Contact Garton at lgarton2@utk.edu if you are interested in becoming a mentor.

Adjournment:

The meeting was adjourned at approximately 4:50 p.m.

Respectfully submitted,

JoAnne Deeken, Secretary