

Faculty Senate Executive Council
MINUTES
November 6, 2017

Present: Misty Anderson, Rachel Chen, Mark Collins, Lou Gross, Camille Hall, Qiang He, Sadie Hutson, Greg Kaplan, Laurie Knox, Michelle Kwon, Beauvais Lyons, Bruce MacLennan, Jennifer Morrow, Samantha Murphy, Bonnie Ownley, Rebecca Prosser, Pat Rutenburg, Rob Spirko, James Williams

Guest: Dixie Thompson

I. CALL TO ORDER

B. Lyons called the meeting to order at 3:30 p.m.

II. ANNOUNCEMENTS AND REPORTS

Note: Chancellors Davenport and Cross, and Interim Provost Zomchick were not able to attend.

UTK Vice-Chancellor for Communications (R. Robinson)

On November 13, 2017, Megan Boehnke formerly of the *Knoxville News Sentinel* will start as an executive writer in the Chancellor's Office. The Assistant to Chancellor position has been narrowed down to three candidates; interviews will commence next week. Jacob Rudolph is leaving the University and his position will be posted as an opening. Marketing is a top priority. One of the Chancellor's main foci is to hold forums for faculty and students on a regular basis. Work is underway to develop the format for how these will be held. Another priority is the development of faculty student videos targeted for the public to help inform what we do as faculty and to help with messaging in the community. This is a simple way to promote storytelling and help improve our public image with the state. Forums on controversial topics would need to be carefully managed, but may be a place where people can talk openly to the Chancellor. One speaker, Wade Davis, is doing a speaking circuit on racism and homophobia in professional sports. L. Gross commented that it is important to consider the objective of the videos rather than asking just for topics. As for student participation, the connection between the students and the academic and non-academic life would be a good thing to discuss. J. Williams mentioned that he will be sitting down with student athletes on November 17 to ask what can be highlighted, re: life in student athletics. J. Williams noted that we could think about the use of anchors in the crowd who would be tasked with making a statement that would spark the conversation, particularly for difficult topics. The goal is to highlight the campus once a month for 90 minutes. Regarding the video profiles, L. Gross mentioned that he is collaborating with someone who is producing video showcases. These are research-based, but one lesson is that a mechanism needs to be created for regular comment and engagement about the topic. The Technical Education Research Centers (<https://www.terc.edu>) and some of their video projects are, <http://includes2017.videohall.com>, <http://hub.mspnet.org/index.cfm/showcase>, and <http://stemforall2017.videohall.com>.

J. Williams suggested that we make videos a bit more realistic and less polished. R. Robinson stated that the student audience would prefer that videos be on Instagram. It was discussed that we cast a wide net about topics. The stories about the campus will get out more quickly with a new staff person who will be committed to writing for the Chancellor. R. Chen suggests that these opportunities be announced at the departmental level and submitted for selection. B.

Lyons suggested that each student who is profiled should indicate their hometown and their legislative representative should get a copy of these stories.

President's Report (B. Lyons)

B. Lyons expressed gratitude that the autonomy of the campuses was preserved to make a decision regarding the JLL Business case. We had persistent support and work from United Campus Workers and other groups. Campus control over decisions such as our facility operations are key to achieve our mission, and are required by our standards of SACS accreditation. Many members of the legislature shared our concerns. UCW will have an information table at the November 20th Faculty Senate meeting.

On November 2, Bruce MacLennan and B. Lyons met with UT System colleagues at University Faculty Council, one of the three annual meetings that is held in-person in conjunction with Board meeting. Linda Martin, the new Vice President for Academic Affairs and Student Success attended the meeting. Two key issues before the Council included follow-up on the August 17th BOT Workshop on tenure, as well as the set of recommendations sent September 26th in response to issues about tenure standards and processes. At the Academic Affairs and Student Life Committee meeting on Friday morning, B. Lyons encouraged the BOT to consult AAUP and the American Council for Education's *Good Practice in Tenure Education* document ([click here](#)), which emphasizes principles of clarity, consistency, candor and caring when developing system policies.

The bylaws audit posted in October has helped to encourage a process of shared governance around bringing bylaws into compliance with the *Faculty Handbook*. B. Lyons expressed thanks to Brooke Killion for her work. Draft 2.0 of the bylaws audit will be posted on November 13th. The audit will be discussed with the Council of Deans on November 16th. B. Lyons has also conversed with Associate Vice-President India Lane about having the UT system take the lead in replicating a version of the audit for other campuses in the system.

Another issue of discussion at the UFC meeting Thursday was the in relation to plans for implementing Education Advisory Board (EAB) ([click here](#)), an academic software that is used to assess program effectiveness. The software will allow us to compare our own programs to similar university academic programs. The Faculty Senate UT System Relations Committee is looking at this issue, and will be meeting with India Lane and Dennis Hengstler, Assistant Vice-President and Director of Institutional Research.

Faculty are encouraged to attend MicNite on November 15th, which will include a presentation by Monica Black. In collaboration with Interim Provost Zomchick, a series of three dialogue sessions on facilitating classroom dialogue will take place next semester under the guidance of Courtney Wright and Joe Miles.

III. APPROVAL OF MINUTES

Minutes of the Executive Council Meeting of October 2, 2017, were moved for approval by L. Gross, M. Anderson seconded, unanimously approved.

Minutes of the Executive Council Electronic Meeting of October 15, 2017, were moved by L. Gross for approval, M. Collins seconded, unanimously approved.

IV. INFORMATION ITEMS

Summary Report of the Undergraduate Council, October 17, 2017 ([click here](#)).

V. NEW BUSINESS

Discussion of Follow-up on Outsourcing Decision

Discussion ensued about the BOT statements about outsourcing decision. The autonomy and control of the decision was preserved by the campuses. As a faculty, we are committed to working with the Chancellor to encourage responsible financial stewardship that is consistent with our teaching, research and service mission. The EC members discussed the possibility of putting forth a statement in support of the Chancellor's decision. B. Lyons will follow-up on this with the EC prior to the November 20 Faculty Senate meeting.

Resolution from the Benefits and Professional Development Committee on Ability to Control Retirement Plan Funds (G. Kaplan)

As of now, it is required that 50% of your retirement be annuitized if you are enrolled in the optional retirement program (Valic, TIAA), etc. At the UFC meeting, it was discussed that this resolution is being circulated across the other campuses. President DiPietro indicated there is work being done across the state to reform this law and give the employee full control over their retirement accounts. The EC members unanimously approved the resolution to be presented at the November 20th Senate meeting.

Reports of Standing Committees (see addendum below, following minutes)

- a. Appeals Committee (R. Prosser)
- b. Athletics Committee (J. Williams)
- c. Benefits and Professional Development Committee (G. Kaplan)
- d. Budget & Planning Committee (L. Gross). Living wage study. Committee will move forward with a salary analysis. Minutes of meeting with C. Cimino.
- e. Diversity & Inclusion Committee (M. Black). Accessibility- Discussion ensued regarding the reasons for improving accessibility. B. MacLennon- institutional support is needed for accessibility transitions.
- f. Faculty Affairs Committee (M. Kwon). *Manual for Faculty Evaluation*- lecturer track teaching. There is criterion for teaching. L. Knox indicated there is a lack of balance in the coverage of the different categories of NTT. The committee is exploring ways to address all of the variation that exists.
- g. Graduate Council (J. Morrow).
- h. Library and Information Technology Committee (M. Collins)
- i. Nominations and Appointments Committee (M. Anderson)
- j. Non-Tenure Track Issues Committee (L. Knox, C. McAlvin)
- k. Research Council (Q. He)
- l. Teaching & Learning Council (S. Murphy, P. Rutenberg)
- m. Undergraduate Council (R. Chen)
- n. University System Relations Committee (S. McMillan)

VI. ADJOURNMENT

G. Kaplan moved for adjournment, M. Anderson seconded. Meeting adjourned at 5:05 p.m.

**ADDENDUM
REPORTS OF STANDING COMMITTEES**

UTK Faculty Senate Executive Council

Committee Reports for Consent Agenda for November 6, 2017

Appeals

No report.

Athletics

No report.

Benefits and Professional Development Committee

Minutes, [October 19, 2017](#)

Budget and Planning

[Budget and Planning Resource Page](#)

Minutes, [October 26, 2017](#)

Minutes, [October 7, 2017](#)

Diversity and Inclusion Committee

Minutes, [October 12, 2017](#)

Faculty Affairs

No.	Pending Action Item	Initiator	Status	Next Action
1.	Consider revisions to Chapter 4 of the Faculty Handbook (FHB)	Non-Tenure Track Issues Committee (L. Knox and C. McAlvin)	Faculty Affairs Committee (FAC) comments emailed to NTTIC chairs on 10/4/17	Awaiting comments from NTTIC
2.	Draft changes to joint and adjunct definitions in FHB	FAC (S. Zinkle)	Proposal read at 5/1/17 Faculty Senate meeting, but no action taken After receiving feedback from Interim Vice Provost for Faculty Affairs Matthew Theriot, FAC met on 9/21/17 to consider revised framework FAC consensus reached on revised framework	D. Keffer, FAC, to draft revised language for consideration by FAC by Thanksgiving

			on 10/25/17.	
3.	Draft sample conflict resolution language for inclusion in FHB	UTK Ombudspersons (B. Nugent and E. Wynn)	M. Kwon and N. Hristov, FAC, met with ombudspersons to discuss project	FAC to consider
4.	Consider revisions to the FHB and the Manual for Faculty Evaluation (MFE) for New EPPR Policy	Provost's Office (M. Theriot)	M. Kwon, on behalf of FAC, emailed comments to proposed changes on 9/26/17.	Awaiting revised draft from Provost's Office
5.	Consider proposed revisions to FHB and MFE	Appeals Committee (R. Prosser)	Received comments by email on 9/25/17	FAC to consider
6.	Consider proposal to establish a Committee on Ethics and Institutional Integrity	FAC (N. Hristov)	Received recommendation by email on 10/18/17	FAC to consider

Graduate Council

Link to October 26, 2017 meeting minutes: http://trace.tennessee.edu/utk_gcminutes/

Link to Graduate Council Website: <http://gradschool.utk.edu/faculty-staff/graduate-council/>

Summary report of the Graduate Council meeting, October 26th 2017

- The Graduate Council approved minutes of the meeting of September 28th 2017.
- Committee Reports:

Academic Policy – APC received a proposal to revise the English Language Certification policy. Two additional exceptions to submitting TOEFL or IELTS scores were added:

An applicant may be exempted from the English Certification requirement if:

1. English is an official language in the applicant's country of citizenship, according to standards published by the Graduate School.

or

2. English is the primary language of instruction at the institution in which the applicant received an undergraduate, graduate, or professional degree.

Some graduate programs may have more rigorous requirements. Applicants are responsible for meeting the requirements of the graduate programs when the standards exceed those of the Graduate School.

This change was unanimously approved by APC.

APC received a proposal to change the option names for the master's program from Thesis, Problem in lieu of thesis, and non-thesis to Thesis, Project Option, and Examination Option. Students will only need to complete a comprehensive exam if their program requires it. They requested feedback from the Graduate Council. It will now go back to APC for final review before coming back to the Graduate Council. The Graduate Council unanimously approved the 10/19 APC report.

Appeals – No appeals to review. The committee revised the language in the Appeals procedures:

1. Added clarification to the language, mainly, making sure that the three-step process of appeal is clear to the students.
2. Added a new paragraph about summer appeals.
3. Added language to reflect the Board of Trustees Bylaws, Article V, Section 5. In the case of UT students, they may appeal the decision of the Dean of the Graduate School to the Provost and then to the Chancellor.

The Graduate Council unanimously approved the Appeals committee report.

Credentials – 10 applications were submitted for review. 5 were approved, 3 were missing vote counts (the depts. were contacted; these were approved after information was received), 1 was forwarded to Dean Thompson, and 1 was approved due to tenure. The GC unanimously approved the Credential committee report.

Curriculum – there was no October meeting. The next meeting is 11/2.

- Student Faculty Research Awards Committee – Dean Thompson reported that the applications are due on 11/6. They have approximately the same amount of money that they had last year to give out.
- New Business
 - Yvonne Kilpatrick: Provided information on the preparatory work for tracking eLearning admission and registration.
 - Jennifer Morrow: Update on Qualtrics Software Survey. The survey closed last Friday, October 20. The vendors were notified and will give demonstrations very soon. The demonstrations will be on Monday, Wednesday, and Friday at 2:00 p.m. If you cannot attend, the demos will be recorded. After each demonstration they will send out a brief survey to obtain feedback to that specific vendor. After all the demos and they gather all the survey data they will begin the process to make their decision.
- Vice-Provost and Dean of the Graduate School, Dixie Thompson: We will be doing the 3-Minute Thesis competition again. First there will be college sponsored competitions that will lead up to a finals competition during the week of Graduate and Professional Student Appreciation Week. Details will be announced before the December break.
- Graduate Student Senate President, Sergio Bedford:
 - Travel awards update. Applications will be submitted to the Graduate School.
 - Brown bag series update. 65 students attended. On 10/12 we had Karen Kelsky (the Professor is in) did a webinar. Very successful and insightful.
- Graduate Council Chair, Jennifer Ann Morrow:
 - Yvonne Kilpatrick and I met with the director of the Writing Center and the faculty that oversee English 121/122. We brainstormed on how to move forward and what data we need to collect to assess not just the needs for our international students but for all graduate students when it comes to improving their scholarly writing. There is currently no resources for graduate students. The Director is very eager to partner and work with us to gather data.

Library and Technology

No report.

Nominations and Appointments

Misty Anderson has been in communication with Caucus Chairs about recruiting to fill open seats for the next election cycle, as well as recruiting qualified people to run for Faculty Senate President

Non-Tenure Track Issues Committee

The Non-Tenure Track Issues Committee is gearing up for its long-term project of reviewing the evaluation and promotion practices for NTTF across the campus, including lecturers, NTT teaching, researcher faculty, clinical faculty, faculty of practice and Extension faculty, by gathering information about how the policies in the Faculty Handbook and Manual for Faculty Evaluation are being implemented in various units across campus and at each level of administration. We are very grateful to Brooke Killian for creating a separate database of department-bylaws related to NTTF as part of her departmental bylaws audit—a very useful resource! Meanwhile, members of our committee are gathering documents and conducting interviews that will help us understand NTTF promotion and evaluation practices at the college and provost level.

As our most pressing business, the committee is working with the Faculty Affairs Committee to agree upon revisions to the Faculty Handbook that we can send forward to the Executive Council and then on to the full Faculty Senate for a vote before the end of this academic year. The aim of these revisions, which are almost entirely in Chapter 4 of the handbook, is to bring greater clarity and consistency to the policies regarding non-tenure track faculty categories, ranks, rights and responsibilities, and criteria for promotion and evaluation.

At our most recent meeting, we reviewed comments from the Faculty Affairs committee regarding the revisions produced in Spring 2017 and made good progress toward a new set of proposed revisions that we believe will be responsive not only to the Faculty Affairs committee's comments but will also reflect insights that we have gained through our initial investigations of the challenges that various units have encountered in their attempts to implement the current policies. We hope to send these proposed revisions back to the Faculty Affairs Committee for their approval after our Nov. 15 meeting.

We have also updated our list of NTT faculty e-mail addresses and used that list to revive the NTTFAC listserv. According to payroll's records, there are currently 994 NTT faculty on our campus (including the UT Agricultural Extension and Space Center). Of those, 230 and counting are active subscribers.

Research Council

[Research Council minutes page](#). Next meeting is scheduled for November 8 in A004 Blount Hall at 3:30 – 5:00 p.m. Minutes from September 13 and October 11 meetings are not posted yet.

Teaching and Learning Council

Teaching and Learning Council Report: November 1, 2017
Submitted by Samantha Murphy and Patricia Rutenberg, co-chairs

The Teaching and Learning Council has begun preparations for one of our largest tasks, overseeing the Chancellor's Excellence in Teaching and Advising Awards. We have widely advertised to solicit nominations for the awards. Nominations for the advising awards are due December 15, and nominations for the teaching awards are due Nov. 30. Could you please help us by distributing the awards nomination information to your colleagues, graduate students, and undergraduate students? On the second page of this report, we have included a solicitation letter for both awards.

In addition, the Teaching and Learning Council has been working with the Tennessee Teaching and Learning Center to consider additional areas in which faculty would like training, most recently in the area of diversity and inclusion.

Undergraduate Council

Summary report of the Undergraduate Council, October 17, 2017 (See attached reports)
http://web.utk.edu/~ugcouncil/public_html/docs/minutes/10-17-2017_UGCminutes.pdf

Academic Policy

The Academic Policy Committee has approved three policy changes:

- Revision to Undergraduate Dean's List Calculation
The catalog statement regarding Dean's List Honors will be revised to specifically allow the inclusion of grades from graduate coursework in the calculation of these honors.
- Revision to Undergraduate Graduation Honors Calculation
The catalog statement regarding Honors Categories for Graduation will be revised to specifically allow the inclusion of grades from graduate coursework in the calculation of these honors. In addition, the awarding of graduation honors will be based on the grade point average at the end of the graduation semester.
- Revision to Second Bachelor's Degree Policy
The catalog statement regarding a second bachelor's degree will be revised to remove the restriction against earning a second bachelor's degree in the same field as a minor earned with a previous bachelor's degree.

The timeline for implementing these changes are as follows:

- Implement immediately
 - ✓ Include grades from graduate coursework in the calculation of Dean's List Honors.
 - ✓ Include grades from graduate coursework in the calculation of Honors Categories for Graduation.
- Implement Fall 2018
 - ✓ Award Graduation Honors based on the cumulative grade point average at the end of the graduation semester.
 - ✓ Allow students to complete a second bachelor's degree with a major in a field in which they earned a minor with their previous bachelor's degree; petitions will be considered on a case-by-case basis for students completing a second bachelor's degree prior to fall 2018.
 - ✓ The undergraduate catalog will be updated to reflect these revisions beginning with the 2018- 2019 catalog.

All items presented by the Academic Policy Committee were approved by the UGC.

✚ Advising Informational and did not require any action by the UGC.

✚ Appeals Informational and did not require any action by the UGC.

✚ Curriculum

The Curriculum Committee submitted proposals from the College of Education, Health, and Human Sciences and from the Honors and Scholars Programs. All proposals were approved by the UGC. In addition, one informational item was presented.

✚ General Education

The General Education Committee presented a proposal to allow English 209 to satisfy the Arts and Humanities general education requirement. The proposal was approved by the UGC. In addition, two informational items were presented.

Special Report regarding the Peace Corps Prep Program

- ✓ During the 2016-2017 academic year, the proposal to offer the Peace Corps Prep Program (PCPP) to UT students was approved by the UGC pending approval by the U.S. Peace Corps; when the Peace Corps declined UT's application, the proposal was withdrawn from UT Faculty Senate consideration with the understanding that it would be resubmitted if and when the Peace Corps approved our application.
- ✓ After the Peace Corps' critique of our application, UT edited and resubmitted it to the Peace Corps, addressing all six sectors (categories) rather than only the two previously included in the application.

University System Relations Committee

Provisional Minutes for October 30, 2017

Present: Misty Anderson, Chis Boyer, Yvonne Kilpatrick, Beauvais Lyons, Sally McMillan, and Gary Skolits

Absent: Martin Griffin, Husheng Li, Andrea Ludwig, Bruce MacLennan

Guest: Tonja Johnson, UT Executive Vice President/Chief Operating Officer

1. Review minutes of the September 29 meeting.

No revisions recommended, but there was brief clarification of the role of the committee on issues such as early and expedited tenure. Lyons noted that business comes to the full senate through committees and if there is future action on issues related to the board and/or system issues such as these, such actions could likely be directed through the USRC. Thus, it is important to stay current on issues such as these.

2. Executive and Compensation Committee Meeting

Boyer briefly reported on his attendance at the meeting. He noted that it was a video meeting and consisted primarily of voting up or down on issues. He noted that he and a Knoxville News Sentinel reporter were the only non-board members in attendance. The KNS report on the committee is at:

<http://www.knoxnews.com/story/news/education/2017/10/05/university-tennessee-leaders-wouldnt-get-partial-credit-goals-proposed-bonus-payment-plan/731253001/>

3. Upcoming board meeting
Lyons and MacLennan will both attend on behalf of the senate. No need for other committee members to attend, but the meetings are open if any committee members wish to attend.
4. Discussion with Tonja Johnson, UT Executive Vice President/Chief Operating Officer
Johnson introduced herself and gave a brief overview of her role in the system office. She is currently still on an LDA assignment in the EVP/COO role. She was hired at UT to work on communications and marketing, but transitioned to the current role to help the president manage his broad span of responsibility. Several offices report through her. She encouraged us to meet with those VPs as well as others. Linda Martin will begin as VP of Academic Affairs and Student Success on November 1. Johnson that a new committee has been formed to review academic program effectiveness. The board is evidently enamored with dashboards that UTC was able to produce in conjunction with EAB. The committee expressed multiple concerns about measures of performance at the system level. Johnson urged the committee to talk with VP Hengstler about these issues. Johnson reiterated multiple times that she sees the role of the system as removing barriers, provision operational assistance, and advocating on behalf of campuses. She also said that part of the role of the system office is to help establish boundaries for the board of trustees. She said that it is important for the system to “be its on brand” separate form any of the campus brands. She noted the importance of clarifying the role of system/campus HR and said this work is ongoing as a result of VP Harig’s upcoming retirement.
5. Establishing a time for future meetings
Noted that Hengstler and Lane have confirmed availability for November 13 at 1 p.m. Members who were present said they could attend a meeting at that time. At least one of the absent members teaches at that time. We may need to consider Friday mornings as a time for future meetings. We also discussed inviting Denise Gardner to the November 13 meeting to help with clarifying the campus and system roles on data reporting.