UTK Faculty Senate Executive Council

Committee Reports for Consent Agenda for November 4, 2019

Appeals

- No report

Athletics

- No report

Benefits and Professional Development Committee

- No report – Next meeting is November 11, 2019

Budget and Planning

- No report

Diversity and Inclusion Committee

- No report

Faculty Affairs

Faculty Affairs Committee Minutes
Monday October 21, 2019, 3:30-5pm
Dunford Hall 2412

Members Present: Cheryl Greenacre, Nathalie Hristov, Jessica Westerhold, Eliza Fink, Jon Shefner.
Members Absent: Beauvais Lyons, Todd Freeberg, Elizabeth MacTavish, Brian Krumm

Nathalie Hristov presided, as Beauvais Lyons was accompanying his wife for a medical appointment. With no quorum, there was an informal discussion of the following agenda items.

Goal 4: Appendix to Chapter 4 (Beauvais Lyons)
http://senate.utk.edu/wp-content/uploads/sites/16/2019/10/NTTF-APPENDIX-APPR-Promotion-10-09-19.pdf
The committee members present believe we should strike any language suggesting that a faculty member being evaluated is prohibited from discussing their own evaluation with others. We suggested that the last sentence of that section be stricken, and that the section apply only to the administrators conducting the evaluations.

Goal 5: Bullying Task Force (Nathalie Hristov)

Suggest we add this issue to next Faculty Senate agenda.

Adjournment: 4:20pm

_____

Information Items for Next meeting – Monday November 11:
Minutes: September 30, 2019 http://senate.utk.edu/wp-content/uploads/sites/16/2019/10/Faculty-Affairs-Minutes-9-30-2019.pdf

Goal 1: Bylaws Compliance Update: http://senate.utk.edu/wp-content/uploads/sites/16/2019/09/9-27-2019-Bylaws-Audit.pdf (Beauvais Lyons)

Goal 5: Bullying Task Force (Nathalie Hristov and Todd Freeberg)

Chapter 5.6: Dismissal of NTTF in Handbook 5.6 (Brian Krumm)

Goal 7: Report on references to "engagement" in the *Faculty Handbook* in the context of our Carnegie Committee Engagement Designation. Prior discussions about this have sought not to consider engagement as a separate category, but one that reaches across teaching, research/scholarship/creative activity and service. (Jon Shefner)

Graduate Council

- September 26, 2019 Minutes

Library and Technology

The Library and Information Technology Committee met on Monday, October 25th in Hodges 605. A quorum was established and the committee meeting minutes from the September 19th meeting were discussed and approved. Ex-officio members Holly Mercer, Senior Associate Dean of Libraries, attended representing the Libraries, and Jerry Riehl attended representing Office of Information Technology.

Dean Mercer and Associate Professor Rachel Caldwell presented updated information on developments regarding open access in higher education. Following discussion, the committee approved a proclamation to be sent to Provost David Manderscheid which reads:

"The UTK Faculty Senate Libraries and Information Technology Committee endorses the Big Ten Academic Alliance statement on "Sustaining Values and Scholarship."
https://www.btaa.org/about/news-and-publications/news/2019/06/10/sustaining-values-and-scholarship-a-statement-by-the-provosts-of-the-big-ten-academic-alliance

We join with our Big Ten colleagues in our unwavering commitment to support learning and discovery. Universities exist to create and share knowledge. We also recognize that our current academic publishing system hinders both creativity and sharing. As noted in the Big Ten statement: "The majority of published research is locked behind paywalls and accessible

only to a shrinking number of institutions whose libraries can afford the subscription or license."

We agree that our institutions must continue to work to change the funding model of our current academic publishing system, and we believe that we must also continue to work for a fully open scholarly communications ecosystem.

An open and financially sustainable scholarly communications ecosystem would fuel research and learning. We also believe such changes would allow for re-investment in libraries in ways that better support the current and future needs of our students and faculty as well as society at large."

The statement will be forwarded on to Provost Manderscheid. The committee asked Professor Rachel Caldwell to present a full report on open access and next steps to the committee this academic year, and she graciously agreed. Having open access presented to the full faculty senate was also discussed and agreed upon, date to be determined.

The committee also discussed classroom technology shortcomings on the AG campus, which were commented on by a faculty senator in the full faculty senate meeting on October 14, 2019. Jerry was going to investigate the technology levels on that part of the campus, particularly regarding overhead document cameras.

The next L&IT Committee meeting is Monday, November 25, 2019 at 3:30pm in Hodges 605.

Nominations and Appointments

October 4th, 2019
Meeting Minutes
1. Welcome
2. Meeting minutes – N/A
3. Caucus Chairs – Responsibilities
    a. We need to be available to the membership, including other Senators and faculty members. Faculty do not readily recognize that they can go to their Caucus chairs when they have concerns.
    b. We need to prepare for the election as early as possible. In January, we receive a financial statement that highlights FTE ratios and the number of faculty members allocated for each slot on the Faculty Senate. Gary distributed the list of faculty senators by year and also year their term expires. He encouraged us to start thinking about individuals who can fill the slots of people who are rotating off the senate. Typically, we have 2 people competing for each slot.

c. The requirements are that you are a faculty member and that you create a brief biography that highlights your interest and what you hope to accomplish. The information goes to Shawn (President-Elect). Andrea recommended that we consider a change in the way we structure the senators; ask Sharonne about the recruitment of new senators; we need to make sure we are not recruiting the same individuals (if they have served two terms in a row, they have to be off the senate for at least 3 years before they can run again). In early March, we will provide the chairs with a sample ballot. Cary Springer of OIT will create an electronic ballot for each caucus chair and send it to you. An email will come from Shawn and Cary asking faculty in your area to vote. The results are tabulated and shared with Shawn. The announcement of winners takes place in April so we try to have the election done in March. The Caucus Chair will write a letter of congratulations along with a letter from Shawn and Gary. If you are planning to rotate off being a Caucus Chair, we need to figure that out in May. We are hoping to have a seamless flow from one year to the next and this structure provides us with the potential to do this. Each Caucus Chair should have a listserv (need to look into this and make sure this exists for each Caucus Chair; talk about it at Executive Council meeting on Monday). Check on making sure the Chairs know each department within the Caucus area; check the bylaws and revisit them. Make sure non-tenure track faculty are included on the listservs. We can meet again in November and ask Cary Springer to attend the next meeting. We can set a meeting in January once we receive the financial statement list.

d. Things come up from time to time that would be essential for sharing with the Caucus Chairs. The Chairs share as an essential part of communicating with the Senators. Encourage the caucus chairs to create a listserv of their senate representatives.

e. Helpful suggestions: Err on the side of too many nominations as opposed to not enough, and start early; when members who run are frustrated, encourage them to get involved in other aspects of governance; when faculty reach out to Caucus Chairs with their concerns, they can be shared with any one of the members of the leadership team (start with Shawn and he will share it with the leadership) and we can always convene to talk about an issue that seems really critical or important.

4. Other Business

   a. Bereavement leave – chair talked about an issue with the policy and the way it was handled; Caucus Chair can make sure faculty members know that there are committees established to address different types of concerns. We talked about the importance of awareness and sharing challenges.

   b. Standardization of Dean evaluation process – contact Beauvis Lyons about this challenge; it may be part of a bigger conversation to have with the leadership.

   c. PPPR – anxiety related to the process; may be an in issue for the senate to consider reviewing the clarity of the bylaws related to the assessment process (Caucus chair will send a note about this to Gary – Jennifer Akerman).

   d. Voting representation for Faculty Senate on UT Board of Directors – we are pushing for a voting student and a voting faculty member; we need as many voices as we can on this issue; we can contact our elected officials and encourage other faculty to do the same; a Chair brought up the idea of writing a position paper and submitting it to THEC; the better connection may be the Governor.

   e. Advisory Board for transparency website – there currently is no representation; the lack of transparency has created a lack of trust in the administration.
5. Adjournment – meeting adjourned at 11:00am.

Non-Tenure Track Issues Committee
- No report

Research Council
Research Council
Meeting Date: Oct 9, 2019

Items of Business
1) Draft policies on Training for the Responsible Conduct of Research Council and on Authorship in Scholarly Publications were presented and discussed by Holly Mercer (in her role as Faculty Fellow in the Office of Research). Discussions focused in part on the policies themselves, as well as underlying issues that motivate the need for the development and implementation of such policies. Relative merits of on-line versus in-person trainings were also discussed.

2) Members of the Office of Research and Engagement presented on current and strategic activities. One presentation focused on productivity metrics beginning to be tracked by ORE, such as publications, proposed and granted amounts of research contracts, external presentations, etc. Input was requested on identifying other metrics ORE should track. A second presentation focused on research development programs, such as Community of Scholars, which is evolving.

Teaching and Learning Council

Meeting Minutes from 10/16/19
Submitted 10/24/19

Co-chairs: Amadou Sall and Kristin Rearden
Attending: Mike Gilchrist, Karen Jones, Thura Mack

Below is a brief description of the meeting with action items.
1. Sharing of department or college rubrics/checklists used for teaching evaluations of TTF/NTTF
    - Kristin shared the peer teaching observation protocol used in the Department of Theory and Practice in Teacher Education. All faculty, regardless of rank and tenure status, serve as observers in addition to being observed. This has helped NTTF in particular with promotion as the evaluation provides evidence of teaching expertise.

ACTION ITEM: If there are other departmental peer teaching protocols, please share them with Kristin (krearden@utk.edu) so we can begin to compile examples.

2. Chancellor's Honors Teaching Awards
    - Teaching Awards process: (Description from TLC minutes, 10/01/18): Once the nomination period is complete, nominees forward their CV, a two page teaching philosophy, and a representative syllabus to the Teaching Awards subcommittee. The subcommittee reads and ranks the portfolios by early January. These rankings are used to determine the 9-10 finalists. In January and February, subcommittee members perform classroom visits for three of the finalists. Subcommittee members prepare an evaluation and ranking of each of their finalists. Three to four winners are determined based on these rankings.
    - Based on the level of work involved in this process, it was suggested that the Chancellor's Honors Teaching and Advising Awards become a separate Faculty Senate subcommittee starting in 2020-21 if possible.

ACTION ITEM: We worked with Sharonne Winston to update the Teaching Awards nomination form, which is now posted at https://senate.utk.edu/2019-chancellors-excellence-in-teaching-award/. The deadline is December 15, 2019, which is a little later than previous years. Please share this link!

ACTION ITEM: We need a Teaching Award subcommittee to support the process of reviewing nominations and eventually observing classes of the top 9-10 nominees. Please consider serving on this

subcommittee. It's enriching to observe the great teaching occurring in other departments across the university. If you are interested, please contact Kristin at krearden@utk.edu.

ACTION ITEM: Amadou will be discussing the need for administrative support for the Teaching Awards with the Chancellor's office. He will also with Gary about establishing a separate committee for the Chancellor's Teaching and Advising Awards. This would allow future Teaching and Learning Council members more time to focus on university-based teaching initiatives.

ACTION ITEM: Matthew Theriot is scheduled to attend our next meeting. During that meeting, we will discuss ways that previous Chancellor's Honors Teaching Award winners can be involved in teaching initiatives across campus.

3. Chancellor's Honors Advising Awards
   - Advising Awards process: Phyliss Shey, Administrative Coordinator in the Office of Associate Provost for Student Success, has already been receiving nominations. She coordinates the call for nominations, the processing of these nominations, and the scheduling of the interviews for the finalists.

ACTION ITEM: We need a one-person subcommittee to serve as the liaison between the Teaching and Learning Council and the Advising Awards committee (composed of past winners of this award). Could you please consider serving on this subcommittee? Let Kristin know if you are willing to serve (krearden@utk.edu).

4. Upcoming meeting 11/21/19 3:45 pm – 4:45 pm, location TBD
Tentative agenda:
   - o Status of the Chancellor's Teaching Awards nominations/subcommittee
   - o Status of the Chancellor's Advising Awards
   - o Presentation by Matthew Theriot on ways that the Teaching and Learning Council can collaborate with his work as Director of Teaching and Learning Innovation
   - o Other updates from Council members

Undergraduate Council
   - [October 15, 2019 Minutes](#).

Undergraduate Council Summary Report – October 15, 2019
Submitted by Anthony Welch, Chair
Academic Policy – No report.
Advising (April 23 and September 17) – The committee shared standing reports from the Associate Vice Provost for Student Success and the UTK advising community. These items were informational only and did not require action from the Undergraduate Council.
Appeals – No report.
Associate Deans – No report.
Curriculum (October 1) – The committee presented a low-impact revision to the 2019-2020 catalog to clarify the requirements of the Information Sciences minor program, and proposed to drop three HSP

courses, effective Fall 2020, that have not been taught for several years. The committee also presented a proposal, approved by e-vote after their October 1 meeting, that establishes a process for updating the UTK catalog in response to curricular changes enacted by the University of Tennessee Health Science Center (UTHSC) for the 3+1 joint degree program in Audiology and Speech Pathology, in accordance with the Memorandum of Understanding that governs this program. The Undergraduate Council approved all of these proposals without opposition.

General Education (September 11) – The committee proposed the approval of several courses for the Volunteer Core curriculum, effective Fall 2021, in the WC and GCI categories. The Council unanimously approved the proposed courses. The committee also shared informational items related to course proposal forms and templates, the course approval process, and plans for Vol Core program assessment.

University System Relations Committee

- No report