

# UTK Faculty Senate Executive Council

## Committee Reports and Updates for May 5, 2021

### Appeals

- Currently one active appeal, under investigation by a review panel with three members.

### Athletics

- See September 28, 2020, November 9, 2020, January 19, 2021, and March 29, 2021 Minutes here: <https://senate.utk.edu/archives/senate-reports-minutes-publications-2020-2021/>

### Benefits and Professional Development Committee

Our committee began the year by working with the Center for Career Development to develop a form for Handshake that faculty/staff in need of childcare can use to connect to students seeking part-time or occasional employment. We also worked to answer and address faculty questions/concerns related to COVID-19. Currently, we are waiting to see what optional amendments the State decides to make to the 2020 and 2021 FSA plans that are allowed based on the Government Stimulus Bill that was passed in December. Depending on what the State decides, we could write a resolution. We are also working with the Student Counseling Center to provide information to faculty and possibly create an optional training on KATE related to handling students with a mental illness or students experiencing a mental health crisis.

### Budget and Planning

- See September 28, 2020, October 26, 2020, March 8, 2021, and April 12, 2021 Minutes here: <https://senate.utk.edu/archives/senate-reports-minutes-publications-2020-2021/>

### Diversity and Inclusion Committee

#### **Faculty Senate Diversity and Inclusion Committee :2020–2021 Final Report**

**Co-Chairs:** Joel Anderson (Nursing) and Michelle Violanti (Communication Studies)

**Members:** Amber Roessner (Communication and Information), Samereh Abdoli (Nursing), Jason Brown (Art), Freida Herron (Social Work), Richard Wood (Engineering), Nadia Fomin (Physics), Lisa Merritt (Nursing), Stefanie Benjamin (Retail, Hospitality, and Tourism), Solange Munoz (Geography), Laura Trujillo-Mejía (Hispanic Studies), and Mary McAlpin (French)

#### **2020–2021 Committee Goals/Priorities:**

Our goals for the 2020–2021 academic year were to better define what we do as a committee and how we might collaborate with other diversity, equity, and inclusion (DE&I) groups across campus, as well as serving to hold administration accountable regarding DE&I issues. Particular issues discussed throughout the year included the need to support international faculty going through arduous visa and immigration processes, updating the

information submitted to the Campus Pride Index, continuing our work regarding invisible differences and overlapping identities (e.g., religion, sexual orientation, ability, etc.), and ensuring DE&I initiatives did not fall by the wayside in response to COVID (e.g., anti-bullying initiative stalled). Invitations were extended to Chancellor, Provost, and Vice Chancellor Small to meet with our committee. Vice Chancellor Small met with us in April 2021. Additional accomplishments are outlined below.

### **Meeting Dialogues:**

The committee discussed, reviewed, and followed up on progress related to previous communications from administration (i.e., response in July to letters from CRC and UCW regarding racial equity and social justice) and reports submitted to administration (i.e., Diversity Champions report). We gathered information from Shea Kidd Houze, Dean of Students, and Javiette Samuel, Assistant Vice Chancellor for Diversity and Engagement. We met with Kari Alldredge, Vice Provost in the Division of Enrollment Management, who presented information related to strengthening efforts to recruit and retain students of color. We provided input to Mary Lucal, Associate Vice Chancellor for Human Resources, and Diane Kelly, Vice Provost for Faculty Affairs, regarding supports, programming, and services for the return to campus and re-entry to campus life for faculty and staff. We met with Vice Chancellor Small to discuss progress on DE&I issues at the administrative level and how our committee can be better integrated into the formal DE&I structure.

### **Negotiating Invisible & Emotional Labor Amid the "Twin Pandemics":**

We co-sponsored a panel discussion with the Division of Diversity and Engagement to promote an intersectional dialogue around navigating and negotiating invisible and emotional labor amid what the news media have referred to as the "twin pandemics," the COVID-19 pandemic and the chronic disease of structural racism and systemic injustice. The panel was designed to 1) center the lived experiences of those who, as research indicates, bear the greatest burden of invisible and emotional labor on university campuses and 2) to offer agency in developing solutions that recognize, revalue, and reward invisible and emotional labor. Panelists included Wendy Braun (English), Ashleigh Eldemire-Poindexter (Business), Jessi Grieser (English), Anne Langendorfer (English), Shawn Spurgeon (Education), and Erin Whiteside (Communication and Information). The panel was moderated by Amber Roessner (Communication and Information).

### **Resolution to Suspend the Use of TNVoice End-of-Course Student Survey Results in Faculty Evaluation and Promotion for the Duration of the Pandemic:**

We co-sponsored a resolution with the Non-Tenure Track Issues Committee to suspend the use of TNVoice End-of-Course student survey results during faculty evaluations and promotion for the duration of the pandemic given the use of TNVoice Student Surveys disproportionately and inequitably affect the evaluation and promotion of faculty in marginalized or minoritized groups and non-tenure-track faculty.

### **Resolution on Non-Tenure Track Faculty Diversity Issues:**

In response to a communication from a Senior Lecturer in the Department of English that raised issues related to diversity among non-tenure track faculty, including hiring practices, we put forward a resolution to address the issues raised (co-sponsored by the Non-Tenure Track Issues Committee) that calls on the Provost to work with the Faculty Senate to adopt universally the faculty hiring practices outlined in the 2018 Diversity Champions Report, share data to understand the racial demographics of non-tenure track faculty, and develop initiatives to foster a better sense of community among faculty of color regardless of track.

**Priorities for the 2021–2022 academic year:**

The committee continues to evaluate its purpose and goals in alignment with the goals of the Senate and in collaboration with other committees, commissions, and task forces across the university focused on DE&I. The committee is committed to ensuring this work does not get lost during the pandemic and beyond. We hope to work more formally with the Division of Diversity and Engagement during the coming academic year, with an eye toward creating a culture of inclusion and equity across campus.

## **Faculty Affairs**

- See End of Year Report <http://senate.utk.edu/wp-content/uploads/sites/16/2021/04/Faculty-Affairs-2020-2021-Year-End-Report.pdf>

## **Graduate Council**

- Graduate Council Minutes for March 25, 2021 can be found here: [https://trace.tennessee.edu/utk\\_gcminutes/116/](https://trace.tennessee.edu/utk_gcminutes/116/)

## **Library and Technology**

**Library and IT Committee**

**March 23, 2021**

**Zoom**

### ***MEETING MINUTES***

**Attendees: Rachel Caldwell,\* Robin Bedenbaugh,\* Michelle Brannen,\* Mark Collins,\* Jean Derco, Karen Franck,\* Jennifer Gramling, Asafa Jalata,\* Kinley Koontz,\* Jacob Latham,\* Scott Mackenzie,\* Dean Mitseas,\* Joel Reeves, Rob Spirko,\* Dan Wang,\* Teresa Walker (Bold indicates present, \* indicates voting member)**

1. Rachel Caldwell welcomed everyone to the meeting. The meeting began at 4:02pm.
2. Approve Minutes: The minutes from the February Library and IT Committee meeting were approved by the quorum.
3. Updates
  - Proctorio- Joel Reeves
    - i. The Proctorio contract has been approved.

- ii. Proctorio has not been released to everyone yet. Mark Collins has already used Proctorio with his class. Math has also been given access as an early adopter.
- iii. Proctorio will be fully engaged for the Fall semester and Respondus will be phased out.
- iv. Mark said that using Proctorio has gone very well so far. Apple users experienced some issues that were easily fixed.
- v. Joel asked Mark what advantages Proctorio has over Respondus. Mark said that Proctorio is very customizable at the Faculty level. The Proctorio website clearly guides you through the different settings that can be applied.
- vi. Joel thanked Mark for being an early adaptor to Proctorio. Utilizing the software in a live scenario is the best way to see how it actually runs.
- vii. Mark asked when Respondus will be disabled. Jean Derco said that it will run until August.
- viii. Joel said that he has had a couple of students protest their privacy when using the software. After a conversation with the General Counsel, it is up to the instructor if they want to grant an accommodation through an in-person exam or some other method.
- Google – Joel Reeves
  - i. Starting in July 2022, education fundamentals will still be free of charge, but there is a cap of 100 terabytes of storage. As a campus, we are already well over that mark.
  - ii. There are several different options to choose when making the purchase.
  - iii. Potential Email Service Change in 2021
  - iv. Jacob Latham said that several people in his department use Google for their classes more than they use Canvas.

#### 4. Announcements

- OIT/Reeves: Later this summer, terminated employee access to email services will be set for 30 days. It is currently 1 year. Automatic Email forwarding will be restricted to approved destinations.
- Passwords- Joel Reeves
  - i. Since most password changes have been eliminated, once a year you will receive a popup when you login that says you accept the University's acceptable use policy by using these resources.
  - ii. This change was deployed by OIT this week.
- Pilot Virtual Reality Class- Mark Collins
  - i. In the Fall Semester UT HCB will have its first Virtual Reality class.
  - ii. Virtual Reality with Oculus Quest headsets are being used. The class will meet one day a week in the classroom and the other day through VR.
  - iii. Jacob Latham said that he could see himself using VR for his class. It would be great to take his students through a tour of a Roman history site.

- iv. Joel asked Mark how they are purchasing the headsets. Mark said that his department is purchasing them for the students. The students have to check them out and sign the UT good/fair use agreement. Cleaning of the equipment is still being discussed.
  - v. Michelle Brannen said that her department does not have the Oculus Quest but has the older version of the Oculus headset. They are looking at a large sanitizing box so the equipment can be efficiently cleaned between uses.
5. Adjournment: Meeting adjourned at 4:36pm. The next L&IT Committee meeting is scheduled for April 20, 2021 at 4:00.

**Minutes submitted by Mary Mebine. Edited by Rachel Caldwell.**

## **Library and IT Committee**

### ***MEETING MINUTES***

**January 19, 2021**

**Zoom**

**Attendees: Rachel Caldwell,\* Robin Bedenbaugh,\* Michelle Brannen,\* Mark Collins,\* Jean Derco, Karen Franck,\* Jennifer Gramling, Asafa Jalata,\* Kinley Koontz,\* Jacob Latham,\* Scott Mackenzie,\* Dean Mitseas,\* Joel Reeves, Rob Spirko,\* Dan Wang,\* Teresa Walker (Bold indicates present, \* indicates voting member)**

1. Welcome:
  - a. Rachel Caldwell welcomed everyone to the meeting.
  - b. The meeting began at 4:03pm. Members introduced themselves (new student representative attending).
  - c. Associate Dean Teresa Walker will be attending in place of Dean of Libraries, Steven Smith, for remainder of semester.
2. Approve Minutes
  - a. The minutes from the November and January Library and IT Committee meeting will be voted on during the February 2021 L&IT meeting.
3. Old Business
  - a. Revisit Goals
    - i. Since it is the start of the semester, we will revisit goals from last semester. Please share any comments on how we are doing.
    - ii. Focus on improving integration services with online classes.
    - iii. Mark Collins said that he believes the current approach worked well in the Fall and doesn't see a reason to change it.

- iv. Michelle Brannen said that the Committee could go back to the spreadsheet that contains the other Committees' goals and have a discussion about potential ways we could interact with them.
- v. Several Senate committees' goals were incomplete on the Senate site. We should revisit, update our spreadsheet, then reach out to the committees whose goals are not posted.
- vi. This will be added to the agenda for February.

b. White Paper

- i. Rachel Caldwell and Michelle Brannen are working with Faculty Affairs to introduce the white paper on open, public access as service to Senate. Draft document [here](#).
- ii. Faculty Affairs Committee is reviewing the handbook as well as departmental documentation on APPR. This is a good time to ask departments and leadership about including this service as another option for publishing or archiving.
- iii. This was presented by Michelle Brannen and Rachel Caldwell to the Chair of Faculty Affairs Committee last semester.
- iv. Michelle Brannen and Rachel Caldwell have been asked to attend the Faculty Affairs Committee meeting in February.
- v. There have been a number of concerns related to some faculty fearing this would be punitive. Questions will be addressed at the upcoming February meeting.
- vi. Faculty Affairs may benefit to hear from individuals who feel this is important and the reasons why sharing research with the public is a good thing.
- vii. If anyone in this committee feel strongly about open access archiving and the benefit it can bring to researchers, please contact Rachel Caldwell or Michelle Brannen.

c. Panopto

- i. Jacob Latham asked if any questions have arisen in regard to Panopto. Joel Reeves said he has not heard of any issues or complaints related to Panopto thus far.
- ii. Dean Mitseas asked if there are resources for instructors to teach them how to utilize Panopto. Joel said that there are workshops that are offered. See website at <https://oit.utk.edu/news/new-lecture-capture-system-panopto/>.
- iii. Dean Mitseas asked if there is place instructors can go to learn how to integrate all the different software types with Canvas? Joel Reeves said that there are approximately 30 different products that are integrated into Canvas. Typically, it is per user needs and most users need a specific set of instructions. Joel Reeves will look for a list all the software that is offered and share with this group. (The Canvas Integration list is [here](#).)

- iv. Rachel Caldwell provided the following link that can be useful <https://teaching.utk.edu/>. Joel Reeves provided the following link that can also be useful <https://oit.utk.edu/instructional/strategies/creating-online-lectures/lecture-capture-tools/>

d. Proctoring Software

- i. Purchasing is still negotiating for the best and final price with Proctorio.
- ii. Proctorio will replace Respondus Monitor Lockdown Browser.
- iii. Rachel Caldwell asked if Joel Reeves believes there will be any pushback on Proctorio since proctoring software has recently been in the news related to privacy concerns. Joel said he does not believe so because there has been a statewide group to evaluate Proctorio and they believe it is the best on the market at this time.
- iv. Mark Collins asked if there is a chance that we will be able to use something in addition to or in place of Respondus this semester. Joel Reeves said that he is unable to answer that at this time.
- v. Mark Collins mention the charge of Piazza in Canvas. Teresa Walker said that it is being used in Algebra and some other courses. Joel Reeves will look into this and provide additional information at the next meeting.

e. Survey Software

- i. Joel Reeves asked if anyone has a favorite survey software. Mark Collins said that he prefers Qualtrics. Joel Reeves said that he gives Qualtrics his full support as long as their pricing stays reasonable.
- ii. Josh Price is leading that RFP. There is a statewide group looking into this as well.

f. Zoom Pro

- i. Joel Reeves said that Zoom Pro is now enterprise wide. All faculty and students now have Zoom Pro.
- ii. This was not offered automatically to staff. If a staff member needs Zoom Pro, they can call the HelpDesk to request that.
- iii. Rob Spirko asked what is the advantage of students having Zoom Pro? Joel Reeves said that Zoom doesn't really charge for us for the student licenses.
- iv. Teresa Walker said that students have been using Zoom Pro for collaborating and hosting study groups.
- v. Michelle Brannen said that students can also save an unlimited number of recordings.
- vi. Dean Mitseas said that he was able to utilize Zoom for team projects and meetings with instructors. Having the ability to call and set up study groups has been a wonderful tool.

- g. Email Updates (Gmail, Forwarding Policy, Retention Policy, External Email Notices, Retired and Alumni Email Accounts, Etc.)
  - i. Joel Reeves is asking for feedback on a draft policy provided [here](#). This is currently being discussed by the Systemwide Chief Business Officers. Joel Reeves will send to the Chair of L&IT once it is approved.
  - ii. There are approximately 400-500 people who have been able to use institutional Gmail organically (moving from student to staff/faculty positions), but it has not been an option we have offered otherwise until recently.
  - iii. For the retention policy, the retention period for terminated staff would be 30 days rather than a year as risk management measure. A request for two 30-day retention periods can be requested. A notification would be sent out informing the user that their email is going to expire.
  - iv. In regard to forwarding emails, UT business emails and student information should not be forwarded to .com email addresses.
  - v. The external email tag showing that emails were coming outside of a University will no longer be displayed. Putting that tag in the body of the email is technically tampering with the email itself. This has caused some issues with the Gmail integration.
  - vi. Retirees and Alumni may be moved to a separate domain. There is some value in doing so from a risk management and licensing perspective.
  - vii. Jacob Latham asked why individuals want to change to Gmail? Joel Reeves said they some prefer Gmail so that all their emails are in the same place or they like Gmail's interface. This allows controls to be put in place when forwarding emails.
  
- h. Performance reviews
  - i. Joel Reeves asked for any feedback positive or negative in regard to the online employee/staff performance reviews. Changes will be minimized right now, but when this employee performance review cycle is complete, we will address the feedback received for the next cycle.
  - ii. Rachel Caldwell asked if there will be a survey sent. Joel said that he the online performance reviews is already written around policy, but he doesn't believe there will be a survey.
  - iii. Instructions will be sent out for questions that have already been mentioned.
  - iv. The five primary categories on the summary review page will change in 2022 to reflect diversity and inclusivity as a primary goal.
  - v. Staff members have reported that it took them approximately 1/3 of the time to complete the performance review from prior years.

#### 4. Adjournment

- a. Rachel Caldwell adjourned the meeting at 4:52pm.



- b. The next L&IT Committee meeting is scheduled for February 16, 2021 at 4:00.

Minutes submitted by Mary Mebine

## **Library and IT Committee *MEETING MINUTES***

### **Nominations and Appointments**

- No report

### **Non-Tenure Track Issues Committee**

- No report

### **Research Council**

- All minutes from Research Council meetings can be found here:  
<https://researchcouncil.utk.edu/minutes/>

### **Teaching and Learning Council**

#### **Faculty Senate Teaching and Learning Council (2020-2021 Summary Report)**

The teaching learning Council met several times this 2020 – 2021 year in response to their primary task for the year related to the central role with the Chancellor's awards. There are two awards that the Teaching and Learning Council fully coordinate, including the chancellors teaching award and advising award. The committee prepared the award announcements and guidelines in the fall semester. During the spring semester the TLC received nominations for both awards, initiating a detailed process of reviewing and ranking award nominations, determining finalists, and then engaging in more detailed interviews. For the advising award this entailed an interview with finalists and for the teaching award this included classroom observations. After a lengthy process of discussion, analysis, and rankings, the committee completed its recommended for award winners. There were four awardees for the teaching award, two awardees for the faculty advising award, and two awardees for the staff advising award. The leadership of the TLC also engaged in providing their recommendations on other chancellor's awards including that of the Macebearer.

An initial session was held with the Teaching and Learning Innovation office, but at that time the time-consuming award review processes and rankings were in full force and there was no further follow up with TLI. The amount of time and effort that went into the award process did not leave the TLC membership with much time to address other central concerns of the council such as learning. This has led to a legitimate concern by the TLC membership and leadership that this council needs to be divided into two subcommittees. One subcommittee would address the chancellors awards well the second committee would address working with the universities teaching and learning innovation center to promote overall teaching and learning at the University of Tennessee Knoxville.

## **Undergraduate Council**

- The UG Minutes of 4/13/2021 can be found here:  
[https://trace.tennessee.edu/utk\\_undergradcouncil/120/](https://trace.tennessee.edu/utk_undergradcouncil/120/)

## **University System Relations Committee**

- Update from Systems Chair, David Patterson: I am calling a meeting of our committee on April 12<sup>th</sup> at 3:30 EDT. The focus of the meeting will be to review our goals for the year and to update the committee on the work of the University Faculty Council. While I do not know of her availability, I will invite Dr. Stacey Patterson, Vice-President for Research, Outreach, and Economic Development to join us for a portion of the meeting.
- Here's a Zoom link for the meeting. <https://tennessee.zoom.us/j/98497973595>