

UTK Faculty Senate Executive Council Meeting  
Monday, January 29, 2024  
3:05 pm – 5:00 pm  
Executive Dining Room, 377A Student Union  
MINUTES

Attending: D. Alderman, K. Alldredge, S. Benjamin, E. Bernard, A. Bolton, M. Brannen, J. Coble, B. Coldren, M. Collins, B. Cooper, B. DuBois, O. Driskell, D. Kelly, R. Kite, B. Krumm, A. Langendorfer, J. Laughter, S. Madison, C. McAlvin, B. Ownley, P. Palies, A. Roessner, A. Schoenbach, B. Schussler, R. Spirko, M. Violanti, R. Zakrajsek, J. Zomchick.

- I. Call to Order at 3:05pm, Amber Roessner presiding
- II. Approval of Minutes
  - a. Faculty Senate Executive Council [Minutes from November 06, 2023](#)
  - b. Motion to approve by Senator Alderman, second by Senator Violanti, no discussion, unanimously approved.
- III. Announcements and Reports
  - a. President's Update (A. Roessner)

Roessner invited several special guests and members to offer updates. Interim Vice Chancellor of Finance & Administration Allen Bolton will share updates around university growth, including enrollment, classroom space, parking, and housing and how growing pains might be mitigated through our capacity study; Vice Provost of Faculty Affairs Diane Kelly will share an update on the faculty handbook, including the status of Chapter Four; and Faculty Affairs co-chairs Jud Laughter and Anne Langendorfer will share their informational item around the bylaw audit. We also will review the proposed calendar for executive council and full senate for the upcoming academic year; and we'll consider a feedback request from UFC around the UTHSC Tenure Clock Resolution & Sick Leave Timeline. Finally, we will reserve the last 30 minutes of today's session with our caucus and committee chairs to pick where we left off at our winter retreat by sharing out our top three committee priorities and any reports or business that we might bring before the executive council and senate this spring.
- IV. New Business
  - a. [Update from Interim Vice Chancellor of Finance and Administration Allen Bolton](#) (A. Bolton)

Capacity study and where we are with addressing issues identified in that study. The campus invited consultants in 2021 to look at enrollment growth projections and campus to provide emerging capacity constraints. In the first year after the report, we blew past enrollment projections. It is a combination of new enrollment and year after year persistence of students. Retention or persistence of students jumped to 91% in 2021 from 86-87% previously. Enrollment forecast in the capacity plan compared to where we are now. We are 2500-3000 beyond where projections showed us on the capacity study.

Constraints identified include housing, parking, faculty growth, graduate assistant growth, financial aid support, registrar support. These were in the immediate bucket. Emerging constraints include continued faculty growth, efforts around student success overall, office space guiding space, online strategy. There was moderate growth projected for traditional students and large growth in the online space.

Immediate constraints: housing. In the last year we've made substantial progress on housing issues. Now we can house every freshman we have and 1500-2000 returning students. P3 initiative for resident halls. Last summer the Lakemore Complex was being built off Alcoa Highway. We leased the entire complex. 168 beds in fall 2023 and the rest of complex still under construction. Will have total 512 beds in fall 2024. We have a 5-year lease for this property. We envision this as graduate student housing. P-3 bonds sold last week and work has begun for Phase 1, which includes 2 residence halls (Andy Holt and Caledonia). This project will total 1,900 beds for fall 2025. Phase 2 will be a separate bond sale. Phase 2 will be a site for another residence hall (Lake Loudon and Volunteer) for another 1,020 beds estimated for Fall 2026.

Tanara Teal-Tate, new Executive Director of Parking & Transportation coming March 9. In progress: adding new wayfinding and space availability technology. Transition to zone parking for students in fall 2024. New parking inventory, looking to lease campus adjacent park and ride spaces with dedicated shuttle, creating new lot in River District for a few hundred commuter spaces. Increased utilization of T-bus transit system.

Instructional Personnel (faculty and graduate assistants) is an issue as we grow. It is up to colleges to determine balance and types of faculty and graduate assistants to do instruction. From Fall 2022 to Fall 2023, university added 156 new faculty members. Unsure how many of these were new position or filling existing positions.

Classroom space update from Kari Alldredge, VP for Enrollment Management. There was a software data issue that affected 15-20 classes. They have been using a new event and classroom utilization system. This is the first year we've had this data issue between the feed in banner and our space scheduling software. We have 7% more students on campus this spring than last spring so it impacts the need for classrooms, meeting rooms, and spaces overall. Over time, classroom configurations can change but not be updated in the system so issues around things like not enough seats for students can be impacted by these issues. There is a class scheduling task force that was convened last fall. It consists of faculty members, schedulers, and administrators from across campus. Additionally, facility services interviewed candidates for a new vice chancellor for campus planning and design. This position will help us keep us with new and evolving needs. As we grow enrollment, we have to enforce timetable guidelines. The task force will be a part of recommending timetable guidelines. Current pressure points: double booking, we had about 15-20 instances of this from about 5,000 classes this spring.

Question about an option for making a Monday/Wednesday schedule like Tuesday/Thursday and if options like this are being considered. This is one of the recommendations they have suggested to the committee to consider.

Question about 860 meeting patterns? Are these different class schedules? Can this be simplified? Yes, these are patterns so there might be a class that is close to a standard Mon/Wed/Fri but then has a 4<sup>th</sup> time scheduled so it's unique.

Question about students. Is it easier to be outside of primetime if you have multiple sections of a course? Are we looking at a tiered system for outside of primetime? We may not be looking at that granular a level but we probably need to. For example, if we have multiple sections of a course, we want to diversify those as much as possible but if we have one section then there may need to be different considerations.

Additional positions have been created and we also have had some turnover. As you are hiring, are the tech systems you have, are they helping to navigate this complex system.

Comment about reporting classroom facilities problems. Whomever is answering the phone in facilities sometimes sounds like they are out on a work site and not at a desk. They need support, this is a front-line support person for everyone on campus.

Question, you noted that the complex right now for undergrads will be a place for graduate students. We struggle for space for visiting faculty. Do you have a plan for this? We had not considered this but the complex is large and could possibly help with this issue.

Question about the ways in which we've been leaning on our buses during the parking challenges. There is construction near Neyland that is affecting a bus route. We are hearing concerns from students at the AG campus. They already added a bus to this route because construction on Philip Fulmer is impacting that route. We will look at that data and see if we need to add another.

Comment regarding traveling between AG and main campus. It was noted that some students are driving between ag and main campus because they found it was taking too long to wait and catch the bus.

Question: is there any plan to put parking under structures as we build them on campus? We had a couple of developers propose that but the cost became too much for the residence halls.

Potential Future of the P3 delivery mode (public private partnership). Now that we've had some success, these are some of the possible projects: residence halls; Neyland Entertainment District or hotel – RFP is out; 2 RFP's out for other hotels; childcare – RFI coming soon to see who might be interested in partnering to develop child care center; parking; innovation district; NOT core academic facilities

Question: is there any discussion/consideration for accessibility with the new residence spaces? Yes, developers will adhere to our specifications for this.

Question: is there space for us to weigh in on the entertainment district? What opportunity will we have to weigh in on this plan. Not sure, we are in the RFP process now. Let me talk to the people running this.

Is there discussion regarding possible experiential learning with RHTM students in the entertainment district? Yes, we're interested in those opportunities and have had some conversations.

- b. Faculty Handbook Update from Vice Provost for Faculty Affairs Diane Kelly (D. Kelly)

Rewrote chapter 4 that added new provisions that required Board of Trustees approval that were approved last summer. That work is now with the system and those should be approved soon. We hope to issue a new version of the faculty handbook as soon as that is approved.

We also worked through a backlog of items that were approved by faculty senate last academic year. Changes related to termination procedures for tenured faculty will be on the Board of Trustees agenda in February 2024. Another on the BOT agenda is related to work with faculty needing to change immigration status during probation periods so the probationary period would not be restarted.

At UT System for approval, not needing to go through BOT approval, include removal of mention of the UTIA campus to reflect the merge of campuses, changes to language related to the *Manual for Faculty Evaluation*, updates to Ombuds sections of the *Faculty Handbook*; updated appendices, etc.

There is a forthcoming memo about technical changes including the Order of Appeals update from last fall. There were a lot of updates and changes that went through the system.

Senator Laughter and Pamela Durban created a unique tracker that the faculty affairs committee has access to that and help us keep better track of changes to the handbook. We have had a lot of changes to the handbook in the past few years.

- c. Proposed Schedule for 2024-2025 Academic Year

- i. Executive Council: 09/09/24, 10/14, 11/04, 01/27/2025, 02/17, 03/24, 04/21

- ii. Faculty Senate: 09/16/2024, 10/21, 11/18, 01/13/2025 (if needed), 02/03, 03/03, 04/07, 05/05 + Reception

Do we need to review Senate bylaws that indicate meeting frequency. Note that 2 days scheduled fall on in-service days for Knox County Schools.

- d. Request for Feedback from UFC: [UTHSC Tenure Clock Resolution](#) & [Sick Leave Timeline](#)

Where are these in the process? We had a request from them in late December to review these proposals.

We will have special issue of mini minutes on Feb 2 to get faculty feedback on these 2 issues.

e. Informational Item from Faculty Affairs (J. Laughter & A. Langendorfer)

We did bylaws audit of university. We will provide a link in a future meeting. The 2 things we looked at this year was for a statement on faculty mentoring and a statement on multidisciplinary teams. The audit does include exemplar language of what this might look like in bylaws. This will be added to the agenda for a full Senate meeting?

Question: how do you define interdisciplinary teams?

This will be added to senate website and the link will be shared.

VP Kelly is working with OIT to develop a bylaw repository for housing bylaws in the future. This would help with the audit in the future.

f. Mini-Retreat Follow-up and Committee Reports - Updated Committee Priorities & Goals for Spring 2024

- Athletics: 3 main priorities: understanding changing landscape of NIL and transfer portal, student-athlete support, and implications on academics.
- Awards & Professional Development – Awards – they handle excellence in teaching awards – 19 nominees received in December. Committee will review and then schedule classroom visits. On Faculty Development they met with Diane Kelly’s office and are aware that faculty are missing development opportunities on campus so they are working on strategies to promote this.

Question: can we think about the times when professional development is offered? Many things are offered at the same time on the same days – like brown bag lunches – that might leave out people who teach at that time.

- Diversity & Inclusion: monitoring status of change to Access & Engagement and watching legislature.
- Faculty Affairs: looking at possible revisions to retention review process, new FHB tracker in development.
- Communications: goals around strengthening and creating lines of communications between groups like caucuses and deans. One goal is to lift up faculty voices and achievements. One of the ways they have been doing is to funnel names to media relations of faculty who deserve attention. Also mission of committee is to recruit people for high level positions in faculty senate. There needs to be a way to send emails to all faculty as we are limited to a specific number of times to email all faculty. This access is critical to shared governance. They may be looking to working more with Tyvi Small on campus climate issues. One goal is to generate awareness of faculty burnout issues.
- Finance & Benefits: childcare – meetings are happening now about the RFI being developed. Need to work on salary analysis to be presented in March or April. Looking at faculty and staff mental health resources on campus. Budget update - Colleges met and presented budgets in a group setting. They sent out a document that was a vision with an executive level budget. Institutional Service Units budgets have been in and there are

some questions about requests from ORIED and OIT. This is all preliminary data until we have BOT approval.

- Comment: One thing we need to think about with committees is how to make the work we do have more teeth. Much of that work is being done at the college level under the new budget model. How do we push for salary issues like equity at the caucus level?
- Roessner is going to let administrators know that offering 1 chance at 3pm off campus for feedback on the childcare RFI is not acceptable.
- Undergraduate Council: Committees have been convened to work on a proposal for expedited course proposals. These working groups will meet all semester Jan – April. The first is on institutional processes and the other is focused on online pedagogies. VolCore update – the short answer is they will approve 95 more courses on Wednesday. There is a whole series of structural issues around VolCore such as being created under the previous budget model. Should there be any movement in executive council for VolCore?
- Institutional Affairs: They are working on a few things that overlap with other committees, particularly Diversity and Inclusion and Communication committees. There has historically been a need for this committee to support legislative projects, and there are some communication challenges for how best to do this; for example, could we create a repository of advocacy materials for individuals interested in advocacy work to use.
- Shared Governance: they are a new committee. People from faculty senate, SGA, grad student senate, etc. Each group has very different foci – the common points are infrastructure issues, growth issues, and diversity.
- Teaching & Learning : task force to help with course evaluations. They want to learn more about evaluations being removed from the handbook. They have questions about online learning like ownership of materials created for online materials.

Meeting adjourned at 5:05pm.

#### V. Information Items and Committee Reports

- a. Unapproved Faculty Senate [Minutes from November 20, 2023](#)
- b. [Winter Retreat Materials](#) and [Working Google Document](#)
- c. [Draft Committee Reports](#)
- d. [Digital Learning at UTK – Summary](#)

#### VI. Adjournment

Appendix:

#### **Prospective Agenda Items For Future Senate Meetings This Spring**

**February 12, 2024**

Student Mental Health (J. Zambito)

**March 4, 2024**

Hazing Prevention (H. Flavin)

**Future Meeting**

**Upon Determination of Faculty Affairs**

*Faculty Handbook* 5.6 [Voting Item](#) (J. Laughter and A. Langendorfer)

**Upon Outcome in Undergraduate Council**

Expedited Modality Review Process Potential Voting Item (J. Zomchick)

**Please don't forget to mark your calendar for these upcoming meetings:**

- Feb. 08, 3 p.m., Student Union Room 377A, Faculty Chat
- Feb. 19, 3 p.m., Student Union Room 262A, Optional Green Zone Training