

UTC Faculty Senate Minutes
Signal Mountain Room, University Center, 3:10 p.m.
September 7, 2006

The minutes can also be found at <http://www.utc.edu/Departments/fcouncil/minutes.php>.

<u>Division</u>	<u>Present</u>	<u>Absent</u>
President	Gavin Townsend	
Past-President	Richard Rice	
At-Large	Cheryl Robinson, Jim Hiestand, Joanie Sompayrac, Michelle White, Randy Walker, and Judy Wakim	
Adjunct	Jean Howard-Hill	
Behavioral	Lyn Miles, Fritz Efaw, Helen Eigenberg and Shela Van Ness	
Business	Debbie Archambeault, Beni Asllani, Chris Brockman, and Diane Halstead	
Engineering	Roger Briley, Claire McCullough, and Ignatius Fomunung	Kathy Winters
Fine Arts	Stuart Benkert, Mac Smotherman, and Jillian Zwilling	
CHEPS	Kay Lindgren, Linda Johnston, John Freeman, Dolly Gerregano, Michelle Vineyard, and Dana Wertenberger	
Humanities	Jennifer Beech, Rebecca Jones, Joe Wilferth, Felicia Sturzer, and Matthew Guy	
Library	Mike Bell and Jason Griffey	
Math & Science	Sharon Brueggeman, Betsy Darken, Bob Marlowe, and Manuel Santiago	Peggy Kovach
Ex-Officio	Roger Brown, Herb Burhenn, Jocelyn Sanders, David Pittenger, and Theresa Liedtka	Richard Brown and Hugh Prevost

Among the Guests Present: Charles Nelson, Yvonne Kilpatrick, Tom Patty, Fran Bender, Terry Denniston, Chuck Cantrell, Bruce Hutchinson, and Rick Hart

Summary: President Townsend welcomed everyone back and gave an organizational summary of the campus. Jim Hiestand gave a review of parliamentary procedure. President Townsend discussed issues that he wishes the senate to tackle this year, including ROTC, the faculty association. President Townsend also asked how we would like to choose the additional faculty member for the University Faculty Council (for the UT-System). It was moved that the representative be chosen by the senate, but that he/she need not be a member of faculty senate. This motion passed by acclamation. The motion to pass the course substitution policy was discussed at length. The policy was revised and passed by acclamation. Bruce Hutchinson, chair of the curriculum committee, asked that all curriculum proposals be submitted (with completed cover sheet) by November 15. In addition, it was moved that any changes to the prerequisites to prerequisite language and equivalence course language in the undergraduate catalog be accepted as information items. This motion passed. Rick Hart, new director of athletics, addressed the senate. He wanted the senate to know that his office wants to work through us. He was proud to announce that as of yesterday the football team had 100% attendance in classes. Chancellor Brown discussed the UT-system branding process, the Chancellor's Challenge, the strategic planning of the mission statement and the capital campaign. Provost Burhenn thanked all departments for accommodating the 260 extra students who enrolled in the fall.

Attachments:

(1) President Townsend's PowerPoint:

http://www.utc.edu/Departments/fcouncil/Archives/2000_2010Archives/2006_07/2006_07Attachments/2006PresidentTownsendWelcome.pdf

(2) Crib Sheet for Robert's Rules -- courtesy Jim Hiestand

http://www.utc.edu/Departments/fcouncil/Archives/2000_2010Archives/2006_07/2006_07Attachments/2006CribSheetRobertsRules.pdf

(3) Final Version of the Course Substitution Policy

http://www.utc.edu/Departments/fcouncil/Archives/2000_2010Archives/2006_07/2006_07Attachments/2006FinalCourseSubstitutionPolicy.pdf

Detailed Minutes

1. **Call to order:** Meeting was called to order at 3:13 P.M.
2. **Approval of minutes from April 20, 2006:** The minutes were approved without any changes

http://www.utc.edu/Departments/fcouncil/Archives/2000_2010Archives/2006_07/2006_07Minutes/2006Minutes_0420.pdf

President Townsend then gave an introduction to the senate using a slide presentation. The slide presentation can be found at:

http://www.utc.edu/Departments/fcouncil/Archives/2000_2010Archives/2006_07/2006_07Attachments/2006PresidentTownsendWelcome.pdf

The presentation gave an organizational chart of the senate and an administrative flow chart. President Townsend discussed the university faculty council which is composed of faculty representatives and presidents from each UT system campus. The purpose is to advise President Peterson. The third slide listed the functions of the senate.

3. Parliamentary procedure – Jim Hiestand

Jim Hiestand handed out a crib sheet of parliamentary procedure. It gives a summary of Robert's Rules (RR). It can be found at:

http://www.utc.edu/Departments/fcouncil/Archives/2000_2010Archives/2006_07/2006_07Attachments/2006CribSheetRobertsRules.pdf

He went over the sheet's details. Voting: an abstention has no outcome on the vote. Majority is counted on the votes, and abstentions are not a part of the vote. Faculty senate voted a number of years ago to officially record abstentions. Bodies can always establish their own by-laws and they can vote to suspend the rules. You can do what you want as long as you do it orderly. The purpose of RR is to make sure the meeting is conducted in an orderly fashion. The rest of the handout has several topics that come up and explain if a second is needed, if it is debatable, if it is amendable, and how the vote works. You can only have 2 amendments on the floor at one time. They are considered in reverse order. We frequently use friendly amendments that are useful for minor wording changes. The most confusion happens when too many amendments are on the floor. You can appeal the chair's decision, this requires a majority vote. The chair does not normally vote. The chair can vote to break a tie or force a tie. During the debate, try to give everyone a chance to speak. Dividing the question is simply splitting it up to separate out the controversial portion. Dividing the assembly is a non-voice vote and must be requested by a member. It is not debatable. A secret ballot requires ¼ of the membership present to request it. What can you do if you don't have a quorum? Nothing, according to RR. There are no loopholes in RR for this. Fritz Efav asked about point of order. Does it take precedence? Jim Hiestand: Yes, it does. Bob Marlowe asked what a quorum is. Jim Hiestand: It is 50% of members plus 1, which for the current faculty senate is 16 members present. A vote can be reconsidered, but only changed if someone from the winning side makes the motion to reconsider. Substitute motion is like an amendment. Tabling a motion is a motion to kill what is on the floor. A motion can be withdrawn without objection. According to Jim, we all now know as much about RR as him. Jim's function is to handle technicalities so Gavin can run the meeting. Randy Walker pointed out the Jim is a member of the body. Therefore, Jim can debate the issue.

4. Report from executive committee – Gavin Townsend

Gavin had a few quick points from the executive committee. Gavin has been busy over the summer. He showed a list of tasks that he would like to tackle this year, the list is on Blackboard. All faculty senators have been added to Blackboard. If you would like to add to this or change it, send an email to Gavin. It is a bigger deal than it sounds to figure out who can vote. There are 34 different titles for faculty on campus. There are six alone for assistant professor. So, he has generated a formal list of the full faculty by working with the provost. He worked with IT to generate a list of adjunct faculty. We elected an adjunct representation using Blackboard. It is Jean Howard-Hill. President Townsend would like to attack the problem of faculty not giving final exams at the appointed time. Joanie Sompayrac has been working hard to fill all the committees. She has also distributed to the chairs all of their charges. One of the most important is that of the scholarships committee. We would like to return to the original charge of this committee. We are working on not using the social security number for identification of faculty. The faculty association is a new development (discussed later in the meeting). We also will be dealing with the ROTC program, in late October. We also have the opportunity to work on the language in

the faculty handbook as well as the undergraduate catalog. Joe Wilferth is working with David Pittenger and Linda Orth to clean-up the undergraduate catalog language. It is a large job, so please offer any support to Joe that you can. Also, as a campus we will be working on a mission statement.

Highlights of the faculty polls that Gavin gave on Blackboard (detailed results are in his presentation): 114 responded to ROTC poll. Two-thirds of us are OK with the idea of ROTC if it costs nothing. But, it may cost something. 109 responded to the morale poll. Most are relatively happy, but 9% think that President Peterson does not have our best interest in mind. There is an ad hoc committee for the heads vs chair debate. This poll found that more than 50% might be interested in serving as a chair.

Faculty association: Gavin has proposed to Richard Brown that we could maybe resurrect the faculty club as a university club. For a modest \$50, one would have membership in the club housed in the first floor of the Patton house. We would receive a 50% discount from Arramark, be able to store alcohol, encourage participation in university events, and perhaps 50% discount on CSO tickets. We are trying to put together another faculty standing committee for this. The committee would have representation from across campus. This would require some language in the faculty handbook. Gavin took a straw poll of the senate: all but one senator indicated a willingness to consider paying \$50 annual dues for the proposed benefits of a faculty association. Jean Howard-Hill: What about for adjunct faculty, would they pay the same? Gavin Townsend: Yes, but we are still working on the guidelines, so they could change. Richard Rice: in the past some people joined because we could use the facilities without charge. Gavin Townsend: There would be an additional charge for use. Most of the membership fee goes to insurance for the first floor of Patton House. Currently, Arramark will take care of clean-up and food preparation, and the university will provide security. Richard Rice: Could we bring our own food? Gavin Townsend: It is still all up in the air.

University Faculty Council (UFC): We all were sent a charter by email. It is currently available on Blackboard. It is composed of two faculty members from each UT system campus. One is the faculty senate president and the other is another faculty member. We have not yet figured out how to choose/elect the other faculty member. The term in the text of the charter is "elect". Gavin asked Bob Levy and he said that each campus could pick the members as they like. Joanie Sompayrac: I think the senate should pick the representative from the senate. It is my perception that senators are more aware of the issues and therefore would pick someone who knows of the issues. Randy Walker: Does it need to be from this body? Joanie Sompayrac: It doesn't need to be someone from the senate, but that the senate should pick the representative because senators will know who is aware of the issues, not necessarily a senator. If chosen by the entire faculty, it could become a popularity contest. Fritz Efav: He agrees with Joanie. He wonders about the staggering terms. Do we know how that staggering will work? Richard Rice: Bob Levy approved what the various senates did. I volunteered for us to do the one year, but the issue was never resolved. Gavin Townsend: Bob Levy wants UTC to elect someone for three years, and he will worry about the stagger later. Do we have any other ideas? Joanie Sompayrac: made a motion that the faculty senate elect the extra faculty representative, from the entire faculty. Lyn Miles seconded. Passed by acclamation.

5. Standards committee – Fran Bender

- a. Course Substitution Policy (to see the original policy, click on link below)

http://www.utc.edu/Departments/fcouncil/Archives/2000_2010Archives/2006_07/2006_07Attachments/2006Standards_CourseSubPolicy.pdf

Fran is a new chair of the standards committee, so she is unfamiliar with it. Therefore, President Townsend will present it. Michelle Riegler (OSD) is here to help us. Recap: Last year the executive committee asked standards committee to revise this document. It is a quasi legal document designed to protect the university and make it clear to various students with disabilities that they have options. Many universities have such a statement. This is the one that was worked on by the administration and given to senate. It was brought to the senate and the senate returned it to the standards committee to be revised, but it wasn't done. Over the summer, Gavin worked with Michelle and foreign languages to have a document that would be more amenable to the faculty. Some departments did not like the term "waiver". Therefore, what is presented here is the document with waiver terms removed. Now, the idea is to find a substitute class, but not to waive any courses. The other concern was the word "modification" in the original policy. So instead, it was replaced with accommodations within their academic courses. The executive committee is proposing to you this revised version. The floor is open for discussion. Michelle Riegler: this came about because I had heard of four course waivers that had occurred, but couldn't find any policy. I went to a conference about this and when I returned, I asked for some help putting a policy in place. It is to protect us. There have been seven lawsuits in the last 10 years. The Office for Civil Rights has sided with the universities that had policies. Betsy Darken: As past director of developmental math, I have had to deal with this. Over

50% of our freshmen place into developmental math courses. At that time (10 years ago), the understanding was that we would make accommodations within the courses and give extra help, but the students would have to pass the courses. We do have admission requirements to enter the university. If students have been admitted to the university, why should we give concessions, or make a substitution? The second question: The first bullet on the second page says that the committee will meet with the heads of the student's major department and the head of the department of the course to determine if the course is an essential element of the program. We need to define what an essential element is. Does essential element refer to requirements within the major or also to general education? I would like some clarification. Gavin Townsend: Are you asking for friendly amendment. Fritz Efav: Is this a motion on the floor? Gavin Townsend: no, but the discussion is what we want to do with this particular statement. Do we want to attempt to accept this document and refer it to the administration? Joanie Sompayrac: In response to Betsy, I understand her point that students have completed high school math. But, in her experience, some students who might qualify for a disability might have been students who have been in accidents, students who have had circumstances change after high school. If you study ADA law, this only applies to students who have qualifying disabilities. It is only for students who qualify under ADA law. There may be situations where the students/parents feel they are disabled, but they don't qualify under ADA. This is only for those who have qualifying disabilities. This protects us and our academic integrity. Michelle Riegler: To qualify, the student must first be admitted to the university on their own means. A qualifying disability is something that substantially limits a major life activity. The number of people who would be affected by this is very miniscule. In addition, the majority of them are not math or foreign language. Felicia Sturzer: What about on on the second page, the last bullet? Michelle Riegler: The student must first make an attempt to pass the course with accommodations. If they fail, they can apply for a substitution. Felicia Sturzer: How is this different than waiving a course? Michelle Riegler: First you must fail the course, then you can substitute another course (once you have applied for course substitution). Felicia Sturzer: We have no way of teaching a student who cannot hear. It requires getting someone who knows sign language in the foreign language. But it is a problem finding this person. Randy Walker: The last bullet of the document: it seems to me that what you said is quite different than what the bullet says. It needs some clarifying language. Michelle Riegler: Students must make a good faith effort in the course with accommodations before they can make an attempt to petition for a substitution. Randy Walker: If they have been given accommodation for the course, then fail it, then any student could try this. Joanie Sompayrac: For example, a student is trying to get an accommodation for French. And they have taken it with the accommodations. The student takes it with the French signer, and they fail the class. Then they are allowed to take a substitute course. The student can then petition to have the failing grade removed from the original course. They may have taken the course once without accommodation and once with it. Randy Walker/ Felicia Sturzer: This is not what it says. The language needs to be cleaned up. Gavin Townsend: I am trying to allow some time for friendly amendments, then have formal reading of statement. Bob Marlow: The last bullet of the document: the way it reads it seems to me that the student is not required to complete the substitution course before the failing grade can be removed. The student should complete the substitution course, before the failing grade is removed. Diane Halstead: We don't require this of other students. Michelle Riegler: Office of Civil Rights says this is a "try and see if you can pass it". What we have done to combat that is to allow the students to remove the failing grade when we force them to take the class. That is how we get around being discriminatory. Ginny ????: Why are we making them do it if they can't pass the course? Diane Halstead: It gives them a choice. Ginny ????: Why should we force them if they have lived with this disability their entire life and they know if they can do it. Jim Hiestand: I would like to request that an annual report come to this body (without names) to keep track on how this is used. It could be abused. Michelle Riegler: There have been four in the last year. Linda Orth: In the last bullet, the failing grade should be changed to "the minimum requirement for graduation will not be reduced." Joe Wilferth: We are trying to hammer out all the possible nuances. Could we just go with the first three paragraphs to keep it flexible? We are trying to make policy and it is hard to do. The friendly amendment is to remove the procedural stuff. Gavin Townsend: I cannot accept that. Joanie Sompayrac: Where people were worried about the petition of removing the F, after the last word "transcript", add a comma and the text "once the substituted course is successfully completed". Gavin Townsend: I will accept it as friendly amendment. Jillian Zwilling: Change the last bullet to "attempted course", from "course". Gavin Townsend: I will accept the friendly amendment. Betsy Darken: The first bullet, second page – a friendly amendment: "For all programs of study, all categories of the general education program are to be considered essential elements." Gavin Townsend accepted this. Debbie Archambeault : friendly amendment - last bullet, change "failing grade" to "an unsatisfactory grade". Gavin Townsend accepted that. Linda Orth: I would prefer unsuccessful. Gavin Townsend accepted it as friendly amendment. Lyn Miles: I am trying to think about this. If I have a student with Tourette's syndrome who takes the private behavior class and scares away the monkeys, why should they be forced to take this course? David Pittenger: The question is pragmatic, how do students come to our attention? They take the class once or twice and then identify themselves as having a disability. We would try to create a class wherein the student would receive reasonable accommodations to complete the class, and they put in appropriate effort to complete the class. This documentation was created to avoid blanket accommodations from administrators. It was an attempt to layout a procedure as individuals come into administrative roles they will have something to follow. These are issues that we want to consider when we have a student with a disability. Lyn's example is interesting, but my presumption is that a group of people would come to a

reasonable conclusion, trying to follow the heuristic layout of the policy. Michelle Riegler: Many people doubt learning disabilities, so the hidden ones are discriminated against the most. In the pursuit of getting a policy, I am not willing for a student with learning disability to be discriminated against, because I know that people don't see ADD as a valid disability. If they have to make a valid attempt, then everyone has to. Betsy Darken: I see the clear cut cases. But things start getting grayer and grayer. I am sure there are people with learning disabilities who can't pass 1st, 2nd, third grade. Take an extreme case of someone who is incapable of communicating in written form, should that person earn a college degree? Michelle Riegler: If they can get in the university under regular admission requirements, then it is our job to make sure they have equal access. I am not here to ensure success, I am here to make sure they have equal access. Gavin Townsend: Clearly, we have need for a policy. I sense that the administration and OSD is comfortable with the language. Jennifer Beech: I move to question. Joe Wilferth: Second. Gavin Townsend: Any objection? There were none. All those in favor of endorsing the document please say aye...no opposed or abstention, and so passed, with friendly amendments.

The final document can be found at:

http://www.utc.edu/Departments/fcouncil/Archives/2000_2010Archives/2006_07/2006_07Attachments/2006FinalCourseSubstitutionPolicy.pdf

6. Curriculum committee – Bruce Hutchinson

Two requests: in the past faculty senate has set November 15 as the deadline (with completed cover sheet) to get in next year's catalog. I do not expect the committee to meet unnecessarily after Nov. 15 to handle a large amount of proposals. If you have proposals, get them in early. With the catalog, if a curriculum change doesn't make it into the catalog, then it doesn't go into affect in the next year. Department heads are being encouraged to take a careful look at prereqs in their department as well as the wording "or equivalent" (approval of instructor), either remove the wording or identify specific courses that meet that criteria. If the course has a prereq and that prereq has a prereq: in the past the curriculum committee has sought to include both in the catalog. Department heads are being asked to remove the prereq to prereq wording. To facilitate this, everyone on the committee voted to request that any deletion of the "prereq to prereqs" and "equivalent course" should be information items. I am requesting that faculty senate allow the committee to define the deletion of "prereq to prereq" or "equivalent course" be an information item. Felicia Sturzer: Move the motion. Bob Marlowe: Second. No discussion. The motion was passed by acclamation.

7. Director of Athletics – Rick Hart

Rick Hart: We know how to run a meeting. I would like to take a moment to introduce myself.. I have been here about 7 weeks. I arrived from OU and had previously been at UNC. My family and I excited to be here in Chattanooga. I look forward to working with you. My goal is to have our department as integrated as possible with campus. I would like to work through and with this group as often as possible to make sure we all know what is going on in athletics. We have a great coaching staff. I am very proud of the young men and women we have representing us in our athletic programs. The football players went to Cookeville on a Thursday night, and all the student athletes were in class on Friday. So far, we have had 100% attendance in classes for student athletes. Ten coaches are checking attendance. Coach says they need to attendance class with class. I just want to say thank you. I am looking forward to working with everyone in the future. Joanie Sompayrac: What are the odds we will get some western teams in the Socon? It seems like we spend more and more on travel. Rick Hart: Yes. The OVC conversation didn't include the fact that the OVC does have an extreme footprint. The travel distances and expenditures have been exaggerated publicly. We are hopeful that through the expansion of the Socon, we will get some partners. There have been no formal conversations with any schools. There is a strong feeling on our part to have someone from the western footprint join the conference. We are also trying to get championships in TN and or Chattanooga on a regular basis. Stuart Benkert: Is it true the Kennesaw State U is being considered? Rick Hart: I haven't heard that one.

8. Administrative reports

Chancellor Brown: I am looking forward to working with Gavin. I would like to welcome new senators and welcome back senators. I have served as a senator and president of the faculty. I am very proud of the faculty governance model. I have just a few things to report on. You will see a formal strategic planning exercise (campus wide). The senators will have a significant roll, as well as members of your departments. The mission will undergo a campus discussion. We want to talk about how we should be behaving to serve the citizens of TN and in particular our students. When you get the call to participate, please make your voice heard. We are going to hire a consultant to get started and organize it. They won't

decide for us, but help us run the process. I am proud that the provost and I are visiting every single department during their department meetings. The update on the provost search: as you know we have a national search going for the provost. We have a job description and a general plan for recruitment. Next Monday, we will have a meeting to select a search firm. Quick update on the Capital Campaign: UT System has a billion dollar target over a 7 year target...back to January 1, 2001. We will be able to count 2.1 million of the Lupton gift. Our goal is to raise 65 million dollars. We have raised \$14 million. On September 19 there will be a statewide video conference from the UT President and the VP for Public Relations. They will be discussing the recognition of the UT-System; it should be distinct from Knoxville. Refreshments and door prizes will be provided. Please come. We don't have a clear understanding of what the UT-System stands for. I hope some of you were able to attend the Chancellor's Challenge, which is being organized out of the department of Health and Human Performance. We would like to engage faculty, staff and students to become more active. Let me encourage you next Monday to take part in a remembrance ceremony for the victims of 9/11. It will be held at noon in Patton Chapel. On October 3, we will have a faculty/staff convocation. We will invite students, but we will not cancel classes. This will be a progress report on what I promised at my installation ceremony. Faculty will not be asked to attend in regalia. Some faculties find it an important time to impose upon freshmen students the sense of dignity that drew us to our calling. I'll take questions. ?????: Will classes be cancelled? Chancellor Brown: No. Fritz Efaw: what time is the convocation? Roger Brown: 12:15. Fritz Efaw: I have a direct quote from President Peterson: "we're prepared to go back to the Board in November for an add-on, if the campuses or the institutes recommend it, that's retro-active to July". I want to know if you recommend an add-on if it will be retroactive to July. Chancellor Brown: I have asked Richard Brown and Debbie Parker if we have any funds to apply some raise. Once we know, we would talk to deans and department heads on how to allocate the money. It probably wouldn't be implemented until January, but it would be retroactive. Permanent funding is entirely in the form of faculty/staff positions. We are talking about reducing the permanent personnel budget to apply those monies to salary increments. It is not easy. Dr. Peterson has said privately that there was a "catch-22" this year when we were told to cap tuition, but then we were told we could raise tuition to address salary increases. I hope there will be some pool of money for pay raises this year.

Provost: Herb Burhenn – looks as though we have 260 additional students. Thanks to all who changed course limits, found new faculty, etc. Thanks for your help.

9. Other business
10. Faculty concerns
11. Announcements: Jennifer Beech moved to adjourn.
12. Adjournment: Meeting was adjourned at 5:15 p.m.

Respectfully Submitted, Gretchen E. Potts, Faculty Senate Secretary, 09/08/06