

**THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA
FACULTY COUNCIL MINUTES**

MARCH 7, 2002

**SIGNAL MOUNTAIN ROOM
UNIVERSITY CENTER**

Elected Members Present: Rob Bailey, Tom Bibler, Roland Carter, Linda Cundiff, Susan Davidson, Joe Dumas, Fritz Efaw, Marvin Ernst, Steve Eskildsen, Diane Halstead, Jim Hiestand, Michael Jones, Vance Lesseig, Deborah McAllister, John Mies, Sarla Murgai, Marcia Noe, Teresa Norris, Vickie Petzko, Oralia Preble-Niemi, Verbie Prevost, Leland Robinson, Chris Stuart, Barbara Walton

Elected Members Absent: Dawn Ford, Zibin Guo, Karen Henderson, Charles Knight, Irene Loomis, Claire McCullough, Joe Owino, Cheryl Robinson, Valerie Rutledge, Judith Wakim, Terry Walters

Ex-Officio Members Present: Sheila Delacroix, John Trimpey, Bill Stacy

Among the Guests Present: Deborah Arfken, David Edwards, Judith Fry, Lanny Janeksela, Bonnie Warren-Kring, Tony Lease, Mary Tanner, Bruce Wallace, Sandy Zitkus

Call to Order:

The meeting was called to order at 3:02 PM.

Approval of Minutes of February 21, 2002:

The minutes were approved as distributed.

Report from the Graduate Council:

Dean Arfken presented 3 proposals from the Graduate Council.

1. The addition of POLS 590 (The MPA paper) as a core requirement for the MPA degree.
2. A post-baccalaureate program resulting in an Urban Specialist Certificate.
3. The addition of an Urban Concentration within the existing Elementary Master's degree.

Dr. Bibler approved the motion, with a second by Dr. Petzko.

Dr. Stuart questioned why 2 people voted no. The reply mentioned that there was not a specific course in the arts included. We have agreed to include those courses whenever possible.

Dr. Ernst asked if public administration has reviewed the urban specialist certificate and concentration proposals. Dean Arfken replied that yes they had.

Dr. Dumas – asked if urban refers to rural areas as well.

Dr. Bonnie Warren-Kring answered it would.

Dr. Dumas – courses are not specific to urban schools; what is the real focus; not clear in the proposal how this is done.

Dr. Warren-Kring responded to the specifics on how they apply what they learn in the classroom to the field; application of research course; second part is a reading piece; reading on a certain level is a real issue in the urban schools; teachers need to know how to get students up to the reading level; themes will be developed such as technology, instructional leadership, multicultural issues, etc.

Dr. Tony Lease - the delivery of these courses will be "urbanized".

Dr. Dumas - how will this be sustained in a long-term situation where the grant will not go on forever.

Dr. Warren-Kring - the courses will be offered on a continuing basis; offered through the grant initially then will remain on the books as well as the certificate and still be offered; urban courses may change after being taught a few times.

The motion passed with a vote of 17-1-1.

Administrative Report

None due to any administrators present. (whew!)

Dr. Ernst expressed his thanks to Dr. Preble-Niemi, Dr. Prevost, and Tiffany Smith on the search for a UT president. Dr. Ernst stated that the new president is saying the right things, let's see if he does the right things.

Dr. Noe asked if the salary and benefits package quoted in the paper is accurate. She noticed two different packages quoted and wondered which is correct.

Dr. Prevost clarified the discrepancy.

A document was distributed (see attached) concerning recommendation from the committee on student rating of faculty instruction. Dr. Petzko reported that in August the committee was asked to respond to a SACS recommendation. The SACS recommendation was that UTC as a body, consider additional means to evaluate instruction. We felt like this wasn't for our committee to do since our focus is student rating of faculty instruction and shouldn't go beyond that. The committee then agreed that the evaluation of faculty should go beyond the student rating of faculty instruction and we needed to respond. At our end of year report last year we had recommendations on how to progress; instructional quality should be evaluated formative and summative; peer could be included; these could be combined to give the summative report; committee represented by various departments and found that departments are doing this in unique ways; no consistency; small group; videotape, etc. In looking at the student form, it leaves room for additional questions at the end; need to be specific to the department; encourage faculty to use additional questions. The responsibility needs to go back to the department heads to sit down with the faculty and determine the best way. Dr. Karen Adsit was instrumental in helping us with this. No students were on the committee because we finished before we were able to get students to be on the committee.

Dr. Ernst – now what?

Dr. Petzko – it would go to SACS committee that we have endorsed this.

Dr. Trimpey - they did a good job in what they picked on; if we endorse this, what we do with this is what is going into SACS report. The policies and procedures to implement these items will go into the SACS report.

Dr. Preble-Niemi – this is already going on in many departments. A lot of this is already in place.

Dr. Petzko – but it isn't consistent from department to department.

Dr. Ernst - I have had peer review in my class; also have had portfolio review.

Dr. Trimpey – this is not done across campus. Some departments do a more thorough job than others but we are talking about a campus wide response.

Dr. Halstead – in addition to this, SACS needs evidence of what is being done and used.

Dr. Trimpey – it will be university policy; anecdotal evidence will be submitted to show how we are evaluating; our response has been so small it can be meaningless.

Dr. Halstead - alot of these are accreditation requirements.

Dr. Trimpey - The business department will be looked at very closely due to they are already using sacs new guidelines. They are in the front as far as meeting SACS requirements.

Dr. Ernst – we are not calling for action on these recommendations due to short notice. We will take action at the next meeting after you have had time to look this over. Thanks to committee for their hard work.

Dr. Ernst – I was notified of a new situation today. Apparently 3-5 students in a particular unit have received letters that indicated they have gaps in their graduation portfolio and therefore they will not graduate in May. Is this an isolated incidence or is it happening across campus?

Dr. Carter – what are the advisors doing?

Dr. Ernst – the timing of turning in the application for graduation and then not being notified until the graduating semester is the issue.

Dr. Carter – Did the students file on time?

Dr. Ernst - It is my understanding that they did.

Dr. Trimpey – They did not file on time; requirements in this department are printed out on the RAP sheet what they need every semester; advisors should have looked at this.

Dr. Halstead – there are a significant number of rap sheets that are wrong as well as wrong catalog years.

Sandy Zitkus - RAP sheets from 99 and 2000 and 2001 are not correct. But before 1998 they are.

Dr. Bibler – there are some programs that are not RAP programs. What do you have to do to get it to be a RAP program?

Dr. Halstead – we will have a mess if it is put on the individual advisor.

Dr. Trimpey – read the rap sheets. These particular students were on the RAP program and the deficiencies showed up in the fall.

Dr. Preble-Niemi – some programs do not come up this way

Dr. Halstead – what are we to do to keep this from happening again?

Dr. Ernst – what is the intended time frame for records to report to a student that they are short of hours?

Sandy Zitkus– students are notified in a timely manner; when students turn in late applications to graduate this is a problem. In these cases, the students had been notified in plenty of time to respond but did not.

Dr. Ernst – this is a problem from advisement and administration viewpoints. We will look at it, discuss it and come back to the council with it.

Dr. Preble-Niemi – When advising for those who are graduating, we also need to look at their minor requirements.

Dr. Ernst – my personal philosophy is that a good university doesn't block them from coming in or kick them in the rear as they go out the door.

Dr. Dumas – The RAP system is outdated and Banner is ineffective.

Dr. Halstead – There is a lack of personnel in records.

Dr. Ernst – I appreciate this discussion. It helps us to view areas we need to review and be of better service to our students.

Announcements

Dr. Ernst announced that he will be going to Nashville for an issues on distance learning and ednet meeting.

Dr. Ernst has also spoken with Vice Chancellor Brown about the traffic issues raised in earlier meetings by Dr. Dumas. Mr. Brown will return to the council with new suggestions.

Chancellor

Thanks to those on various search committees. The quality and quantity of candidates looks good for provost. This provost candidate has to be right to help us continue the work we have begun. Dr. John Shumaker is our new president. He wants to visit all campuses. We look forward to meeting with him and getting to know him. He sounds good about his approach to dealing with the UT campuses so far. The search for the metro college dean is narrowing down. Be sure and interact with the candidates that come to visit on campus. An additional search for athletic director is going on. We are soliciting candidates and hope we will soon have some candidates. Thanks to John, Dan and the Deans for this SACS stuff. We have been very laissez faire about policies & procedures. SACS says we must have it written down and have evidence. It's scary and insulting to be on warning. We don't have any choice, we must make the necessary changes. There are 842 "must statements" that we have to address. I appreciate John and all his hard work and leadership in addressing these issues. As a campus we have and know what is good education. There are only 6 weeks left to do it.

Dr. Ernst – on that cheery note, is there any other business?

Sheila Delacroix – the online catalogue will be down over spring break.

Dr. Noe – this is unconscionable.

Sheila Delacroix – this is beyond our control; IT people say they are really getting close

Dr. Efav – when will it go down?

Sheila Delacroix - Sometime on Monday there will be a major upgrade of the software. It is scheduled to take 5 days. This is the third time we have scheduled this upgrade and we really can't reschedule it again. They hope to finish it in 3 days. This is frustrating to us as well because we deal with the student's frustration.

Adjournment

The meeting adjourned at 3:52 PM.

Submitted with relief in anticipation of spring break!

Susan Davidson
Faculty Council Secretary