

Members Present: Mark Abolins, Murat Arik, Tammy Bahmanziari, Martha Balachandran, Tom Black, Andrew Brower, Larry Burriss, William Canak, Laura Cochrane, Mark Doyle, Tricia Farwell, Justin Gardner, Joey Gray, Tim Greer, Joshua Harms, Catherine Hiers, Robert Kalwinsky, Yang Kim, Paul Kline, Rachel Leander, Vanessa Lefler, Cen Li, Alfred Lutz, Preston MacDougall, Mary Martin, Scott McDaniel, David Otts, John Pennington, Ariana Postlethwait, Jason Reineke, Michael Rice, Lauren Rudd, Kristi Shamburger, Mary Ellen Sloane, Nat Smith, Donald Snead, Sherri Stevens, Michelle Stevens, Deborah Wagon, Kristen West, Zhifu Yang

Members Absent: Don Aliquo, Tina Hall, Michael Principe, Shane Smith

Members Excused: Alan Boehm, Mamit Deme, Terry Quinn, Deana Raffo, Saleh Sbenaty

Nonmembers Substituting for Regular Members: Vishwas Bedakar, Kathryn Blankenship

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## Agenda

1. President Mary Martin welcomed the senators and began the retreat at 9:30 a.m. Dr. Martin then gave some opening remarks about her vision for faculty senate this year.
2. Interim Provost Mark Byrnes spoke to the group about priorities and challenges in the year ahead, including MTSU's transition to local governance and the budget situation. He answered questions from the group about topics such as news of a possible move out of Conference USA, the desire but lack of funding to address MTSU faculty salary deficiencies right now, predicted enrollment impact of the TN Promise program, and the proposed new Behavioral and Health Sciences building.
3. University Counsel Heidi Zimmerman spoke about university policy and standard revisions in light of the FOCUS Act, explaining the process and timeline for policy review and approval. She provided three documents, Focus Act Transition Team (FATT) Policy Review FAQs, FATT Policy Review Timeline, and a roster and list of policies to be reviewed by the team's Academic Affairs Divisional Working Group (attached). Faculty are encouraged to review proposed changes and to comment at <http://www.mtsu.edu/FOCUSpoliciesandstandards/>

4. President Martin began the working group session by explaining the process by which working groups would spend the next few hours discussing an assigned topic. Each group was asked to summarize discussion of the topic in a written document outlining Where we are now, Where we want to be in an ideal world, and Good intermediate benchmarks for immediate or short-term implementation. The groups were instructed to continue their discussion through the lunch period and to invite a lunch guest (MTSU vice presidents) to eat with them. Topics discussed were: Workload Forms, Admission & Retention, Transfer Students, General Education & Curriculum, Evaluation of Teaching, Program Evaluation, Mid-Tenure Review & Mentoring, Research & Creative Work, Compensation, Academic Computing, Faculty Collegiality, and Faculty Survey & Administrative Office Evaluation.
5. Following the working group session, each working group shared a few comments with the larger group.
6. President Martin thanked Dan Pfeifer and Tony Johnston for attending the retreat and facilitating a working group. She closed the retreat at approximately 2:00 p.m.

Attachments:

Focus Act Transition Team (FATT) Policy Review FAQs

FATT Policy Review Timeline

Roster and list of policies to be reviewed by the FATT Academic Affairs Divisional Working Group

Respectfully submitted,

Kristen West

2016-2017 Faculty Senate Recording Secretary

## **FATT Policy Review FAQs**

### **1. What are the documents going to be called?**

Policies and Standards.

### **2. How do we decide what should be a policy and what should be a standard?**

There isn't a hard and fast rule for this. However, here are working definitions that will hopefully be of assistance:

A **Policy** meets one or more of the following characteristics:

- Has broad application or impact throughout the University;
- Mandates requirements of, or provisions for, members of the University community;
- Ensures compliance with applicable laws and regulations, ethical norms or accepted best practices;
- Promotes quality and operational efficiencies;
- Enhances and supports the University's mission, vision, strategic goals and values;
- Supports equity and integrity in practices across the institution;
- Reduces or manages institutional risks and enhances internal controls;
- Establishes delegation of authority and responsibility.

A policy will also require approval of both the President and the Board of Trustees

A **Standard** articulates the operational processes required to implement institutional policy. If a policy is the "What" or "Why" the institution does something operationally, a standard is the "How" it intends to carry out the policy. Or, it may have content similar to a policy, but just not be significant enough to need BOT approval. A standard only requires presidential approval.

A **Procedure** is an internal set of steps that can be approved by a VP, unit head, etc.

### **3. Can we have a standard without a specific corresponding policy?**

It's possible that there could be issues that don't rise to the level of being "policy material" while at the same time needing formalization. In those cases, it will be fine to recommend a standard be adopted even though there is not a specific policy related to the standard.

### **4. If there is not a current policy or standard but it appears that one is needed should one be recommended?**

Yes. Now is the time to deal with all issues that should be addressed through a policy or standard; it is OK to add to the number of documents to be reviewed.

### **5. Should we change the title or numbering of a policy or guideline?**

If you are reviewing a current policy or guideline, please retain its current designation as such, along with whatever number it currently has. However, if you are recommending a revision to the title of the policy/guideline, please send that forward in a "track changes" format. As an example: TBR Guideline P-100 Commissioning of Law Enforcement and Security Personnel.

If you are recommending an entirely new policy or standard (see FAQ #4), please designate it "Policy [title]" or "Standard [title]."

Once the process of review has been completed, we will determine a new policy and standard organization and numbering system.

**6. When TBR policies and guidelines were put into Dropbox the formatting was disturbed. Should we try to fix it?**

You can if you would like, particularly if it would otherwise result in the policy/guideline being difficult to read. However, we can also clean it up for you.

**7. Are there uniform formatting instructions?**

Not at this time; however, we would like to implement standardized formatting at some point in the transition process. To that end, I anticipate that these will likely be common sections:

- 1.0 Purpose
- 2.0 Applicability/Scope
- 3.0 Definitions
- 4.0 and etc. (content of policy)

**8. Within a given policy or standard, how should we reference other policies or standards?**

If the reference is to an MTSU policy, use "Policy [number]." If the reference is to a TBR policy or TBR Guideline, use "TBR Policy [number]" or "TBR Guideline [number]," as appropriate. If the reference is to an entirely new policy or standard, use "Policy [title]" or "Standard [title]."

Again, once the process of revision is complete, we will go back and assign new policy and standard numbers.

**9. How should we refer to our Board of Trustees or THEC in the policies and standards?**

At the first reference, indicate: Board of Trustees ("Board"). Thereafter, use Board. Likewise, if there is a reference to the Tennessee Higher Education Commission, indicate: Tennessee Higher Education Commission ("THEC"). Thereafter, use THEC.

**10. How should we refer to MTSU in the policies and standards?**

At the first reference, indicate: Middle Tennessee State University ("MTSU" or "the University"). Thereafter, use MTSU or the University as reads best.

**11. How should we explain the reasons for our recommendations?**

Please use the "Explanation for Recommendation" sheet that was attached to each policy and guideline in the Dropbox. This sheet will accompany the recommended policy or standard throughout the review process. Please provide sufficient detail so that all reviewers will have adequate information to make informed decisions with regard to the recommendations.

<b>To Dr. McPhee by 2/1/2017</b>	
<b>Last day to submit for FATT review - 9/24/16</b>	
<b>FATT review ends 10/24/16, University Comment Period Begins 10/25/16</b>	
10/25/2016	1
	↓
11/23/2016	30
11/24/2016	University Closed
11/25/2016	University Closed
<b>Comment period ends 11/23/16</b>	
11/26/2016	1
	↓
12/10/2016	15
12/11/2016	Faculty not available
	↓
12/22/2016	Faculty not available
12/23/2016	University Closed
	↓
12/30/2016	University Closed
12/31/2016	Faculty not available
	↓
1/16/2017	Faculty not available
1/17/2017	16
	↓
1/31/2017	30
<b>2/1/2017</b>	<b>Submit to Dr. McPhee</b>

## Academic Affairs Divisional Working Group

Committee Member	Phone	Email
<b>Chair: Dr. Mark Byrnes, Int. Provost</b>	2183	<a href="mailto:Mark.Byrnes@mtsu.edu">Mark.Byrnes@mtsu.edu</a>
<b>Group 1 Subcommittee</b>		
<b>Chair: David Schmidt, Vice Provost</b>	2998	<a href="mailto:David.schmidt@mtsu.edu">David.schmidt@mtsu.edu</a>
Grover Baker	7784	<a href="mailto:Grover.baker@mtsu.edu">Grover.baker@mtsu.edu</a>
Jeng (Jane) Lim	5896	<a href="mailto:Jane.lim@mtsu.edu">Jane.lim@mtsu.edu</a>
Olivia Young	5945	<a href="mailto:Olivia.young@mtsu.edu">Olivia.young@mtsu.edu</a>
Scott Boyd	5606	<a href="mailto:Scott.boyd@mtsu.edu">Scott.boyd@mtsu.edu</a>
<i>Responsible for reviewing:</i>		
MTSU II:01:13	English Proficiency – Faculty	
MTSU II:05:00	Education Abroad	
MTSU II:06:00	Export Control	
TBR 2:02:00:01	ROTC Programs	
TBR 2:08:20:00	TBR System Faculty & Academic Staff Abroad	
TBR 2:08:30:00	Admission & Delivery of Services to International Students and the Employment & Delivery of Services to International Faculty & Academic Staff at TBR Institutions	
TBR 5:02:01:03	Faculty Proficiency in Oral & Written English	
TBR A-051	Faculty Exchange	
TBR A-076	Development & Operation of Off-Campus International Educational Programs	
TBR G-130	Limited English Proficiency	
<b>Group 2 Subcommittee</b>		
<b>Chair: Faye Johnson, Asst. to the Provost, Special Initiatives</b>	5941	<a href="mailto:Faye.johnson@mtsu.edu">Faye.johnson@mtsu.edu</a>
Christy Groves	2652	<a href="mailto:Christy.groves@mtsu.edu">Christy.groves@mtsu.edu</a>
David Gotcher	8042	<a href="mailto:David.gotcher@mtsu.edu">David.gotcher@mtsu.edu</a>
John Vile	2596	<a href="mailto:John.vile@mtsu.edu">John.vile@mtsu.edu</a>
Marva Lucas	2568	<a href="mailto:Marva.lucas@mtsu.edu">Marva.lucas@mtsu.edu</a>
Rick Vanosdall	5930	<a href="mailto:Rick.vanosdall@mtsu.edu">Rick.vanosdall@mtsu.edu</a>
Stephen D. Morris	8172	<a href="mailto:Stephen.morris@mtsu.edu">Stephen.morris@mtsu.edu</a>
Nita Brooks	8177	<a href="mailto:Nita.Brooks@mtsu.edu">Nita.Brooks@mtsu.edu</a>
Layne Bryant	5426	<a href="mailto:Layne.Bryant@mtsu.edu">Layne.Bryant@mtsu.edu</a>
<i>Responsible for reviewing:</i>		
MTSU II:01:04	Academic Freedom and Responsibility	
MTSU II:04:00	Procedures for Adhering to the Timely Reporting of Substantive Change for Accredited Institutions of the SACSCOC	

Committee Member	Phone	Email
TBR 2:01:01:01	Permanent or Semi-Permanent Off-Campus Instructional Facilities	
TBR 3:02:04:00	Student Rights and Freedoms	
TBR 5:02:01:05	Faculty Development	
TBR 5:02:03:30	Academic Freedom and Responsibility	
TBR A-019	Academic Calendar and Student Registration	
TBR A-020	Inter-Institutional Relationships & Off-Campus Offerings	
TBR A-030	Articulation Among Community Colleges and Universities	
TBR A-031	Components of Articulation Agreements	
TBR A-040	Criteria for the Evaluation of Bureaus, Centers, Institutes	
TBR A-045	Teaching Quality Initiative Program (TQI) Operational Guidelines	
TBR A-090	Calendar Conversion	
TBR A-100	Learning Support	
Group 3 Subcommittee		
Chair: Becky Cole, Assoc. Vice President, University Provost	5925	<a href="mailto:Becky.cole@mtsu.edu">Becky.cole@mtsu.edu</a>
Jill Austin	2736	<a href="mailto:Jill.austin@mtsu.edu">Jill.austin@mtsu.edu</a>
John Sanborn	2685	<a href="mailto:John.sanborn@mtsu.edu">John.sanborn@mtsu.edu</a>
Patrick McCarthy	2126	<a href="mailto:Patrick.mccarthy@mtsu.edu">Patrick.mccarthy@mtsu.edu</a>
Roger Heinrich	8565	<a href="mailto:Roger.heinrich@mtsu.edu">Roger.heinrich@mtsu.edu</a>
Responsible for reviewing:		
MTSU II:01:03	Emeritus Faculty	
MTSU II:01:05D	Faculty Appointments	
MTSU II:01:09	University Bookstore/Textbook, Course Materials and Course Supplies Policy	
MTSU II:03:00	Posthumous Degree	
MTSU IV:07:12	Appointment of Graduate Assistants	
TBR 2:01:00:02	Posthumous Degrees	
TBR 2:06:00:00	Awarding Honorary Degrees	
TBR 2:07:00:00	Cost of Textbooks	
TBR 5:02:01:00	Definition of Faculty	
TBR 5:02:01:10	Faculty Emeritus	
TBR 5:02:04:10	Faculty Compensation During Summer Session and Inter-Sessions	
TBR 5:02:05:00	Employment of Graduate Students	
TBR 5:02:07:10	Faculty Appointments at Universities	
TBR A-052	Assignment of Non-instructional Faculty Time	
TBR P-050	Part-Time Faculty Compensation	
TBR P055	Faculty Compensation for Teaching Credit Course as an Overload	
TBR P-160	Post Retirement Service Program for Tenured Faculty	

Committee Member	Phone	Email
Group 4 Subcommittee		
Chair: Tina Johnson, Vice Provost	2329	Nt.johnson@mtsu.edu
Alfred Lutz	2655	Alfred.lutz@mtsu.edu
Larry Burriss	2983	Larry.burriss@mtsu.edu
Ron Henderson	2130	Ron.henderson@mtsu.edu
Sherri Stevens	2437	Sherri.stevens@mtsu.edu
Responsible for reviewing:		
MTSU II:01:05A	Policies and Procedures for Tenure	
MTSU II:01:05B	Policies and Procedures for Promotion of Tenured and Tenurable Faculty	
MTSU II:01:05C	Tenure and Promotion Appeals Process	
MTSU III:00:08	Academic Misconduct	
MTSU III:00:09	Student Grade Appeals Process	
TBR 5:02:02:20	Faculty Promotion at Universities	
TBR 5:02:03:60	Academic Tenure for Universities	
TBR A-060	Use of Titles Department Head, Assistant Dean, Associate Dean	
Group 5 Subcommittee		
Chair: Peter Cunningham, Associate Dean	7611	Peter.cunningham@mtsu.edu
Amy Sayward	2569	Amy.sayward@mtsu.edu
Michael Chappell	2393	Michael.chappell@mtsu.edu
Susan Fieldhouse	5814	Susan.fieldhouse@mtsu.edu
Vince Smith	2192	Vince.smith@mtsu.edu
Mitzi Brandon	8210	Mitzi.Brandon@mtsu.edu
Sheila Otto	5586	Sheila.Otto@mtsu.edu
Responsible for reviewing:		
TBR 2:01:00:00	General Education Requirements and Degree Requirements	
TBR 2:01:00:01	Articulation with Proprietary College	
TBR 2:01:00:04	Awarding of Credits Earned Through Extra-Institutional Learning to Community Colleges and Universities	
TBR 2:01:01:00	Approval of Academic Programs, Units, and Modifications	
TBR 2:02:00:02	Reverse Transfer: Policies, Procedures, and Guidelines	
TBR 2:03:00:00	Admissions	
TBR 2:03:00:05	Limitations on Enrollments	
TBR 2:04:00:01	University and Community College Catalogs and Bulletins	
TBR 2:05:00:00	Distance Education	
TBR A-010	Program Modifications and New Academic Programs	
TBR A-015	Admissions	
TBR A-070	Distance Education	
TBR A-075	Distance Education and Intellectual Property	
TBR A-080	Degree Credit and Remedial Programming	



Committee Member	Phone	Email
<b>Group 6 Subcommittee</b>		
<b>Chair: Chris Brewer, Asst. Vice Provost, IEC</b>	8803	<a href="mailto:Chris.brewer@mtsu.edu">Chris.brewer@mtsu.edu</a>
Andri Friedli	2071	<a href="mailto:Andrienne.friedli@mtsu.edu">Andrienne.friedli@mtsu.edu</a>
Dwight Patterson	8252	<a href="mailto:Dwight.patterson@mtsu.edu">Dwight.patterson@mtsu.edu</a>
Jeff Porter	5005	<a href="mailto:Jeffry.porter@mtsu.edu">Jeffry.porter@mtsu.edu</a>
Jennifer Caputo	5547	<a href="mailto:Jenn.caputo@mtsu.edu">Jenn.caputo@mtsu.edu</a>
Scott Handy	5331	<a href="mailto:Scott.handy@mtsu.edu">Scott.handy@mtsu.edu</a>
<i>Responsible for reviewing:</i>		
MTSU I:01:12	Outside Sponsorship of Scholarly Activities	
MTSU I:01:24	Protection of Human Subjects in Research	
MTSU II:01:10	Misconduct in Scholarly Activities and Research	
MTSU II:01:11	Animal Care and use in Research and Testing	
MTSU II:01:12	Conflict of Interest for Externally Funded Projects	
TBR 2:08:00:00	General Policies Regarding Research	
TBR A-110	Institutional Review for Research	
<b>Group 7 Subcommittee</b>		
<b>Chair: Rick Sluder, Vice Provost</b>	2324	<a href="mailto:Richard.sluder@mtsu.edu">Richard.sluder@mtsu.edu</a>
<i>Responsible for reviewing:</i>		
MTSU III:00:02	Class Attendance	