Faculty Senate
Meeting Minutes
June 13, 1994

Members Present: Jeff Allbritten, Ben Austin, Jill Austin, Bill Badley, Jerry Brookshire, Homer Brown, Don Campbell, Sarah Dawkins, Virginia Donnell, Kevin Donovan, John Dubois, Jeannette Heritage, Zak Kano, Charlene Key, Fred Kittrell, Curtis Mason, Ronald McBride, Larry Morris, Jim Neal, Patricia O'Leary, Marvin Peyton, Bill Remington, David Robinson, Jenny Sauls, Thaddeus Smith, Kim Sokoya, Mary E. Stivers, Belinda Traughber, Jubran Wakim, David Walker, Harold Whiteside

Members AbSENT: Marc Barr, Dianne Bartley, Michael Beck, James Calder, Frances Carson, Carol Clark, Janet Colson, Robert Colvard, Donald Crowder, Barbara Draude, Clark Ford, Leonard Foy, Sharon Gregg, Anthony Halterlein, Dianne Harper, Chris Haseleu, Bella Higdon, Michael Hinz, Carolyn Hopper, Jacquelyn Jackson, Richard LaLance, James Lawrence, Janice Leone, Joyce Marr, Brian Miller, Jean Moser, Jean Nagy, Sandra Neal, Judith Rusciolelli, William Shulman, Moses Tesi, Kenneth Tillery, George Vernardakis, Ronald Zawislak

Members absent (excused): Fred Beemon, Marsha Smith, Sandra Walker, Beryl West

A quorum was established.

The meeting began at 7:00 p. m.

1. Approval of the April minutes

There were no corrections. The minutes were approved as mailed.
2. Treasurer's report

Secretary Campbell reported that there is $261.02 in the operating budget and $84.52 in the travel budget.

3. President's report

(a) Longevity pay has now been extended to cover 25 years of service to the state.

(b) There will be a 20% increase in medical insurance. However, the cost to an employee will remain the same. The state will fund the increase.

(c) Faculty and staff will have access to the new student recreation facility when it is finished next year.

(d) As of May 6th, all travel check advances will be mailed to the faculty member's post office box. You will no longer be required to go to Cope to pick them up.

(d) If you are traveling out of country, you must request permission through the Provost's office at least 30 days prior to your departure date.

(e) Faculty may now obtain an additional ID card that identifies the faculty member as such. You must still use the other card in conjunction with this new card. The card can be obtained in KUC 303 from 1-4:30 on T-R, and from 8-4:30 on Friday.

In conjunction with this item, Senator Kittrell asked if faculty were still receiving ST of TN ID cards. President Whiteside said he would check on this and let the Senate know what he finds out.

(f) Faculty now have the privilege of using the VA library holdings and videos.

(g) Equity adjustments have been delayed until at least January of next year since there was no money for such funded by the legislature and Chancellor Smith informed Dr. Walker that MTSU would have to find the funds to implement such a plan. Dr. Walker plans to have a new funding proposal in place by this fall with projected
implementantion to begin next January. President Whiteside also reported that in a meeting he attended today, Dr. Stukey submitted a plan to show that sufficient funds could be generated from tuition increases (from 2 to 4%), coupled with a reduction in overspending, to have enough extra funds to completely implement the equity adjustments in a 3 year period.

(h) The new academic computer in on campus. It is due to be installed as soon as possible and to be ready for use this fall.

(i) MTSU has received $800,000 for planning on the new library. It appears that the maximum funding for the library will be only $26 million, not the requested $38 million. At present plans call for construction of a facility that can be expanded in the future. Also, we will continue to use part of the current library to house library material.

(j) Student applications are running about 5% behind what they were at this time last year. However, Cliff Gillespie feels we will wind up about 1% ahead of last year's enrollment. On a positive note, we are accepting more students with high end ACT composite scores than in the past.

(k) Students can call TRAM system to get a report of their grades, but they must submit a request if they wish to have a hard copy sent to them. Also, remember, do not give out a grade over the telephone due to the student privacy and confidentiality regulations. If someone requests to see your records or files, you should get advice from someone in the Provost's before allowing them to be seen. On a related note, advisors still get grade reports on their advisees.

(l) We need to replace three senators, Jean Moser, Sharon Gregg and Judith Rusciolelli. President Whiteside requests that the senators from the colleges involved recommend someone to fill these positions and let him know of possible candidates.
4. Report on Faculty Sub-Council meeting by Nancy Bertrand

Report on the April meeting. Major concerns discussed:

(a) ACT comps. What can we do to encourage students to take them seriously? We were told that we can tell them that the outcome does influence an institution's funding.

(b) Concern was expressed about minority passing rates on the NTE exams. Creates a problem in recruiting good minority students. No consensus on solution.

(c) Student evaluations of faculty can now be made public. MTSU faculty senate has already informed our student government of the availability of the evaluations.

(d) Landscape offices still appears to be an issue. The new persons working at the Board expressed no knowledge of this issue. Sub-council then sent them all of the previous information on this issue. A member of TBR office passed out an old memo from three years past. Sub-council will continue to monitor the situation.

(e) A copy of the 21st century strategic educational plan is in Dr. Jones' office if anyone wishes to view.

(f) Salary equity: Information given that TSU had implemented 100% of their plan. Also true of Nashville Tech. ETSU has funded 40% of its equity plan.

(g) A national AIDS awareness week has been scheduled for one week in October.

(h) State employees are still in serious need of help in securing physicians into the state insurance plan. Will continue concerted effort on this matter. At present our best hope is for physicians to re-enlist soon.

(i) Still trying to push for parity for teachers of science courses as related to student contact hours.

5. Old business

President Whiteside said that the Senate will distribute to all faculty this fall a copy of the revised student evaluation of faculty form. The mailout will solicit comments and recommendations from faculty members. Also, a revised method of administering the evaluations will make the process easier. Each class will fill out the section and course information at the time the evaluation is completed.
Senator Badley asked if the Senate officers had been asked to present recommendations regarding the $20 million grant given by the Miller family. President Whiteside responded that he has had no contact regarding the matter. Jill Austin stated that no action has been taken at this time, but that a committee will be put together this fall to discuss what to do with the grant.

Senator Badley also requested that the Senate keep an eye on the development of a central travel office. Dr. Stukey stated at the last liaison meeting that this matter is being studied. He is currently looking at several schools that have such an office to determine the most effective manner to institute an office at MTSU.

6. New business

Senator Kittrell reported that two of his students had attempted to drop a course before the semester began using the TRAM system. However, their names remained on the role and they received an F for a course that was never attended. They have also had difficulty in removing the F. His question was: Is there a formal procedure to be followed in these cases? Senator Key stated that if the student will contact the professor in the affected course, and get verification that the student did not attend any class, the Dean of Students office will issue an administrative withdrawal. Senator Kittrell also asked if a simpler method couldn't be found to minimize the problem before a semester ends? President Whiteside said he would look into the matter.

Senator Brookshire questioned why some summer sessions had fewer days than others. Reason given was that it was probably because SACS no longer requires a minimum number of minutes for each hour of credit in a course. So basically the university tries to fit in a calendar as best it can over two year period. A calendar committee will convene this fall to look once again at this issue. A request was made to also study the time interval between exams and beginning of the next term.

Motion was made and seconded to adjourn.

The meeting adjourned at 8:04 p. m.
Respectfully submitted,

Don Campbell
Don Campbell
Secretary/Treasurer
Faculty Senate Minutes  
September 19, 1994

The meeting was called to order by President Whiteside at 7:05 p.m. Roll call was conducted by the President-Elect Jeff Allbritten.

Members present: Jeff Allbritten, Jill Austin, Bill Badley, Marc Barr, Dianne Bartley, Michael Beck, Fred Beemon, Jerry Brookshire, Homer Brown, Frances Carson, Carol Clark, Janet Colson, Donald Crowder, Sarah Dawkins, Kevin Donovan, Barbara Draude, John Dubois, Clark Ford, Leonard Foy, Anthony Halterlein, Dianne Harper, Jeannette Heritage, Bella Higdon, Michael Hinz, Jacquelyn Jackson, Charlene Key, Fred Kittrell, James Lawrence, Janice Leone, Curtis Mason, Ronald McBride, Brian Miller, Larry Morris, Jean Nagy, Sandra Neal, Patricia O'Leary, Marvin Peyton, Bill Remington, David Robinson, Jenny Sauls, Marsha Smith, Thaddeus Smith, Mary Elizabeth Stivers, Moses Tesi, Kenneth Tillery, Belinda Traughber, George Vernardakis, Jubran Wakim, Beryl West, Harold Whiteside, Ronald Zawislak.

Members absent: Ben Austin, James Calder, Don Campbell, Robert Colvard, Zak Kano, Richard LaLance, Kim Sokoya.


President Whiteside introduced the speakers. Lee Fowler, the new Athletic Director, brought his staff to address the senate. This is part of NCAA requirements and he wants to have a good and open relationship with the faculty. He emphasized that he has an open door policy to all faculty. Linny Moore's function within the athletic program is to increase student involvement in all athletic functions. He has formed a Pep Committee which is trying to get representation from all groups on campus. There is a pep rally scheduled for 5:00 p.m. September 30, 1994.

Jeanne Massaquoi coordinates athletic advisement. Athletes have a 44% graduate rate, which is 7% higher than the university. She has instituted an athletic academic honor roll. The NCAA has added many new rules and regulations.
- determine what GPA student athletes must have to maintain eligibility
- athletes must take courses on university upper division form
- athletes must have completed 99 hrs. or 70% of university program by the end of 4 years

Faculty will receive notes from the academic counselor regarding grades and attendance. Athletes are required to attend 2 study halls. Money to support the study halls is provided by NCAA. Athletes have to select majors sooner than most university students and are not allowed to switch
majors as easily. The goal is to have a 50% graduate rate. Wynnifred Counts is the new academic advisor to assist Jeanne Massaquoi. Both will answer any questions faculty may have.

Race Bergman, is the Faculty Athletic Representative and serves on the Athletic Committee. This committee encourages your input. The university is on its way to 1-A football. According to Bergman, the more a university is perceived as having high profile sports, the better students the university will attract. One point of information to faculty, student athletes should not tell you he/she must leave class early to go to practice. If this happens call Race Bergman. Bergman thanked the faculty for their understanding when student athletes had to miss class for a trip. Copies of the NCAA academic regulations are available to the faculty.

After the presentations, Jeanne Massaquoi was asked if the form faculty were asked to fill out on athletes was a violation of the family privacy act. Jeanne Massaquoi stated that anything that benefits the student does not violate his/her privacy. Students can give permission to obtain information from instructors. It was pointed out that coaches should not call faculty regarding an athlete. If this happens refer the coaches to Jeanne Massaquoi.

President Whiteside then proceeded with the president's report. He asked for approval of the June minutes, other than the addition of senators names who were present but not recorded. Motion was made by Jeannette Heritage and seconded. Motion passed. Faculty Senate treasury has $839.20 in travel and $1,943.63 in operating expenses.

Don Campbell had to resign as secretary/treasurer due to health problems. This is not addressed in the By-Laws. The steering committee asked Mary Elizabeth Stivers to fill this position. It was moved and seconded that she be accepted by acclamation.

Nancy Bertrand, who was acting as secretary then relinquished the duty to Dr. Stivers.

Nominations were taken from the floor to fill Dr. Stivers vacancy on the steering committee. The nomination was to be in the College of Education excluding the Department of Elementary and Special Education.

Two people were nominated: Sandy Neal (HPER) and Belinda Traughber (Psychology). Senator Traughber was elected.

Senators from the following colleges will meet after the meeting to elect new senators from the following colleges: Business (2 yr. term) Sharon Gregg (left)
Liberal Arts (3 yr, term) Judith Rusciolelli (resigned)
Mass Comm/Lib/Dev.St.:
(1 yr. term) Jean Moser (retired)
(1 yr. term) Sandra Walker (on leave)

Assignments have been made to the Senate Committees.
Everyone was given their first choice.
Academic Affairs (36 members) was divided into 3 committees A, B, and C.
Student Affairs (21) was divided in A and B
Budget Advisory (12 members)
Government Liaison (7 members)
Faculty Welfare (21 members) was divided into 2 committees A and B
Faculty Senate has 9 committees.
President Whiteside requested that any issues that the senators would like to see addressed should be mentioned during new business.

During a recent Liaison Committee meeting the issue of "no exceptions" to the tenure and promotion policies was addressed. President Walker was not in attendance, but this will be placed on the agenda for the next Liaison Committee meeting. Senator Vernardakis stated that the promotion committee gave Dr. Hindman a list of recommendations about the process. Senator Leone stated that it made sense to have exceptions given the number of new faculty that have been hired within the last few years. President Whiteside pointed out that the exceptions are usually being made to MTSU policy, not the TBR's policies. Senator Remington stated that a person should be turned down during the process if it wasn't appropriate. Senator Mason stated that getting people through the promotion and tenure process early was used as an enticement to attract faculty to MTSU.

President Whiteside stated that a committee has been established to address recommendations that have been made and other concerns about promotion and tenure. Faculty Senate will be receiving more information about this issue.

Glenn Hanley is presently working on a plan so faculty spouses and children can use the new student recreational facility.

State employee ID cards, which offer discounts at hotels and restaurants, etc. will be given to people who request one. Faculty should call Human Resources.

In response to why summer school was shorter this year, the calendar committee stated that it was due to the manner in which July 4th fell this summer. This will not set a precedent for coming years. A possible Fall Break in future years is still under investigation.
As to students who think they have dropped a course using TRAM, Cliff Gillespie stated that the recording talks to the student and tells him/her if they have successfully dropped a course. There is an electronic record for every transaction. Students evidently have not used the system properly.

The concern about computer software being used to schedule classrooms has been referred to Academic Affairs Committee A. They will work with Cliff Gillespie on this. We have requested that documentation be given that this system works better than the old system.

Student grade sheets are being delivered to the departments and are available to advisors.

The honor code that was passed by the faculty senate last year is in this year's Faculty Handbook. President Whiteside will request that the students do likewise.

Faculty who would like an updated version of Blue Cross/Blue Shield providers may obtain that through Human Resources.

Harassment of faculty by students has been brought to the attention of the Dean's Council. Gail Stephens stated that disciplinary action may be taken against a student for on or off campus behavior if they harass a faculty member.

Senator Remington raised the issue of the directory including both students and faculty phone numbers and addresses. Why can't these be separated as before? President Whiteside will look into the matter.

Old business

Senator West gave a report from last year's Student Affairs Committee. This was in regard to the revised teacher evaluation form. A graduate student's thesis compared the old form to the new form and basically found no statistically significant differences. Three copies are in the Faculty Senate Office.

New business

Senator Kittrell asked the significance of why the new Faculty Handbook stated the hours faculty should be on campus. President Whiteside stated there was no change from before.

Senator Miller asked if the Grievance Committee no longer existed. President Whiteside stated that the committee had been placed on ad hoc status. Why have a standing committee if it rarely meets? Should the need arise, the committee would be formed in the same manner as it was before.
Items for TBR Faculty Sub-Council should be sent to Nancy Bertrand.

Charges will be given to Faculty Senate Committees in the near future.

Senator Dubois requested that speakers not be allowed to talk for an hour and take up senate time. President Whiteside stated that he believed that one of the purposes of the senate was to disseminate information to the faculty. He will therefore invite guests to briefly address the senate on topics of importance to the senate. University officials will also be invited if it is necessary for them to address the senate as part of their division's mandate.

The meeting was adjourned at 8:17 p.m.

Respectfully submitted,

Mary Elizabeth Stivers
Secretary/Treasurer
Faculty Senate Minutes
October 10, 1994

The meeting was called to order by President Whiteside at 7:00 p.m. Roll call was conducted by Mary Elizabeth Stivers.

Members present: Jeff Allbritten, Jill Austin, Bill Badley, Marc Barr, Dianne Bartley, Michael Beck, Fred Beemon, Homer Brown, James Calder, Frances Carson, Don Campbell, Janet Colson, Robert Colvard, Sarah Dawkins, Barbara Draude, John Dubois, Clark Ford, Bobby Newsome, Anthony Halterlein, Dianne Harper, Jeannette Heritage, Bella Higdon, Michael Hinz, Carolyn Hopper, Jacquelyn Jackson, Charlene Key, Fred Kittrell, James Lawrence, Janice Leone, Curtis Mason, Larry Morris, Doug Mitchell, Jean Nagy, Sandra Neal, Patricia O'Leary, Marvin Peyton, Bill Remington, David Robinson, Patrick Conley, Jenny Sauls, Marsha Smith, Thaddeus Smith, Mary Elizabeth Stivers, Kenneth Tillery, George Vernardakis, Jubran Wakim, David Walker, Betty McFall, Beryl West, Harold Whiteside.

Members absent: Ben Austin, Jerry Brookshire (excused), Carol Clark, Donald Crowder, Virginia Donnell (excused), Kevin Donovan, Leonard Foy, Chris Haseleu (excused), Zak Kano (excused), Richard LaLance, Ronald McBride (excused), Brian Miller, Jim Neal, William Shulman (excused), Kim Sokoya (excused), Moses Tesi, Belinda Traughber, Ronald Zawislak.

Senator Heritage made a motion which was seconded by Senator Badley that the September minutes be approved. The motion passed.

Budget balances: Travel $799.20
Operating $1,703.53

President Whiteside welcomed 4 new senators: Bobby Newsome, Doug Mitchell, Patrick Conley, and Betty McFall. President Whiteside requested that the senators from the College of Education stay after the meeting to nominate a faculty member to replace Joyce Maar.

President's report -

All feedback, recommendations, and input have been given to Dr. Hindman on the Graduate Dean search. A decision will be forthcoming.

President Whiteside has met with all the Faculty Senate Committees and has discussed their charges. Each committee has elected a chair and the senate will be hearing from them or a representative during this meeting. In addition to
charges given, committees may be assigned additional tasks
during the year or they may pursue issues they believe to be
important.

President Whiteside stated that the staffing meetings for
all colleges have been completed. Each Dean has to
prioritize the staffing requests and submit to Dr. Hindman
for final approval. It looks as though replacement
positions will be filled but not many new positions.

Chancellor Charles Smith will be on campus Monday, October
17, 1994. The Steering Committee will be having lunch with
Dr. Smith. Any issues the faculty would like to have
addressed need to be submitted to the Steering Committee.

The Dean's Council addressed the issue of outside employment
by MTSU faculty. Each faculty member is to complete the
appropriate form and submit it to the Department Chair for
approval. Outside employment should not interfere with the
performance of MTSU duties. This policy will be looked at
in further detail by Dr. Hindman.

President Whiteside addressed the issue of "no exceptions"
to tenure and promotion. Exceptions to the policy must
truly be exceptional and a letter attesting to that fact
must accompany the materials submitted. Number of years of
service does not constitute an exception. Most of the
exceptions being made are to MTSU policy not TBR policy.
Senator Remington stated that we needed to follow our own
rules or change them. President Whiteside is on the
committee that is looking at the tenure and promotion
policy.

Bids have gone out to work on the infrastructure for Jones,
Peck, and Wiser-Patton Buildings. These buildings will be
wired first. The project should be completed early spring.

Architects have been selected for the enlargement of the
library. They will be determining how to maximize space
since MTSU was not allotted enough money for the size
library we can justify.

President Whiteside stated that according to a TEA attorney
who spoke on campus last week, Tennessee led the nation for
law suits (per capita) over the Disabilities Act. The
faculty needs to take this seriously and accommodate
students with disabilities.

New business:

Each committee was asked to give a report.

Senator Calder, Chairperson of Academic Affairs Committee A,
mentioned that Cliff Gillespie will be working with them on the
computerized assignments for classrooms. Senator Draude stated that replacement of equipment parts was a problem. Senator Neal stated that security of equipment was a problem as well. Senator Calder asked faculty to send their concerns and suggestions to him. President Whiteside stated that Dr. Hindman was seriously committed to putting overheads in every classroom.

Senator Bartley from Academic Affairs Committee B stated that their report would be addressed under new business.

Senator Halterlein stated that Academic Affairs Committee C had elected officers.

Senator Colson reported from Student Affairs Committee A. They have elected officers and one issue they will address is the freshman seminar.

There was no report from Student Affairs Committee B.

Senator Badley reported from the Budget Advisory Committee. Issues that this committee will be dealing with are:
- a centralized travel office
- the student technology fee
- a faculty club
- the effects of hiring faculty for the proposed lectureship position
- a campus wide budget advisory committee

There was no report from the Government Liaison Committee or Faculty Welfare Committee A.

Faculty Welfare Committee B elected Dan Pfeifer chairperson and Patrick Doyle as secretary. This committee will be looking at the issue of promotion and tenure.

Old business:

The Student Affairs Committee from last year passed out a new student evaluation form of faculty members along with the old form. They have requested that senators discuss this with their colleagues, making any suggestions they feel necessary and return to President Whiteside.

Senator West stated that a research study conducted on the student evaluation form was in the Faculty Senate office.

The calendar committee requested that the senators complete a 4 question survey about the academic year calendar. The surveys will be given to the committee.

President Whiteside read a letter which he received proposing a new academic rank titled "lectureship" to assist departments with general studies faculty needs. President Whiteside has assigned investigation of the issue to
Academic Affairs Committee B. Senator West pointed out that if we have "cheap professors" should we have "super professors". Senator Remington stated that we may end up exploiting these people.

Senator Vernardakis asked about the 2% raise. President Whiteside stated that President Walker said it may be in the October paycheck.

Senator Key brought up the issue of the scheduling center and students being dropped from classes. Students are attending class, however, the computer has dropped them from the course. Scheduling center says they can't fix this problem.

Senator Kittrell asked about transfer student coming from a quarter system to a semester system. Senator Heritage asked about the miscalculation of hours by the university analysts. A student had graduated, received his diploma, and was asked to return it because his GPA was too low to qualify for graduation. The student is now enrolled in a 3 hour course at MTSU. Senator Kittrell made a motion that the Student Affairs Committee should look at rounding hours for transfer students to give them the benefit of the doubt. The motion was seconded by Senator Thaddeus Smith. The motion passed and President Whiteside will send it to the appropriate committee or person. Senator Heritage made a motion that when the university makes a mistake in the calculation of hours by a fraction, then MTSU should live with the mistake. The motion was seconded and passed. President Whiteside will take appropriate action on this.

Senator Neal asked if the seating area of the stadium could be designated as no smoking. She put this in the form of a motion. Senator Hopper seconded the motion and it passed unanimously.

The issue of smoking in classroom buildings was addressed. Senator Wakim stated that there was a policy in place and faculty have to have special permission to smoke in their office. Senator Jill Austin stated that physical plant will put a vent in faculty offices if the chair submits a request to physical plant. The real problem is in the portables; when someone smokes in one room it carries to all the rooms. Senator Badley explain a situation that occurred in Peck Hall this past summer. Even though the rooms are vented, the vents don't draw sufficiently to clear the air. President Whiteside said that he would send this issue to the Faculty Welfare Committee.

The last item of business had to do with a fall break. The issue hasn't been forgotten. The calendar committee is looking at this, but President Walker will make the decision.
The meeting was adjourned at 8:05 by President Whiteside.

Respectfully submitted,

Mary Elizabeth Stivers
Secretary/Treasurer
Faculty Senate Minutes  
November 14, 1994

The meeting was called to order by President Whiteside at 7:00 p.m. and roll call was conducted by Mary Elizabeth Stivers.

Members present: Jeff Allbritten, Jill Austin, Marc Barr, Dianne Bartley, Fred Beemon, Jerry Brookshire, Homer Brown, James Calder, Frances Carson, Carol Clark, Don Campbell, Donald Crowder, Sarah Dawkins, Barbara Draude, Clark Ford, Anthony Halterlein, Dianne Harper, Jeannette Heritage, Michael Hinz, Carolyn Hopper, Jacquelyn Jackson, Charlene Key, Richard LaLance, Janice Leone, Brian Miller, Doug Mitchell, Jean Nagy, Sandra Neal, Patricia O'Leary, Bill Remington, David Robinson, Jenny Sauls, Marsha Smith, Thaddeus Smith, Kim Sokoya, Mary Elizabeth Stivers, Moses Tesi, Kenneth Tillery, Belinda Traughber, Jubran Wakim, David Walker, Betty McFall, Beryl West, Terry Whiteside, Ronald Zawislak.

Members absent: Ben Austin, Bill Badley, Michael Beck (excused), Janet Colson (excused), Robert Colvard, Virginia Donnell (excused), Kevin Donovan, John Dubois, Leonard Foy, Bobby Newsome, Chris Haseleu (excused), Bella Higdon, Zak Kano (excused), Fred Kittrell (excused), James Lawrence, Curtis Mason (excused), Ronald McBride, Larry Morris, Jim Neal (excused), Marvin Peyton, Patrick Conley, William Shulman (excused), George Vernardakis.

The treasurer's report was given by Mary Elizabeth Stivers. There is $775.60 in the travel fund and $1,580.34 in operating expenses.

President Whiteside asked for corrections to the meetings of the last meeting. Upon receiving none, Senator Calder made a motion that they be accepted and Ron Zawislak seconded the motion. Motion passed.

Announcements:  
The SACS, Technology, and NCAA reports are in the Faculty Senate Office for anyone who wishes to review them.

President's Report:

1. The University is experiencing a budget shortfall due to the decrease in enrollment. We anticipate a decrease next fall as well. This is dependent on enrollment figures and approval of the new funding formula. To offset this years shortfall, Dr. Hindman is using $700,000 from the equipment budget and has asked each Dean to develop a plan for their college as to how they want to cut their budgets in order to cover the shortfall.
President Whiteside asked the Senate if the current shortfall constituted a rainy day and should we use the quasi-endowment fund? Senator Remington asked if the departments should give back more in order to spare the library. Senator Heritage made a motion that the quasi-endowment fund be used for at least the library. Senator Remington asked if the shortfall was due to the decrease in students and loss of funding from the state. President Whiteside stated that was correct and indicated that it was also due to the fact that the University had projected a 2% increase in enrollment. Senator Wakim asked if the Senate was suppose to give recommendations for how to deal with the shortfall. Senator Traughber made a motion that the library be given first priority and should be exempt from budget cuts. The motion passed unanimously.

2. President Whiteside stated that in the November 9th meeting of the Liaison Committee meeting Dr. Walker addressed the equity study in light of the budget shortfall. Dr. Walker stated that he had made a commitment to the faculty in his address in August and he was going to see it through. He is committed to an installment in January of 1995. President Whiteside read a letter that he had sent to Dr. Walker addressing this issue (attached).

3. There is a dedication planned for December for the naming of the LRC after Governor McWherter.

4. An offer has been extended to someone for the Graduate Dean position. Negotiations are taking place.

5. The committee to select the Vice President for Development and University Relations will meet soon to narrow the list of candidates.

6. The contracts have been signed for the first phase on the library. Currently, the library task force is visiting other libraries for suggestions. If the faculty feel there is an item that is specifically needed, they should call a member of the committee. The library will be smaller than is needed due to state level politics. In addition, since the amount of money was approved, building costs have increased. The committee will determine what features will be kept and what will be deleted.

7. President Whiteside attending a meeting on distance learning. The faculty needs to look into the issue. People are concerned that anyone can have access to taped lectures. This may encourage students not to attend classes. Also, who owns the tape/lecture? Technology is out-pacing ethics in this area. Senator Hopper stated that she had researched this topic and found that the laws do not cover this issue. Senator Badley asked if a lecture goes out over Internet,
who owns it? President Whiteside said that decisions are being made without a lot of faculty input. Senator Barr stated that in his area if someone creates a creative piece of work, he/she is the owner. Senator West made the motion that the issue be sent to the Patents and Copyright Committee. Senator Robinson seconded the motion. The motion passed. President Whiteside stated that he would give it to the Patents and Copyright Committee first and then to Faculty Welfare.

8. President Whiteside stated that the issue had been raised about liability and insurance coverage if a faculty member is in a state or rented car on University business. The faculty member is covered if they are in state on University business. If they are out of state, the laws of that state take precedence but most of the time we would be O.K. President Whiteside will leave a copy of the policy in the Faculty Senate Office.

9. A policy is being developed in which faculty can give sick leave to another faculty member. This would allow faculty who are in the sick leave bank to give a maximum of half of their sick leave but not less than 10 days. The current sick leave policy outlining this will be kept in the Faculty Senate Office.

10. Landscape Architecture is dead!

11. THEC is looking at low producing programs. MTSU is in the process of responding and protecting what we can.

12. Faculty who have not gotten their new ID's made can do so in KUC, 3rd floor or in the Haynes-Turner Building.

Committee Reports:

Academic Affairs A - Senator Calder stated that the committee had met with Cliff Gillespie and Cricket Raines. They are aware of the problems with the computerized classroom system and are working on the problems. Their first priority is to the departments and their needs. This program was instituted by Dr. Walker's office in order to provide information to THEC about our space needs. He needed accurate and documented evidence to impress upon THEC that we need more classroom buildings.

Academic Affairs B - Senator Bartley stated that they were looking at the "lectureship" issue. The committee has invited Dr. Hindman and/or Dr. Jones and Wendy Thompson to speak to this issue so they can receive information from all perspectives.

Academic Affairs C - No report
Student Affairs A - No report

Student Affairs B - Dr. Slicker stated that they were methodically considering topics but haven't decided on one yet. She did request that a letter be written in support of a grant that has been submitted by Mr. Drugmand to add more officers to campus security. The grant is asking for partial funding for salaries and benefits. A motion was made and seconded. Motion passed unanimously.

Dr. Slicker also requested that a letter of support be sent to Dr. Walker in support of day care on campus. A proposal has been submitted by the Department of Human Sciences. President Walker is going to appoint a task force to look at the issue. Senator West made a motion that President Whiteside compose a letter to be sent to President Walker in support of day care on campus. Senator Calder seconded the motion. Motion passed.

Budget Advisory Committee - Senator Badley stated that they have met with Dr. Stucky about the budget shortfall. They are still looking into the issue of a Centralized Travel Office. As for the equity study, they asked Dr. Stucky about the issue. He stated that it may be half of what was given last time which was 18% i.e. 9 or 10%. Hopefully it will be fully implemented by January of 1996.

Faculty Welfare A - No report

Faculty Welfare B - No report

President Whiteside thanked the committees for their work. He appreciates the committees sending him their minutes so that he can stay abreast of what is taking place.

Old Business - none

New Business

Senator West commented on the timing of a recent article in the MTSU Record. He questioned that the article may have appeared to the public as an MTSU endorsement for a particular political candidate just prior to the election. Whereas, the University is grateful for any assistance given by any legislator, Public Relations should be careful about the timing of such articles so that they do not appear as political endorsements.

President Whiteside announced that at the last MTSU home football game, announcements were made about not smoking in the seating area.

All faculty should send their feedback to President Whiteside about the new student evaluation of faculty form.
The administration is leaving this issue entirely in our hands. We just need to let them know which form will be used so they can have them for fall semester of 1995.

Senator Badley spoke about the Financial Integrity Act Committee. According to this act, MTSU is to evaluate all regular faculty and administrative staff and provide written annual feedback. This is not being done.

Senator Barr stated that the University should be sure we adhere to correct hiring procedures. He questioned what was happening with the Educational Technology Center position. President Whiteside stated that many agencies look at our hiring procedures to see, if we follow procedures correctly. TBR looks at each hire as well. Currently the above mentioned position has been advertised.

Senator Wakim asked about a fall break. President Whiteside stated that a calendar had been presented to the Dean’s Council and the Executive Committee which includes a fall break. The matter is in Dr. Walker’s hands. If faculty have concerns, as many do, they are free to send a letter to Dr. Walker. Whether we have a fall break or not, we will begin classes on Wednesday or Thursday, not Friday.

Senator Traughber stated that the timing of the notice for increased insurance rates was inappropriate. If the state is not going to honor the rates, then the window for switching carriers should have been extended. She also questioned if someone was following the status of health care. Dr. Bertrand stated that the Faculty Subcouncil was following it, but their hands are tied.

The meeting adjourned at 8:38 p.m.

Respectfully submitted,

Mary Elizabeth Stivers
Secretary/Treasurer
TO: Dr. James E. Walker

FROM: Dr. Harold D. Whiteside

SUBJECT: Equity Adjustments

DATE: November 14, 1994

As the time nears for your decision on the next step in the salary equity adjustments, there are several issues I hope you will consider. Each of these issues were studied, discussed and supported by the Salary Equity Committee.

1. The four-digit CIP code should be used for all disciplines. This will provide for salary ranges that represent specific disciplines and more accurately reflect salaries that should be paid to individual faculty.

2. The remainder of the equity adjustments should not be negatively impacted by the annual raises that individuals have received since the last equity adjustment. It is important that faculty receive the absolute amount of equity they are due, and not a lesser amount adjusted by annual salary increases. For example, two faculty in one discipline had the same credentials. Dr. A was due $5,000 for equity and Dr. B was due $0. The salaries for Dr. A and Dr. B will remain inequitable if annual salary raise dollars are discounted. Dr. A does not reach true equity and will never reach Dr. B's salary. This would not be in the spirit of the original equity decision and could cause some morale problems.

3. Where appropriate, accreditation criteria should be considered in addition to the four-digit CIP code (ex. - ACEJMC, ABET, AACSB)

Please let me know if you would like to meet with representatives of the Faculty Equity Committee if we can provide you additional information.

Thank you.
Faculty Senate Minutes
January 9, 1995

The meeting was called to order by President Whiteside at 7:00 p.m. and roll call was conducted by Mary Elizabeth
Stivers.

Members present: Jeff Allbritten, Jill Austin, Bill Badley, Marc Barr, Dianne Bartley, Michael Beck, Fred Beemon, Jerry
Brookshire, Homer Brown, James Calder, Frances Carson, Carol
Clark, Don Campbell, Donald Crowder, Virginia Donnell,
Barbara Draude, John Dubois, Clark Ford, Leonard Foy,
Anthony Halterlein, Chris Haseleu, Jeannette Heritage, Bella
Higdon, Michael Hinz, Jacquelyn Jackson, Fred Kittrell,
Richard LaLance, Janice Leone, Lani Ford, Doug Mitchell,
Jean Nagy, Sandra Neal, Patricia O'Leary, Bill Remington,
Jenny Sauls, Marsha Smith, Thaddeus Smith, Kim Sokoya, Mary
Elizabeth Stivers, Moses Tesi, Kenneth Tillery, Belinda
Traughber, George Vernardakis, Jubran Wakim, David Walker,
Betty McFall, Harold Whiteside.

Members absent: Janet Colson (excused), Robert Colvard,
Sarah Dawkins (excused), Kevin Donovan, Bobby Newsome,
Dianne Harper, Carolyn Hopper, Zak Kano, Charlene Key
(excused), James Lawrence (excused), Curtis Mason, Ronald
McBride, Brian Miller, Larry Morris (excused), Jim Neal,
Marilyn Peyton, David Robinson, Patrick Conley, William
Shulman, Beryl West, Ronald Zawislak.

The treasurer's report was given by Mary Elizabeth Stivers. There is $496.21 in the travel fund and $1,377.84 in
operating expenses.

President Whiteside asked for corrections to the November
1994 minutes. Senator Calder made the motion they be
accepted and Senator Heritage seconded the motion. Motion
passed.

President's report:

Dr. Hindman has resigned as VPAA and has accepted the
Presidency at Angelo State University in San Angelo, Texas.
Bob Jones will serve as the interim Provost/VPAA. Dr.
Hindman's last day will be January 18, 1995. The Liaison
Committee asked President Walker if the new person will be
provost; Dr. Walker said yes. A search committee has been
formed. Their 1st meeting will be January 20th.

The Vice-President for Development position has been
narrowed to 6 candidates. The committee meets January 19 to
cut the list to 3 candidates to be submitted to President
Walker.
The Institutional Effectiveness office will move from Cope Administration to Jones Hall. The Graduate office will expand their office into part of the vacated space, and Wendy Thompson, legal assistant, will move into the rest.

The library Committee is on track. The architects have put together a nice package. We will have mock up copies by the end of the week. So far they have not had to cut the square footage.

The fiber optics work is on schedule.

An adjustment in the equity study will be reflected in the January pay check along with a letter of explanation.

Copies of the SACS report and the NCAA certification report are in the Faculty Senate office. Both groups will be on campus the last week in March for their accreditation visits.

Senators need to meet by colleges after the meeting and elect 2 people to be on the Faculty Senate Elections Committee. Also, Liberal Arts needs to select a replacement senator.

President Whiteside thanked the committees for their work and the fact that he has been receiving minutes from their committee meetings.

Committee reports:

Academic Affairs A - Senator Calder stated that the committee sent questionnaires to all department chairpersons about the computerized scheduling of classroom. 27 have responded with 13 identifying themselves. This will be discussed further at the next Senate meeting. President Whiteside announced that in the Deans' Council meeting Cliff Gillespie stated that beginning Fall 1996 certain classrooms will be given back to the departments. This will help departments regain some autonomy.

Academic Affairs B - Dianne Bartley stated that the committee has met with Dr. Brooks, Dr. Lavery, and Dr. Jones about the "lectureship" idea. The committee now has more questions than answers and will continue to work on this.

Academic Affairs C - No representative

Student Affairs A - No representative

Student Affairs B - Terry Dorris stated that they have looked into student complaints about the "book buy back". Students have received different amounts for the same book. Books are bought for 50% the original price until the
bookstore has the number they need, then they pay 25% of the original price. Senator Remington requested that Faculty Senate ask the bookstore to not buy back books before finals. Also, the committee is looking into computer availability for students. Computer technology is conducting a needs assessment survey. Any comments should be sent to Dr. Dorris. Senator Kittrell stated that the survey should ask students if they have personal computers and what model it is. Dr. Dorris asked if a letter of support had been written for Chief Drugmand in support of hiring more security officers. President Whiteside stated that one had been written. MTSU is the lowest in the state in terms of number of officers. President Walker has put money into this area but the ratio is still low, especially with the student increase. We missed funding for a major grant, but we are on the list for some smaller grants.

Budget Advisory - Senator Badley has sent out a schedule for committee meetings. Spring is their busiest semester. January 18 is the prebid conference on a travel office. The library is ranked 13th out of 20 projects to be funded by the state.

Government Liaison Committee - Kathy Liles said there are no bills in the Legislature yet. Please send any ideas or comments to the committee.

Faculty Welfare A - No representative

Faculty Welfare B - Dan Pfeifer stated that since a task force was in place to look at promotion and tenure criteria, Faculty Welfare Committee B will not pursue the matter. The committee is now looking into the issue of faculty safety. Committee A will take care of this issue nicely. Gail Stephens is writing procedures for the faculty handbook.

A workshop will be given this semester on faculty safety when on and off campus.

An issue the committee addressed last year is the dropping of "consecutive" on figuring retirement pay. Senator Kittrell stated that he has talked with the person at the state level that is responsible for this and he/she stated that they actually take the highest 5 years and average them. The committee also is looking into accrued sick leave. If an employee dies his/her spouse get cash; if they live to retire, the employee doesn't receive cash. Nancy Bertrand said she would check on this at the TBR Sub-Council meeting.

Old business:
Senator Kittrell asked about the status of the new calculations on the Mercer study. Senator Jill Austin said that Ramona Taylor has the new figures and is working with them. They will be reflected in the January pay check. Senator Vernardakis asked if they reflect years of experience. Senator Austin said the formula was the same.

Senator Badley asked when President Walker was going to act on the Financial Integrity Act in terms of giving written feedback to untenured faculty. President Whiteside said that in the Deans' Council meeting, Dr. Hindman said that all MTSU personnel including faculty will receive a written evaluation from their supervisor or chairperson. Chairpersons will keep a copy in the departmental office.

Nancy Bertrand asked Faculty Senate to send items of concern for the next TBR Sub-Council meeting.

Senator Vernardakis asked about the university tenure and promotion committee recommendations. If there is a disagreement between the committee and Dr. Hindman, Dr. Walker would agree with Dr. Hindman. This also happened under the previous administration. Why does this committee exist if the faculty is to be disregarded? President Whiteside said that all groups, faculty, Senate, Deans' Council, etc. will get a chance to respond to the task force's recommendations at the end of the semester. This may be the time to address Senator Vernardakis' question. In the meantime, President Whiteside will point this out to the interim Provost/VPAA.

Senator Remington asked about the funding formula. Great weight is given to fall semester while spring and summer do not count. This causes MTSU to do inappropriate things. President Whiteside asked Senator Remington to give some examples and he could not but would get back to President Whiteside. President Whiteside stated that THEC has just looked at the formula. We don't want to investigate summer school. Summer school is self supporting. Dr. Bertrand said that we are better off than other schools in the system because they are not self-supporting. Senator Austin said that it is hard to use spring semester numbers because funding projections start before then and we can't wait for the spring numbers. Senator Kittrell stated that with all the recent revisions of formulas, this may be a dead issue. Dr. Bertrand stated that the numbers come from either Cliff Gillespie or Institutional Research. Fall semester enrollment is larger than spring semester.

Senator Campbell asked about fall break. President Whiteside stated that the new academic calendar for fall 1995 included a fall break (a Thursday and Friday in October).
Kathy Liles asked if companies can purchase a mailing list from MTSU. President Whiteside stated that this issue had been discussed with the President in a Liaison Committee meeting. The TBR attorneys stated that we can't refuse anyone who wants a list of employees. If the list already exists, they can have it free of charge. If MTSU has to create a specific list, we may charge the company. The question was asked if we can request that our name be withheld from the list and President Whiteside said that he would check into it.

Senator Vernardakis asked about the status of the faculty evaluations conducted by students. No one seems to agree on the content of the form. President Whiteside said evaluations will be done with the old form until someone creates a new form we can reasonably agree on.

The meeting was adjourned at 8:08 p.m.

Respectfully submitted,

Mary Elizabeth Stivers
Secretary/Treasurer
Faculty Senate Minutes
February 13, 1995

The meeting was called to order by President Whiteside, at 7:00 p.m. and roll call was conducted by Mary Elizabeth Stivers.


Members absent: Jackie Eller, Marc Barr (excused), Dianne Bartley (excused), Michael Beck, James Calder (excused), Janet Colson, Robert Colvard, Donald Crowder, Sarah Dawkins, John Dubois, Leonard Foy, Bella Higdon, Charlene Key, Fred Kittrell (excused), Richard LaLance, Sandra Neal, Marvin Peyton, Patrick Conley, Jenny Sauls, David Walker (excused).

Senator Hopper moved that we accept the minutes from the January meeting. Senator Heritage seconded the motion. Motion passed.

The treasurer's report was given by Mary Elizabeth Stivers. There is $479.21 in the travel fund and $1,325.82 in operating expenses.

Drew Bergman, SGA President, addressed the senate. One of his goals is to improve communication on campus. The Faculty Senate Office will be receiving the minutes from SGA meetings. He requested that all faculty remind students to vote in the upcoming SGA elections. An immediate concern is the price of textbooks. SGA has been talking with Earl Harris and David Gray regarding a book exchange on campus. Mr. Bergman said there was one several years ago, but not presently. Senator West stated that the bookstore and food service are profit endeavors. We have the lowest profit margins but they are for profit. Senator Badley asked if faculty could put a copy of their textbook on reserve in the library. President Whiteside stated the library can't purchase textbooks. Senator Hopper stated that a faculty member can place a copy on reserve in the library.
President's report:

Three of the DA programs are targeted to be dropped due to low enrollment. If this happens MTSU will drop from a Doctoral II institution to a Master's Comprehensive. This will mean less funding and a new comparison group which will also affect salaries. Dr. Bertrand and President Whiteside drafted a resolution to be sent to TBR. The administration is concerned and will be talking with the chancellor. Dean Curry is taking a packet of information to TBR and if we pass the resolution, this will be included. Senator West made a motion we adopt the resolution. Senator Remington seconded the motion. After discussion of constructive changes, Senator Austin called for the question. The resolution passed unanimously. (See attachment)

President Whiteside distributed brochures for the Women and Power Conference; There was a problem with the mail out. He placed a stack on the table for the faculty to take with them.

President Whiteside distributed the MTSU Planning Goals from 1995 through 2000. Send comments to President Whiteside and if he sees a pattern of concern he will address this with the administration.

The Faculty Senate Nomination Committee needs nominees for the ballot for next year. Please talk with your colleagues, we need the following positions filled:
- B/A - 1 person from Computer Science
- Bus. - 1 at-large
- L/A - 1 person from English
- 3 at-large

NCAA requires that faculty be made aware of the University's Athletic Program Mission Statement. Copies were distributed and senators are asked to relay this to their faculty and pass on any comments to President Whiteside.

Athletic Forums will be held in KUC on February 20, 10:30 - 12:00; February 21, 2:00 - 4:30; February 27, 4:30 - 6:00. Discussion will probably include moving to Division 1 athletics and the new stadium. Faculty are encouraged to attend.

There is a copy of the TBR Agenda 2000, which was distributed by the chancellor last week, in the Senate office for those who want to read it. One observation made by President Whiteside at the meeting was that after the chancellor presented the Agenda to all the high ranking officials from every TBR school in the state. Only one question was asked. President Whiteside wondered if things are that good in Tennessee, or are people intimidated by the Chancellor? On February 10, Chancellor Smith sent out a
memo stating that he had been misquoted in the newspaper regarding the Agenda 2000. The article stated that the state employee evaluation process was inadequate. Chancellor Smith corrected this in his memo and stated that the system in place works well.

Paper submissions are now being accepted for the 25th Higher Education Symposium to be held April 23rd-25th, 1995 at Fall Creek Falls. The senate office has forms for anyone who is interested.

Two items were raised at the TBR Sub-Council meeting. One issue was the absence of faculty on the TBR. Tennessee law states that the board is to be composed of lay people. A student is eligible but not faculty. The second issue had to do with tuition waivers for children of state employees. Faculty's children receive a 50% discount. If the employee's retired, it drops to 25%. However, if you were a state employee for 10 years or longer, you get a 50% discount on each child for 5 years, or until the child is 26. If employed less than 10 years, the 1st year is 50% and thereafter it drops to 25%.

A draft of the Distance Learning Guidelines Handbook is available for faculty who want to review this. President Whiteside will assign this to a Senate Committee.

President Whiteside opened the floor for committee reports. Senator Smith made a motion that we address new business first to discuss the Mercer study only. Senator Leone seconded the motion. Motion passed. Senator Leone read the following resolution:

Be IT RESOLVED by the Faculty Senate of Middle Tennessee State University that MTSU faculty should not be financially penalized by use of the four digit CIP code. Faculty whose salaries were adjusted upward based on the four digit CIP code to account for salary should receive the adjustment amount. Faculty whose salaries were adjusted downward based on the four digit CIP code to account for salary inequity should receive the amount designated by the original Mercer Equity Study completed in 1993.

Ken Scherzer submitted a summary of his findings for general information purposes.

The issue is when the first Mercer study was conducted, 2 digit codes were used that lumped several departments together. When the 2nd Mercer calculation was done, 4 digit codes were used which compare departments to others within their own specific discipline and not grouped with other disciplines. In addition, much erroneous information was corrected as to years of service, rank, etc.
Approximately one hour of discussion ensued in which the following statements were made:

From the 1st to the 2nd calculation, there was a net loss overall for the faculty. Individually, 112 received an increase while 153 decreased.

TSU implemented their study and stopped at 65%, ETSU stopped at 30 or 40%. Both have declared their studies "done". Dr. Walker could do the same thing but inclinations are he won't.

The second study was done because 50 to 60 people appealed the 1st study. The committee, in conjunction with Dr. Hindman, said the comparison group wasn't with respect to the same discipline. They decided to give the option of specific discipline digits. The decision which code to use was determined by each Dean and their department chairs.

No one knew what the outcome would be before they did the 2nd study. There was nothing "underhanded" taking place.

Dr. Renn, Chairperson of History, stated there was no discussion or choice given as to the use of 2 or 4 digits. He was given a list and told to choose. Dr. Morris, Chairperson of Psychology, stated that he was given a choice, but there were so many digits to choose from in his field that it was just impossible to handle all of them. The final conclusion from this discussion was that each Dean apparently handled it differently.

Concern was expressed that there was a rush to get the calculations done before people had time to really analyze the impact of the 2nd study.

Those who received a promotion last year and this year will receive different amounts. Those receiving promotion this year will receive less of an adjustment. Some faculty were concerned that the rules had been changed in the process.

The college of Liberal Arts was hit the hardest.

The more recent faculty were hit the hardest, as opposed to those who have been here several years.

The suggestion was made that we go with the study that was the most fair.

Many faculty felt that the study that benefited a faculty member the most should be used. Senator Austin stated that was not possible, one or the other has to be used. After a decision has been made as to which data to use, that data will be used in hiring future faculty.
Sometime in the future the issue of merit needs to be addressed because some faculty are concerned that faculty are being given adjustments based on these numbers and quality of performance is not being considered.

Richard Moser stated that there is no way to really determine equity. This is a political decision.

All faculty would like to see a win-win situation, but it just isn't possible, no matter what study is used, someone will not be happy.

The question was called for by Senator Austin. Voting resulted in 32 for the resolution and 12 against. The Resolution will be sent to the President.

Committee reports:

Academic Affairs A presented 3 resolutions relating to computerized scheduling.

1. Resolved that the administration initiate a program to provide a centralized classroom instructional equipment center for faculty utilization, and that it provide overhead projectors and screens for every classroom, to be maintained through university funding.

Discussion: One problem has to do with the equipment in a room. Who repairs and pays for the equipment? There is an office on campus that is set up to do this, however, it is on a request basis and doesn't work very well. They are not equipped to do this on a large scale. Senator Haseleu stated that if the university maintains the equipment the administration will then reduce departmental equipment budgets to cover the cost. The question was called for. The resolution passed.

2. Resolved that, if the administration desires to increase space utilization through the use of afternoon classes, it establish policies to expand afternoon classes with equitable participation by all departments in scheduling such classes.

Discussion: Given the nature of our students, if we offer more afternoon classes, especially if there are multiple sections in this course, the students won't take them. Senator Remington asked if there are departments that don't offer afternoon classes. Senator Morris said yes. If we offer more afternoon classes, we need to be sure that all departments do this. Senator Brookshire stated that we should ask the administration to lean on departments to offer afternoon classes. Senator Zawislak stated that the resolution was clear enough and we shouldn't pass it. The question was called for. The resolution failed.
3. Resolved that continuing efforts be made to identify and to improve the parameters associated with the use of classrooms: (a) the number of seats needed; (b) the equipment and materials needed, as identified by departments, and forwarded to the equipment center.

Discussion: The scheduling people pay attention to the needs of the faculty and departments, through the number of seats but not the faculty members needs such as what they take to class. Senator Morris called for the question. The resolution failed.

President Whiteside thanked the committee for their work. The have been on top of this situation from the beginning.

Academic Affairs B: No report

Academic Affairs C: No report

Student Affairs A: No report

Student Affairs B: Dr. Slicker stated the committee looked into the issue of the bookstore buying books back prior to final exams. Earl Harris stated that if the Blue Raider Bookstore would stop, then Phillips would too. The bookstore hires people to buy books at 50% of the student's cost until their needs are met, after that they pay 25%. It is to the students advantage to sell books as soon as possible to get the better price. Dr. Slicker stated that Mr. Harris continues to send her information on various issues regarding the bookstore; she will leave it with President Whiteside. Concern about the policy of only 2 official texts in multiple section courses resurfaced. Dr. Stucky has appointed a committee to look into this. Faculty can have all the supplementary texts they want. Dr. Slicker will be communicating with this committee as time progresses. Dr. Renn stated that Dr. Stucky is immensely supportive of having the bookstore be a service to the university. Senator Remington stated that maybe faculty should keep books for a longer period of time; this would be better for the students. Senator Hopper commented that they would then be outdated.

The Second issue Dr. Slicker addressed was computer labs on campus. The committee met with Sylvia Brace about this. There are 45 computer labs on campus and none of them are University labs, all belong to a department. The lab in the LRC has a user priority list: Education majors, K-12 workshops, College of Education majors, all students. This committee would like to survey the departments and publish a list every semester stating each lab's location, types of computers, hours of operation, and who can utilize the lab. Senator Zawislak stated that some departments have
specialized software and that most students aren't trained in the use of this software; therefore, most departments won't want this list published. Dr. Slicker asked about the technology fee and what it is being used for. President Whiteside stated that they are trying to build up the funds so they can make some major and meaningful purchases. Lucinda Lea has stated that she is in favor of university labs and would help to support them. Senator Stivers stated that in a Liaison Committee meeting, Dr. Hindman said that the technology fee would be used for items that benefit all students. President Whiteside inform the administration of the Senate wishes that the fees should be used for items that will benefit all students. Senator Remington asked about the labs in KOM. President Whiteside will investigate who has access to that lab. Dr. Slicker stated that her committee is sending a member to other committees on campus, such as academic and student computing, to see what is taking place elsewhere.

Budget Advisory Committee: Senator Badley's committee is attending the budget hearings. After these are completed, the committee will meet and then attend the Vice President's budget hearings. A report will be given at the next Faculty Senate meeting. Senator Badley attended the Pre-bid Conference on the travel office. One problem is that faculty can't reject the lowest fare, specifically red eye specials. They are working to change this to the lowest fare for the departure date, time, and faculty needs. Senator West asked for the name of the agencies who attended. Senator Badley listed AAA, ALL Points Travel, Belle Meade Travel, and Carlson Travel Network. One company is protesting because because they were unable to attend a mandatoru pre-bid conference.

Government Liaison: No report

Faculty Welfare A: No report

Faculty Welfare B: A draft of the new promotion policies is available and faculty are asked to examine this. Send any comments to Dean Deryl Leaming.

Old business: None

New business: None

The meeting adjourned at 9:25 p. m.

Respectfully submitted,

Mary Elizabeth Stivers
Secretary/Treasurer
Faculty Senate Minutes
March 13, 1995

The meeting was called to order by President Whiteside at 7:00 p.m. and roll call was conducted by Mary Elizabeth Stivers.


Absent: Jeff Allbritten (excused), Jill Austin (excused), Bill Badley (excused), Fred Beemon, Carol Clark (excused), Robert Colvard, Donald Crowder, Virginia Donnell (excused), Clark Ford (excused), Leonard Foy, Bobby Newsome, Dianne Harper, Chris Haseleu (excused), Charlene Key, Richard LaLance, Lani Ford (excused), Larry Morris, Patricia O'Leary, Bill Remington (excused), Patrick Conley, William Shulman (excused), Thaddeus Smith (excused), Kenneth Tillery, Belinda Traugher (excused).

Senator Calder moved that the February 13, 1995 minutes be approved. Seconded by Senator West. Motion passed.

Senator Kittrell asked that the January 1995 minutes be corrected to read "the 5 consecutive years and give the highest average" with respect to figuring retirement income.

The treasurer's report was given by Mary Elizabeth Stivers. There is $479.21 in the travel fund and $1,202.95 in operating expenses.

The speaker for the evening was Dean Don Curry from the Graduate College.

TBR has decided not to delete the DA programs that were in question. Dean Curry will be diligent in his efforts to help these programs grow. Dean Curry made 3 requests of the Graduate Council and he wanted to share them with the Faculty Senate. He requested that comments be directed to Dr. Bertrand, Chairperson of the Graduate Council, the Graduate Council itself, or himself.

The first issue he addressed was summer fellowships. Presently, $5,000 is given to each Doctoral program for
summer fellowships. If they have few students, then each student receives more money. If many students enroll, students receive less money. An inequity exists. Some DA students only come in the summer; therefore they always receive money. In order to save some of the graduate programs, the Graduate College wants to offer "super fellowships" of $10,000 each to assist in recruiting students. This lead to questioning of other programs such as English and HPER. Aren't they penalized because they are doing well. We want to save the low enrollment DA programs but it isn't fair to the other programs that are doing well. Dean Curry wants to take summer funding for DA programs and reallocate this money to English and HPER.

The second issue addressed graduate faculty membership. Dean Curry wants to add good teaching as a way of achieving Associate membership. He gave an example of a faculty member in education who was a very good teacher but was lacking in research productivity. This person lost his membership as a graduate faculty member. Dean Curry would like to reinstate this person as an associate member and add similar others so they can teach graduate courses.

The third issue dealt was pay for thesis and dissertations. Dean Curry doesn't believe this is optimum use of the money. He wants to put this money into a travel fund for faculty to attend conferences to recruit students. There is $25,000 in the budget which would be distributed among graduate faculty for travel.

Another option he wants the Graduate Council to consider is raising the number of credits a student can receive for a thesis or dissertation. Dean Curry wants to give more credit to the student and the faculty member. Currently, graduate students are an overload for faculty. He wants to change this so graduate students become a part of a graduate faculty member's regular load. It was stated that graduate students are listed as TBA, therefore, they are not counted in the TBR formula. Can we offer a set time so they will count in teaching loads? Dean Curry said the Graduate Council will look into this. Senator Kittrell stated that reading courses are offered in the summer but faculty are not paid for this. Dean Curry said he would work on this. Senator West stated that we teach more graduate students in the summer but the pay isn't comparable. Dr. Bertrand stated that this was a TBR policy.

President's report:

Faculty Senate will meet on April 17th, not April 10th. Due to the change, faculty who cannot attend will be excused.

A nominating committee needs to be formed to prepare a slate of officers for next year. President Whiteside will appoint
1 person from every college or if someone wants to serve on the committee, he/she needs to see President Whiteside.

The P/VPAA search committee is evaluating the candidates. They will select the top 6 candidates by Friday, April 7th.

An announcement is forth coming on the new Public Relations and Development Vice President.

Goal 5 of the "MTSU Planning Goals for 2000" has been reworded so that we will support technology across all disciplines.

Recently a law suit involving another university was settled. A Hindu faculty member was offended by prayer during TSU's commencement. The Tennessee court decided that since attendance at graduation is not mandatory, the faculty member had no case. Implication for MTSU: Faculty do not have to attend graduation.

Last Thursday the salary equity committee met with Dr. Jones, the undergraduate Deans, Dr. Bader, and Don Craig. There is no resolution yet. Dr. Jones has a meeting with the President next week and he will make his recommendation then. Dr. Jones has all the information he needs and he and Dr. Stucky will make the decision. Senator Leone asked what were the strong points against the resolution. President Whiteside said the same arguments that were made during the last Faculty Senate meeting were raised in this meeting. Senator Vernardakis asked if the President was present. President Whiteside said no.

Candidates for the P/VPAA position may be on campus before Faculty Senate meets again. If faculty have questions they want asked, please give them to President Whiteside. It would be good to have a standard set of questions for a comparison basis. Also, the committee encourages faculty feedback about the candidates; this is a critical position.

The committee to look at Promotion and Tenure has finished the draft on promotion policies. They have looked at many state school policies and have written many drafts. The most controversial issue has to do with college versus university committees. There are pros and cons to this issue. The committee has recently begun work on the tenure policy. Senator Vernardakis prepared a list of concerns regarding the promotion policy. Unfortunately, he had an early draft which he thought at the time that was final. President Whiteside thanked Senator Vernardakis for raising some valid concerns. Senator Vernardakis asked if faculty senate would have a chance to review the final documents. President Whiteside said yes, probably through open forums. Senator Vernardakis asked when the documents will be
complete. President Whiteside said that his guess would be in the fall.

Committee reports:

Faculty Sub-Council - no report

Academic Affairs A - no report. President Whiteside is giving them another charge. They will be reviewing the distance learning handbook.

Academic Affairs B - Dianne Bartley stated that the committee is gathering data from other universities on the lectureship position issue. They will have a report at the next meeting.

Academic Affairs C - no report

Student Affairs A - no report

Student Affairs B - They have collected data and discovered that no computer labs are open without restrictions. They recommend that a list be compiled of computer labs stating the hours, platform, and priority of use. Senator Peyton addressed the LRC computer lab. It is open approximately 40 hrs. a week to any student. It is restricted only by the hours that they can hire students to open it. The biggest problem with respect to computer labs on this campus is lack of communication.

Budget Advisory - Senator Badley could not attend but he has been attending the budget hearings. Betty McFall briefed the Senate on the coverage of the hearings this committee had done. A final report will be forthcoming.

Government Liaison - Judy Slagle passed out a list of Higher Education bills and how they would effect state employees. Some bills MTSU is for and others against. Others don't affect us. After the legislature tabled the tuition bills until 1996 that didn't leave many bills. The committee did their homework on the remaining bills and called the appropriate people. If someone has a question, call a committee member.

Faculty Welfare A - no report

Faculty Welfare B - no report

Old business - none

New business:

A resolution on grade appeals was distributed by a member of the Nursing Department. President Whiteside shared
information from the Liaison Committee meeting. The official policy states that the committee will consider cases if unethical, unprofessional, or inequitable grounds are indicated. Overturning a grade is serious and the decision of the committee is final. A student cannot appeal the same grade twice. If they don’t appeal within the appropriate time frame the case is dropped. A faculty member from the nursing department made the following points: (1) the student had information input to the committee and the faculty member had none. The information the student had was incorrect. (2) They asked for an expert witness, someone in the nursing field, and (3) they want faculty members to be treated with respect. The appeals committee was rude to the faculty member. Senator Hopper stated that she would like to hear from the appeals committee before making a decision. No one from the committee was present. Senator Heritage said that she was on this committee in the past and they were given copies of the appeal. The Nursing faculty was not given a copy of the appeal. Senator West asked about the legal process. Senator Kittrell stated that if a grade was changed the consequences should be severe for the faculty member. Senator Hopper asked if we were doing the same thing as the appeals committee; only hearing one side. Are all appeals heard even if the grounds are not valid? The policy states that the student should talk with the faculty member and the chair. If it can’t be resolved, the student can go to the appeals committee. Senator Calder stated that he wants to study the policy before we vote. Senator Hood made a motion to table the issue so we could study it. Senator Mason seconded it. President Whiteside will send it to Academic Affairs C. President Whiteside stated that some departments have special circumstances. In Nursing, a licensed nurse must give a clinical grade. The resolution was tabled. President Whiteside asked all Senators to please look at this issue.

Senator Neal asked if there are regulations as to what comes across e-mail. President Whiteside stated that this was brought to the attention of the administration by the Liaison Committee.

Senator Kittrell requested that faculty senate encourage the formation of intramural teams composed of faculty to compete with student intramural teams. Senator Campbell put this in the form of a motion. Senator Calder seconded it. President Whiteside said that the Faculty Senate budget was too small to support the team financially. Motion passed and faculty are encouraged to call Don Campbell if interested.

Senator Kittrell made the motion to adjourn at 8:37 p.m.

Respectfully submitted,

Mary Elizabeth Stivers
Secretary/Treasurer
Faculty Senate Minutes  
April 17, 1995

President Whiteside called the meeting to order at 7:00 p.m. and roll call was conducted by Mary Elizabeth Stivers.


Absent: Marc Barr, Dianne Bartley (excused), Michael Beck (excused), Robert Colvard, Sarah Dawkins (excused), Robby Newsome, Anthony Halterlein (excused), Charlene Key, Richard LaLance, James Lawrence, Lani Ford, Brian Miller (excused), Marvin Peyton, David Robinson, Patrick Conley, Betty McFall, Ronald Zawislak.

New members absent: Mary Jane Lavender, David Loucky (excused), Dewayne Pigg.

Senator Calder moved that the March 13, 1995 minutes be approved. Motion was seconded and passed.

Treasurer’s report: There is $2,177.55 in the travel fund and $1,012.63 in operating expenses.

President’s report:

President Whiteside received a letter from Dr. Jones and Dr. Stucky about the equity study. Those faculty whose target salaries decreased in the January adjustment will be recalculated with reference to the highest target. However, more recent (1994-1995) data on salary equity is available and this information will be used in future adjustments using the 4 digit codes.

This was the last faculty senate meeting that President Whiteside will preside over. He thanked the senate for the
opportunity to serve as President. He believes the senate is an influential body as demonstrated through such issues as the salary equity study and classroom scheduling. He recognized the steering committee for their strength and ability to push issues. He thanked Mary Elizabeth Stivers for her job as secretary/treasurer and Jill Austin and Nancy Bertrand for their assistance throughout the year. President Whiteside thanked the senate committee chairs and members for their work. He thanked the senate; he believes the differences and debates were necessary and fruitful.

Committee reports:

Academic Affairs A: Senator Calder reported that the committee reviewed the distance learning handbook and made 2 recommendations. Departments should have ownership of the course and courses should be updated every 3 years. Any student credit hours that are generated should be credited to the department. President Whiteside stated that there were many distance learning issues that needed to be looked at but the committee didn't have enough time and they had problems achieving a quorum. However, they were able to make these two recommendations because these issues weren't addressed in the distance learning handbook. Distance learning issues affecting faculty workload and ownership need to be studied and monitored in the future. Senator Scherzer stated that the VPAA at another university was asked to resign over this issue. Senator Hopper stated that the first time she taught a telecourse she put in the contract that she owned the lectures.

Academic Affairs B: No one was present. President Whiteside stated that they met 9 times to discuss the lectureship appointment issue. There are pros and cons to this type of position. President Whiteside stated that the biggest arguments against this are that faculty feel like "second class faculty" and it has stopped the hiring of tenure track faculty at some community colleges. On the positive side, it helps departments with staffing needs. The committee did recommend that the university should make every effort to hire tenure - track faculty and not have a continuing use of adjuncts and part-time faculty when tenure track positions can be justified by existing formulas.

Academic Affairs C: Terrance Lee stated they have looked at two issues. One is the assignment of a plus or a minus to letter grades. Their recommendation is to poll permanent faculty as to their wishes. The second issue dealt with grade appeals. They received information from Nursing and Faye Johnson but due to the lateness of the charge they didn't have time to review the issue. They requested that the committee members remain on the committee next year and they will review the situation.
There has been a change in the grade appeals process. We now have 5 grade appeals' committees rather than 1.

Student Affairs A: No report

Student Affairs B: Ellen Slicker stated that Sylvia Brace and Lucinda Lea surveyed all the departments on campus and have generated a list of computer labs. There are no "University labs" however, 6 labs are open to all students. The committee is satisfied they have completed their task and this number is sufficient. A listing of available labs and times were distributed to all senators and is available in the faculty office.

Budget Advisory: Senator Badley reported on several issues among which were:
- Commendations to President Walker, Dr. Stucky, and Dr. Jones for their openness about the budget. Dr. Walker sent letters of appreciation to the committee members who attended budget hearings.
- All colleges have had to return funds to the State due to the budget shortfall. The money may be returned if MTSU has 3% increase in enrollment with a tuition increase, state sales taxes continue to accumulate at current rates, and THEC's performance funding is fully funded.
- 6 new faculty positions were recommended.
- The library needs $105,000 more than 1994-95 to maintain current periodicals.
- 6 new graduate stipends were created to help make the DA programs productive.
- Funds for the Business/Aerospace project have been released.
- Next year's Budget Advisory Committee will have a historical record. Senator West asked if Faculty Senate had made a recommendation under Nancy Bertrand's presidency that GTA's not come from the graduate office. No one could remember; Dr. Bertrand will look in the files. Senator Brookshire stated that this issue was before the Graduate Council. Dr. Bertrand stated that a decision had not been made and faculty should call Dean Curry if they have concerns.

Senator Traughber asked if university money could be used for a Greek Row. Senator Badley said yes. The legislature said to spend the quasi-endowment fund and this was one of the 15 items on a prioritized list. Senator Remington said that the money has existed for so long that it is no longer state funds but quasi-endowment fund. Senator Scherzer said the money came from many different places.

Faculty Welfare A: Alice Mills reported on 3 issues:
1. With the increased enrollment at MTSU, during graduation exercises, undergraduates should be recognized as
a group and only Masters and Doctoral students will have their names called.

2. Each department should purchase computerized test sheets for students through the use of the technology fee. It would cost 36 cents per student per semester. It isn't fair to make the students pay for them.

3. During spring semester, Monday classes lose 2 class days due to holidays. The committee recommends we start classes on Monday rather than Wednesday.

Senator Heritage stated that undergraduate students should be able to walk across the stage. They desire it after 4 years. Some universities have one large commencement where the students are recognized as a group and each college has a separate graduation so students can walk across the stage. Senator Hopper asked what SGA would think about this issue. Senator Traughber expressed her appreciation about the comment on Monday classes. Senator Badley requested that we consider these recommendations separately. (1) Motion was defeated. (2) Senator Key stated that the guidelines on the use of the technology fee wouldn't allow this. The motion was made to have the administration provide the money to purchase the scan sheets. Motion passed. (3) A motion to study the spring schedule was passed.

Faculty Welfare B: Senator Pfeifer reported on faculty safety on and off campus. Two resolutions were sent to all faculty regarding changes in the faculty handbook which dealt with Academic dishonesty and student misconduct. The 2 resolutions give rights to the students and the faculty. Senator Haseleleu made the motion to adopt the 2 resolutions and Senator Hopper seconded. Senator Remington asked if these changed the policy. Senator Pfeifer said no; this communicates more clearly what is already in place. The committee wrote this in the style that is already used in the handbook. Senator Donovan didn't like the style and asked that it be rewritten. Senator Pfeifer said this has gone through several offices already. Senator Calder stated that he worked with Bob LaLance this year and he is interested in an honor code. Senator Calder urged Faculty Senate to pass this. Resolutions passed (see attachments).

Government Liaison: No Report

Old business:
The final documents for the Promotion and Tenure Policies should be finished this week. President Whiteside will make copies and send them to the Steering Committee, Promotion and Tenure Committees, and place copies in the Faculty Senate office. He will hold open forums to discuss these documents. If the faculty do not have a reasonable amount of time to review the documents this academic year, the review will be delayed until next year. Senator Haseleleu asked what the best case scenario is for reviewing the
documents. President Whiteside stated, next week. When will faculty senate deal with this? President Elect Allbritten stated in the summer. Senator Remington stated that this process revision was initiated by Dr. Hindman and he is gone. Senator Jill Austin said the issue came from the faculty years ago. President Whiteside stated that the most controversial issue is university vs. college committees.

An inquiry was made about the status of the Nursing resolution. It is under study until next year.

President Whiteside recognized the retiring senators and thanked them for their participation. Senator Allbritten passed out the certificates. President Whiteside then dismissed the retiring senators.

New business:
Roll call for the new senators was conducted by Mary Elizabeth Stivers. President Whiteside welcomed them to Faculty Senate and thanked them for serving on the senate.

Election of officers: There are 2 people on the slate for President Elect, Kim Sokoya and Mary Elizabeth Stivers. President Whiteside called for nominations from the floor. None were offered. Senator Calder moved that we close nominations. Motion was seconded. Senator Vernardakis asked that the nominating process be explained. President Whiteside stated that the nominating committee was created according to long standing senate by laws - like it is every year - and was composed this year of Jill Austin, Patrick Doyle, Jim Neal, Nancy Bertrand, and Carolyn Hopper. There were two people on the slate for Secretary/Treasurer, Jim Calder and Jean Nagy. President Whiteside asked for nominations from the floor. None were offered. Senator Calder moved that nominations be closed. Seconded. Ballots were passed out, collected, and counted by Jill Austin and Nancy Bertrand. Jim Calder was elected Secretary/Treasurer and Mary Elizabeth Stivers was elected President-Elect.

The names of all Faculty Senate members were read by Mary Elizabeth Stivers and each responded as to whether they would serve on the Steering Committee. The members cast their votes and the following were elected: Don Campbell, Jean Hastings, Clark Ford, Kim Sokoya, Sandy Neal, Jeannette Heritage, Jerry Brookshire, Mark Byrnes, Jean Nagy, Chris Haseleu.

The meeting was adjourned at 8:52 p.m.

Respectfully submitted,

Mary Elizabeth Stivers
Secretary/Treasurer
RESOLUTION

BACKGROUND:

The issue of safety for the members of the university community is of great concern to us all. Upon its establishment last fall, Terry Whiteside suggested to the Faculty Welfare B Committee that faculty safety would be an important and meaningful issue for us to investigate. The pertinence of this issue was further reinforced by the memo of November 1st, issued by Dr. Gail Stephens, Associate Dean of Students, regarding student conduct and methods of recourse available to the faculty. Through the course of our investigation, we have found that the current materials included in the Faculty Handbook pertaining to this matter to be vague and incomplete and adjustments to be necessary.

WHEREAS: The Faculty Welfare Committee B voted to address the issue of faculty safety, and

WHEREAS: The committee found the materials that are currently included in Faculty Handbook regarding student misconduct and faculty safety to be inadequate, and

WHEREAS: The committee, in consultation with the office of the Vice President for Academic Affairs, the Dean of Students, the Associate Dean of Students, and the MTSU Police Department, has obtained information and procedures related to faculty safety and input for the revision of the documents regarding faculty safety, and

WHEREAS: The committee has drafted new language for inclusion in the Faculty Handbook incorporating the following changes:

1) The topics of Student Misconduct and Academic Dishonesty have been divided into separate areas

2) The topic of Student Misconduct has been expanded to include student actions on and off campus

3) The policies and procedures addressing these issues have been clearly spelled out and includes information regarding the maintenance of the instructor’s academic freedom as well as the student’s right to due process

be it

RESOLVED: That the Faculty Senate will adopt the attached documents regarding Student Misconduct and Academic Dishonesty and make the recommendation to the University administration to have it included in the Faculty Handbook prior to the orientation for new faculty in the Fall 1995.
Student Misconduct

Students are expected to take personal responsibility for their conduct. However, conduct that violates the general rules and regulations of the university may be dealt with according to the procedures described in the Student Handbook. The general rules and regulations may be found in the Student Handbook.

The instructor has the primary responsibility for control over classroom behavior. The instructor always retains the right, at any time, to order the temporary removal from the classroom or temporary exclusion from course related activities of any student engaged in disruptive conduct or conduct violative of the general rules and regulations of the institution. If the situation persists without resolution, extended or permanent exclusion from the classroom and/or further disciplinary action can be effected through the procedures outlined in the Student Handbook.

Disciplinary action may be taken against a student for violations of the university regulations which occur on or off campus when the conduct impairs, interferes with, or obstructs any institutional activity or the mission, processes, and functions of the institution. This includes, but is not limited to, student behavior that interferes with the instructors ability to teach or the other students ability to learn.

Disciplinary action may be taken on the basis of any conduct, on or off campus, which poses a substantial threat to the members of the institution community.

An instructor concerned with the actions of a student, such as a threat or implied threat, is advised to report this activity to the offices of the Dean of Student Life for resolution. The instructor should also consider advising the student they are in violation of university rules and regulations if they exhibit this behavior. The student will be interviewed by the Assistant Dean of Students, advised to rules that have been allegedly violated, and given the opportunity to explain his or her version of the act or incident or to otherwise refute the allegations. A determination of responsibility for having violated the general rules and regulations of the university will be made and, if so, then the student will be advised as to the sanction(s) that will be imposed. Depending on the sanction(s) imposed, the possibility for a hearing exists.

If the student believes that he or she has been erroneously accused of student misconduct during the course of a semester, the student is encouraged to seek resolution with the instructor. If an impasse still exists, the student may appeal to the department chair. The department chair does not have the authority to mandate a resolution, but can make a recommendation concerning the situation. If the student is still not satisfied, he or she can seek advise or mediation from the office of the Dean of Students. While seeking resolution, a student may remain in the class if his or her presence does not create a nuisance or a clear and present danger as determined by the instructor.

If an instructor feels the situation is serious enough to warrant police intervention, the Campus Police can be contacted, even if the incident occurs off campus. Other appropriate law enforcement agencies can be contacted if necessary. However, it should be noted that these agencies are required to file reports on such incidents, which could become part of the student's permanent legal record.

Also see "Academic Dishonesty."
Academic Dishonesty

The instructor has the primary responsibility for the maintenance of academic integrity.

Cases alleging academic dishonesty, i.e., plagiarism, cheating, etc. and/or facilitating such an act, should be reported to the dean of the college concerned.

After giving the student notice of the allegations and an opportunity to explain his/her actions, the instructor may assign an F for the exercise, or examination, or assign an F for the course. The instructor may also refer the matter to the office of the Dean of Students according to the procedures outlined in the Student Handbook.

If the student believes that he or she has been erroneously accused of academic dishonesty during the course of a semester, the student is encouraged to seek resolution with the instructor. If an impasse still exists, the student may appeal to the department chair. The department chair does not have the authority to change a grade, but can make a recommendation concerning the appeal. If the student is still not satisfied, he or she can seek advise or mediation from the office of the Dean of Students, but like the department chair, the Dean of Students does not have the authority to overturn an instructor’s grade. While seeking resolution, a student may remain in the class until a resolution is achieved if his or her presence does not create a nuisance as determined by the instructor. If the student becomes a nuisance, the instructor may order temporary removal or temporary exclusion from the classroom.

If the student believes that he or she has been erroneously accused of academic dishonesty, and if the final grade has been lowered as a result, the student may appeal the case to the Grade Appeals Committee.

The academic dean of the respective college may request, via the Dean of Students, that other disciplinary sanctions be imposed through the procedures contained in the Student Handbook.

Also see “Student Misconduct.”