

**Faculty Senate Meeting
Minutes June 23, 2003**

Members Present: Rhonda Armstrong, Robert Blair, Nancy McCormick, Jerry Brookshire, Kathleen Burriss, Larry Burriss, Austin Cheney, Jackie Eller, Rebecca Fischer, David Foote, Judy Holmes, Jeffrery LeBlond, Marva Lucas, Sheila Marquart, Alexis Miller, Robb McDaniel, Richard Moffett, Sandra Neal, Robert Petersen, Dan Pfeifer, Melinda Richards, Mack Thweatt, Annette Williams, Guanping Zheng, Jennifer Dooley

Members Absent: Warren Anderson, James Calder, Linda Covington, Paul Craig, John DiVincenzo, Ellen Donovan (excused), Mary Enderson, Bichaka Fayissa, Charles Giles, Diane Gower (excused), James Henry, Larry Howard, Kevin James (excused), Clarence Johnson, Sandra Johnson, Laurie Katz, Kenneth Lancaster, Michael Linton, Paul Lee, John Mullane, Robert Shaul, Ted Sherman, Kim Shibinski (excused), Amy Staples, Shelley Thomas, Angela Tipps, Jim Williams (excused), Kathy Mathis

Approval of Minutes: The April minutes were approved by the Faculty Senate members.

Treasurer's Report: The Faculty Senate account has a balance of \$273.09.

President's Report: President Dan Pfeifer welcomed new members to the Faculty Senate, and reviewed the following:

- a. TBR meeting at Chattanooga State-The President reported that MTSU will request a 100% increase in Student Activity Fee from \$40.00-\$80.00.
- b. Budget-There will be no cost-of-living raises for the next year. Faculty receiving promotions, however, will receive a raise.
- c. TBR Tenure and Promotion Policy Revision-The policy is being revised, in part because of the large number of exceptions to the current policy. MTSU alone requested 22 exceptions for faculty seeking tenure and/or promotion last year. Once a draft is created, the Faculty Senate hopes for the opportunity for a campus review.
- d. Enrollment-Student Affairs developed a plan for enrollment management. MTSU expects a 4-5% increase maximum for the 2003-2004 academic year. An enrollment plan is important because funding is based on enrollment.
- e. Student Convocation-Because of the involvement of the convocation speaker in the *New York Times* scandal, several persons in the publishing arena were consulted regarding his appearance at MTSU. It was decided to go ahead with the speaker, provided that he agrees to address the scandal as part of his address.
- f. Common Calendar-The proposed common calendar will shorten MTSU's academic semester by one week. This will necessitate an increase in class times by 5-10 minutes. Proposals for new schedules are being reviewed.
- g. Compensation Pay Plan-Debate and discussion will be postponed until fall when the faculty returns.

- h. Professional Privilege Tax- College Deans helped to identify faculty who require a license as a part of their responsibilities at MTSU. The University will pay the tax this year, due to the confusion and short notice by the state regarding which professionals were required to pay the tax. In subsequent years, departments will be permitted to pay the tax if they desire.
- i. SACS-This is the year of record for the SACS study. One new component of the SACS study requires the university to identify an area (retention, for example) needing improvement and upon which the campus plans to focus. The Institutional Efficiency plans will be another component of the study. Documents will be sent to Atlanta for review, and in '06, a team of 5-6 people will come to visit the campus. The focus of the visit will be items selected for the quality improvement plan. Thus, although the review process will last longer than previously, it is designed to be more campus-friendly.
- j. Workload Policy Revision-A draft will be distributed shortly. The Steering Committee may look at the guidelines this summer. The new guidelines will attempt to recognize the duties the faculty actually perform as part of their responsibilities.
- k. Faculty Recruitment Guidelines-These guidelines, which are a compilation of a number of guidelines and documents into one comprehensive document, are designed to help chairs and search committees navigate the process. The compilation includes a series of forms and sample letters, as well as information on the legal aspects of searches. One purpose of this effort is to expedite the search process and, hopefully, hire people earlier in the year.

Old Business: No old business was conducted by the Faculty Senate.

New Business:

Election of one more member to the Steering/Liaison Committee: Rich Moffett from the College of Education and Behavioral Sciences was elected by acclamation to the Steering/Liaison Committee.

SGA Resolution: The Senate was asked by the deans to render an opinion on SGA Resolution 1-03-S, which requested that a dead week be implemented at MTSU. Following a discussion, the Faculty Senate decided to refer the resolution to an Ad Hoc Committee which would include students as well as members of the Faculty Senate, the SGA, and Administration to explore the issue of implementing a dead week prior to finals. The Senate felt that it was in the best interests of students, faculty, and the University as a whole to work with students on this issue. The resolution was approved by acclamation.

Street Name Change: The Steering Committee recommended that the Faculty Senate give support to the City's idea of changing "Tennessee Blvd." to "Middle Tennessee State University Blvd." or to "MTSU Blvd." Following a lively discussion the Senate defeated the motion by a vote of 6 in favor, 10 opposed, and 5 abstentions.

Resolution Extending Appreciation to Dean Curry: The Steering Committee recommended that the Faculty Senate approve a resolution expressing the appreciation of the Faculty Senate to Dean Donald L. Curry for his outstanding service to the faculty and students at MTSU. The resolution was approved by acclamation. President Dan Pfeifer reminded Senators that a reception for Dean Curry will be held tomorrow, June 24, at the Alumni Center.

The meeting was adjourned.

Respectfully submitted,

Rebecca M. Fischer, Ph.D.
Secretary/Treasurer, Faculty Senate

**Faculty Senate
President's Report**

June 23, 2003

1. Welcome and thanks
2. TBR Meeting this week at Chatt. State:
 - Tuition and fee increases (8, 11, and 14% being considered...14% = \$300/sem)
 - Athletic fees vs. St. apportionment
 - TBR will meet at MTSU in December
3. Budget:
 - State budget passed
 - MTSU budget will take shape after TBR decides on tuition/fees
 - No raises other than promotion increases
 - Prior commitments will be taken off the top of Carry Forward \$ and the rest will be distributed on a pro-rata basis.
 - Faculty positions will be built back after meeting increases in fixed costs
4. TBR Tenure and Promotion policy revision
 - Kathy Mathis is on committee
5. Enrollment:
 - Management plan will continue development (careful not to do it too fast)
 - Worst Case: 21500 - 26000
 - 22000 to 22300 projected
 - Plans are underway to accommodate Fall enrollment
 - #1 23 or 51 valivictorians
6. Student Convocation: Rick Bragg will remain as speaker
7. Fall Faculty Meeting: might move to Murphy Center (Friday August 15, 2003)
8. Workload policy revision is underway
9. Faculty Recruitment Guideline booklet is being prepared
10. Common Calendar: Small group will be formed to formulate schedule/plan
11. Compensation Pay Plan:
 - Draft completed by committee
 - TBR not accepting plans due to budget
 - Review scheduled for Fall
12. SACs Steering Committee will be named soon
 - Certification: Richard Detmer
 - Improvement Report: Jill Austin
 - Current Effectiveness: San Leone

Professional Privilege Tax - Subsequent years will come from Dept. Visit in 06
13. Ground work is being laid to present faculty workshops on Conflict of Interest and Intellectual Property Rights
14. Athletic hall of Fame Ground-breaking

15. Searches
 - Vice Provost for Academic Affairs: postponed until Fall
 - Vice Provost for Research/Dean of Graduate Studies: postponed until Fall
 - Dr. Robert Carlton has TBR approvals as interim
 - Dr. Victor Montemeyer asked to be Interim Chair of Physics
 - Legal Counsel and Assistant to the President: underway
 - Women's Center Director: Search underway, candidates in on Thursday
 - Director of Student Programming: Search will be starting
 - New Director of Deveopment named: Kirk Purdom
16. New Publication:
 - Early stages
 - Monthly?
 - Record like format
 - Dr. McPhee requested more faculty expose'
 - Middle Tennessee Magazine will go to semi-annual and will upscale.
17. Dr. McPhee asked that the practice of presenting a faculty member's achievements at football half-times continue.
18. Media:
 - Improved communications with local media. Easier for the media request info on potential stories
 - Channel 5 has requested records regarding the President's travel and entertainment spending
19. Senate Retreat: Wed. August 13, 2003
 - Committee is working
 - not too late to subnit issues

**Faculty Senate Retreat
Minutes, August 13, 2003**

Faculty Senate President's Report: Dan Pfeifer spoke to the attendees at the Faculty Senate Retreat about upcoming issues.

- a. Dr. Ric Morris will replace Dr. Shelly Thomas as a Faculty Senate member from the Language Department.
- b. The Senate will also need to replace Dr. Laurie Katz. Dan asked Faculty Senate members from Education and Behavioral Sciences to elect a member in accordance with the Faculty Senate bylaws.
- c. Dan Pfeifer encouraged Faculty Senate members to serve as a means through which all faculty members can express their views and concerns. This is especially important for junior faculty who may wish to bring up issues through their Senate representatives.
- d. Dan reviewed briefly how the Faculty Senate works. The Steering Committee takes suggestions from the faculty and develops an agenda for the monthly Faculty Senate meetings. Faculty members are encouraged to use this avenue for addressing concerns since it is the most efficient way to work through issues. In addition, issues may be brought to the Senate's attention during Senate meetings. Once introduced to the Faculty Senate, issues may be referred to committees, brought to the Administration's attention, etc. The Faculty Senate serves as a recommending body.
- e. Compensation Pay Plan: A draft has been formulated and is currently on hold while Dr. Gebert addresses some issues regarding its implementation.
- f. Faculty Workload Guidelines: A preliminary review is on hold, again pending issues related to implementation.
- g. Faculty Recruitment: 32 new full-time tenure track faculty have been appointed, and 4 additional faculty members are anticipated; 58 temporary full-time faculty have been hired with 25 additional positions anticipated. 40 faculty positions have been lost due to downsizing. It is the objective of the administration to build back these positions and add 15 additional faculty members in the future.
- h. The TBR revision of Tenure, Promotion and Renewal policy is in process. The Faculty Senate will be carefully monitoring changes in the policy.
- i. The Institutional Efficiency Report will be a major focus of the Faculty Senate during the first month of this academic year with recommendations to Dr. McPhee by mid-September.
- j. Other issues discussed included the TBR Common Calendar, the SACS study, Student Convocation, Scholarship Plan, 120 Hour Degree Program, General Education Courses, the need for a McNair Coordinator (contact Diane Miller if interested), Compensation for thesis supervision, lottery committee, on-line sexual harassment training (<http://www.newmedialearning.com/psh/mtsu>), SPAM software, and the first MTSU football game of the season August 28.

Mr. Joe Bales, Vice President for Development and University Relations: Mr. Bales discussed new initiatives in the Development Office. The Alumni Office is coordinating

mailings from different departments in order that each mailing receives maximum attention from its targeted recipients. Mailings will be scheduled and sent so that they do not overlap or overload recipients.

Mr. Bales also discussed the faculty giving campaign, which will begin in September. The goal of this campaign is to reach 50% faculty giving to the University. Currently about 1/3 of the faculty contribute. Percentage of faculty contributing to the University is an important component for some of the grants the university is seeking. Mr. Bales stated that there is flexibility in terms of University areas to which faculty members may choose to contribute.

Mr. Bales also spoke of non-competitive federal grants, which the university is seeking as well and asked that faculty interested in these grants to contact him.

Dr. Sidney McPhee, President, MTSU:

Dr. McPhee spoke of the University's continuing effort to add faculty positions as funds become available. He praised the department chairs and deans for their efforts in managing tight budgets. Dr. McPhee also spoke of his mandate to the Athletics Department to reduce their deficit and increase private funding. As a result, the Athletics Department deficit has been wiped out. 500 new members have been recruited for the Blue Raiders Athletic Association.

With regard to security issues, a recent TBI report placed MTSU as the second safest university in Tennessee. (Only Tennessee Tech had fewer crimes last year.) Nevertheless, the University has undertaken several initiatives in the residence halls and safety areas to improve our record.

President McPhee is expecting recommendations from the Faculty Senate regarding Institutional Efficiency in mid-September. This initiative is very important because we must demonstrate that we are good stewards of the state's funds.

Initiatives by the University to secure funds for programs include \$2 million for the nursing school as well as other proposals for funds. Plans are being developed to begin a 10-year program to renovate the residence halls. The Recreation Center will be expanded using money from student activity fees. The Honors College will be completed.

Dr. McPhee expects another tough year fiscally with additional reductions next spring. The University is trying to anticipate this in drawing up the budget for next year and hopes to decrease the impact of budget cuts in the academic area. One priority is to build back more than half of the faculty positions cut last year.

Mr. John Cothorn, Vice President for Finance and Administration: Mr. Cothorn reiterated the Administration's commitment to funding faculty positions. He stated that MTSU expect 22,000 students this fall. Mr. Cothorn discussed funding for a new science building, which will probably occur via a \$150 million bond for capital equipment. The largest budget cuts have occurred in custodial services and support staff, although classroom appearance and cleanliness is still a priority. The Administration is now charging on- and off-campus organizations for costs related to functions on campus.

Dr. Kaylene Gebert, Executive Vice President and Provost: Dr. Gebert encouraged faculty to provide input to Kathy Mathis regarding changes in the TBR Tenure,

Promotion and Renewal policy. She also spoke of the American Democracy Project, which seeks ways to increase student engagement as citizens in their community. Dr. Gebert stated that this year is the year of record for the SACS review. Data on class size, faculty load, etc. will be reported to SACS for this coming academic year. She encouraged faculty to move quickly in recruiting faculty for next year so that offers can go out by February 2004. Dr. Gebert discussed issues related to academic quality.

Issues for Lunch Discussions:

During a working lunch, Faculty Senate members divided into eight groups to discuss concerns and issues submitted by MTSU faculty. Each group reported on their recommendations:

- a. Summer School Pay vs. Enrollment-This group discussed the possible establishment of a date prior to the start of summer classes where the professor would be guaranteed a minimum amount based upon the enrollment that day in 'pay-as-you-go' summer school courses. Recommendations included making SCH decisions at the departmental level and in a timely manner so that students can register for other summer courses if the class they have selected does not 'make.' Guanping Zheng volunteered to write a resolution for consideration by the Faculty Senate.
- b. Ride-Share Bulletin Board-This group discussed the possible establishment of a faculty/staff ride share bulletin board. Recommendations included looking into liability issues regarding this program. It will be referred to the Faculty Welfare Committee for review.
- c. Resolution for the Renaming of Tennessee Blvd to Middle Tennessee Blvd- This group examined the creation of a Senate resolution in support of changing the name of Tennessee Blvd to Middle Tennessee Blvd. The consensus of the committee was to let the city know informally that we support the idea of a street-name change; at the same time, the city should be aware that at some time in the future the University may opt to change its name and that the entrance may be moved at some future time to Rutherford. The group felt that the proposed name of "Middle Tennessee" did not reflect the University. The Faculty Senate concurred with the group's recommendations.
- d. Faculty Senate Teaching Excellence Events-This group explored the possibility of Senate-sponsored events to promote teaching excellence; coordination of events with Faye Johnson and the Office of Teaching Excellence; and other campus resources. A number of suggestions emerged from this group including: a more pro-active role by the Faculty Senate; continuing the Brown Bag Sessions sponsored by the Provost and Senate; creating a cadre of mentors; providing feedback to new faculty; sponsoring seminars and workshops; coordinating with Faye Johnson in the Provost's office regarding workshops, etc; providing support for temporary faculty and adjuncts; and keeping offered seminars and workshops small for maximum benefit by the attendees. This issue will be referred to the Academic Affairs Committee for further investigation.

- e. Resolution for the International Conference on Cultural Diversity: A resolution (attached) was passed by the Faculty Senate.
- f. Grading in University 1010-This group explored concerns raised over grade inflation in University 1010. The pros and cons of pass-fail grading were discussed. The Committee decided that faculty member who teach this course should take up these issues and make a decision. The concerns will be referred to the instructors for consideration.
- g. Senate/Provost Brown Bags-This group discussed plans for joint Faculty Senate and Provost brown-bag discussions. The plan is to schedule 1/month. Faculty are asked to email topics for consideration to the Senate Steering Committee.
- h. Curricular Issues-This group discussed catalog changes approved by EVP/Provost related to 120-hour degree programs. To accommodate the change to a 120 hour degree program, the committee recommended that the Faculty Senate approve changes on page 55 of the 2001-2001 catalog: Regarding Number 2. on p. 55: that 25% or **30 hours** for each degree awarded by MTSU be earned through instruction offered by the University. Regarding Number 5 on p. 55: 'that a maximum of 50% or **60 hours** completed or awarded in correspondence study, credit by examination, credit for service-related experience, and flight training may be counted for credit on a degree.' The Faculty Senate approved these changes in the catalog. The Faculty Senate voted to ask for clarification from Dr. Miller regarding the third change: Number 3 on page 55 that requires a "minimum of **30 semester hours** of junior and senior (3000-4000 level) courses must be completed at MTSU.

Institutional Efficiency Work Groups: Faculty Senate members divided into four groups to discuss sections of the Institutional Efficiency Committee report: Academic Program Efficiency Measurement; Academic Retention Standards and Compensation; Reorganization of the Academic Structure and a Process of Elimination of Programs; and Budgeting. These groups will continue to meet and present recommendations to the Faculty Senate at the September meeting.

SENATE MEETING MINUTES

Monday, September 15, 2003

Members Present: Warren Anderson, Nancy McCormick, Jerry Brookshire, Linda Covington, John DiVincenzo, Ellen Donovan, Jackie Eller, Mary Enderson, Bichaka Fayissa, David Foote, Diane Gower, James Henry, Judy Holmes, Jeffrey Leblond, Paul Lee, Michael Linton, Marva Lucus, Sheila Marquart, Robb McDaniel, Alexandra Miller, Richard Moffett, Dan Pfeifer, Melinda Richards, Kim Shibinski, Ric Morris, Mack Thweatt, Annette Williams, James Williams, Guanping Zheng, Jennifer Dooley, Kathy Mathis

Members Absent: Rhonda Armstrong, Robert Blair (excused), Kathleen Burriss (excused), Larry Burriss (excused), James Calder, Austin Cheney, Paul Craig, Rebecca Fisher (excused), Charles Giles, Larry Howard, Kevin James, Clarence Johnson, Sandra Johnson, Kenneth Lancaster, John Mullane, Sandra Neal, Robert Petersen (excused), Robert Shaul, Theodore Sherman (excused), Amy Staples, Angela Tipps

APPROVAL OF MINUTES

Dan Pfeifer opens the meeting with the request to accept the retreat minutes (August 13th) and the June 23rd meeting minutes. He indicated that there were some minor corrections that had been made on the web page minutes.

Minutes were accepted.

Pfeifer asked if providing a hard copy of minutes was wasteful – wanted to get feedback on this. A vote was taken to determine if copies are wasteful – OUTCOME:

21 – YES, 4 – NO and 0 – ABSTAIN

Thus, no hard copies will be made in the future.

There was a request that a link to the minutes be placed on the agenda when it is emailed to Senators. Pfeifer indicated he would try to help Ms. Lanier do this when she sends out.

TREASURER'S REPORT:

Budget Balances: Operating budget is \$2171.16 and Travel budget is \$856.

PRESIDENT'S REPORT:

1 – Comments that Ric Morris is replacing Shelley Thomas

2 – Retreat report – Overall the retreat went well. Asked for those who attended and did not fill out the pink slip/sheet, to please do so.

3 – Replacements for senators are still needed – two from Liberal Arts – Dept. of Art and one from

College of Education and Behavioral Sciences – Dept. of Human Services. It was suggested that the Steering/Liaison senators from these two colleges should take the lead on this to find replacements for these two positions.

4 – The Summer Reading Program is soliciting suggestions for next year's freshmen reading. You can email your suggestions to: lwithero@mtsu.edu.

5 – Senate representatives are needed for two very important search committees this year. Jennifer Dooley was selected to be the Senate representative for the Vice Provost for Academic Affairs search and Amy Staples was selected to serve as the Senate representative for the Vice Provost for Research and Dean of Graduate Studies search. Pfeifer also indicated that if anyone knew of any nominations for the McNair program coordinator, please contact Dr. Diane Miller.

6 – The search for MTSU Legal Council has been concluded. James Floyd has been hired as the Legal Counsel and Assistant to the President.

7 – President McPhee has asked to speak to the Senate during one of its meetings. Questions arose as to why he wanted to speak to us and it was commented that he asks to do this every year.

8 – A reminder about the International Conference on Cultural Diversity was noted. It was also noted that at the retreat, the Senate made a proclamation supporting this conference.

9 – Faculty Senate Committees and their assignments are to be finalized in the next week. If you have ideas or issues that need to be addressed, please let Pfeifer or a Steering Liaison committee member know.

10 – The 120-hour degree programs, along with General Education courses and the common calendar, are still in the works. There is framework developed to guide the implementation of this (from Dr. Gebert's office). It was suggested that she consider posting it on the web and she agreed to do so.

11 – IRB requirements are still under investigation. More information will be forthcoming.

12 – The Lilly Conference on College Teaching continues to be supported by administration. Each College is receiving support for one member to attend this conference.

13 – The Office of Academic Affairs is supporting 10 faculty and administrative women to attend the WHET (Women in Higher Education in Tennessee) Conference.

14 – TBR approved the online Masters of Education in Advanced Studies in Teaching and Learning.

15 – MTSU Budget Issues:

- Needed to know tuition increase + number of new students
- From 200 million to 185 million – base budget
- Remaining carry-forward after meeting commitments went to the Deans
- In case of further reductions, there is 1.2 million held in reserve at this time
- MTSU was a lot better off than other institutions
- President McPhee will continue to keep reserved funds
- The major funds went to academics – which includes support for faculty appointments

- Athletics is now operating in the BLACK!

16 – Fall enrollment figures are at 21,741 students. This is approximately 3.3% growth – which meets our goals for academic growth. Between 300 and 400 students were denied enrollment.

17 – Audits will continue to be carried out (particularly since UT problems). TAF is routine. It was also commented that all higher education institutions are being held accountable – under close scrutiny.

18 – Dr. Robert Blair is to be commended for awards recently bestowed upon him. He received the Holland Group Distinguished Assistant Professor Award as well as the TN Association for Career and Technical Education Outstanding Educator of the Year. Pfeifer indicated that he had hoped he would be here, but had received information prior to the meeting that he would be late.

19 – Faculty and others around campus should be aware of the fact that fire drills will occur on campus beginning in Oct. The drills will begin in the COPE building and then branch out to other areas across campus.

AT THIS POINTS SEVERAL POINTS/ISSUES WERE RAISED BY VARIOUS SENATORS:

Point 1: Budget problems as they related to specific departments – since the Deans were given control over the monies, how do issues related to professional travel, copying costs, installing phone lines, etc. come into play. Costs for things like copying and installing new phone lines for offices drain departmental funds that might be used for travel or professional development. It was suggested that faculty have the opportunity to see figures associated with such costs so that they can be better informed of budget issues – particularly as they related to their department.

Point 2: Athletics – Since the athletic programs are now in the black, how much money for athletics comes from the TBR, student fees, and other sources? Dooley also commented that BRAA also has increased its membership which is a source of money. Gower indicated that she would look into this (BRAA membership).

Point 3: Fire Drills – Can we assume the fire drills will occur just once? It was commented that this would not be a safe assumption. Initially we will be informed of the fire drills and then there will be some that are unannounced. It was commented that more items need to be in place for emergency management. This raised concerns by faculty on how to help disabled students during the event of an emergency – particularly those in wheelchairs who may be placed in danger if you try to pick them up out of their chairs or individuals that cannot be picked up in their chairs (since chair may be too heavy). It was suggested that John Harris and others in the Office of Disabled Students Services may need to inform all (faculty and students) about how to prepare for a crisis or emergency – includes fire, tornado, etc.

20 – President McPhee encourages all faculty to attend the sports events across campus. This is important if we are to remain 1A.

OLD BUSINESS:

At the faculty senate retreat, catalog changes (p. 55 in undergraduate catalog) were discussed (with respect to the 120 hour programs). This issue will be tabled until Dr. Miller's office clarifies the matter. The Senate has been assured that the redundant language will be removed.

NEW BUSINESS:

1 – IEC Draft response – Pfeifer refers to the DRAFT handout of the IEC. Dr. McPhee asked the Senate to respond to this report. The Steering committee has compiled this report based on the comments and recommendations from the retreat workgroups and sub-group meetings after the retreat.

There are already a couple of noted corrections (thanks to one steering committee member).

There is a motion and a second to approve this draft.

DISCUSSION on draft:

- A question was raised if it was realistic to expect critical feedback right now in the short period of time at this meeting. We may need more time to look carefully over the document before acceptance of it.
- Another comment was made that Senators were involved in this process so there should be a level of comfort in accepting it. There was a consensus of issues of concern among the Senators – Pfeifer confirms this comment. There were more common threads of concern rather than divergent thinking.
- Was the Senate expected to make some recommendations? Pfeifer comments that there are some made here! Dr. McPhee was not overly specific with his charge. He realizes more work needs to be done (procedures were not identified). He asked for some general comments rather than specific points.
- Dr. Gebert indicated that the Senate should provide Dr. McPhee with a sense of reasonable reaction. Are there things that administration should respond to at this time?
- A senator comments that she would like to see some action on these points.
- Another senator commented that this draft doesn't generate any excitement on moving the draft forward – didn't pick up on this document moving things in a forward direction.
- Another senator commented that he saw the draft as developing a plan on how to do "this" before measuring it.
- It was determined that maybe what was lacking was a conclusion or summary statement.
- Pfeifer was concerned about getting a vote – particularly if we don't have a quorum, then we cannot approve this draft. People do not always follow through with a vote once they leave the meeting.
- Pfeifer commented that he would generate a conclusion.

There was a friendly amendment – to accept the draft with the understanding that the Liaison committee would approve the executive summary.

Senate approved the draft + Friendly amendment that the Liaison will approve the executive summary -
VOTE Results: 24 YES, 2 NO, 1 ABSTAIN

2 – Becky Fisher (Secretary) will be out for at least 4 weeks due to cancer. Senate will send flowers.

3 – Larry Burriss will be out for a week – gall bladder surgery. Senate will send flowers.

Both points 2 & 3 brought up reminders about the "flower fund" through the Senate.

A final question/concern was raised by a Senator related to the IRB. Will it be required for external and internal funding? Should it be done for each research project one conducts. It was commented that more information about this will be forthcoming as it is investigated by Dr. Gebert's office.

6:13 PM -- Meeting Adjourned

Many thanks to Mary Enderson for taking the minutes for Becky Fischer!!!

MTSU FACULTY SENATE

Monday September 15, 2003

President's Report

1. Welcome
2. Senate Retreat went well... Thanks to the committee and those who attended
3. Replacement Senators Needed:
 - One from Liberal Arts: Must be from the Dept. of Art (Term Ending 2006)
 - One from Education and Behavioral Sciences: Must be from the Dept. of Human Sciences (Term ending 2005)
4. Summer Reading Program: send suggestions to lwithero@mtsu.edu
5. Administrative Searches:
 - Vice Provost for Academic Affairs
 - Vice Provost for Research and Dean of Graduate Studies
 - Coordinator for McNair Scholars program
6. James Floyd has been hired as Legal Counsel and Assistant to the President
7. Dr. McPhee would like to address the Senate
8. International Conference on Cultural Diversity:
<http://mtsu32.mtsu.edu:11044/>
9. Faculty Senate Committees:
10. Work continues on conversion to 120 hour degree programs, implementation of new general education curriculum, and conversion to common calendar
11. New IRB requirements:
12. Lilly Conference on College Teaching
13. Women in Higher Education In Tennessee (WHET) Conference
14. TBR approved the on-line Masters of Education in Advanced Studies in Teaching and Learning
15. MTSU Budget:
16. Fall enrollment: 21741
17. Audits and accountability
18. Dr. Robert Blair kudos:
 - Holland Group Distinguished Assistant Professor Award
 - Tennessee Association for Career and Technical Education Outstanding Educator of the Year
19. Fire drills will start on campus in Oct.
20. Faculty are encouraged to attend athletic events

MTSU FACULTY SENATE

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 - One from Liberal Arts: Must be from the Dept. of Art (Term Ending 2006)
 - One from Education and Behavioral Sciences: Must be from the Dept. of Human Sciences (Term ending 2005)
4. Summer Reading Program:
 - Book assigned to entering freshmen tied to the Student Convocation
 - Send your suggestions to Laurie Witherow, Dir. Academic Support Center
 - lwithero@mtsu.edu
5. Administrative Searches:
 - Vice Provost for Academic Affairs
 - Vice Provost for Research and Dean of Graduate Studies - *McNair Coordinator*
6. James Floyd has been hired as Legal Counsel and Assistant to the President *CU to*
7. Dr. McPhee would like to address the Senate - *Purpose of Visit?* *D Miller*
8. International Conference on Cultural Diversity:
 - October 29-31
 - Sheraton Downtown Hotel in Nashville
 - Faculty and students are encouraged to attend!
 - <http://mtsu32.mtsu.edu:11044/> for info
9. Faculty Senate Committees:
 - Steering is finalizing committee membership
 - Steering is finalizing committee charges
10. Work continues on conversion to 120 hour degree programs, implementation of new general education curriculum, and conversion to common calendar
 - Timeline and flow chart created for Gen Ed.
11. New IRB requirements:
 - Clarification has been requested by the Liaison Committee
12. Lilly Conference on College Teaching
13. Women in Higher Education In Tennessee (WHET) Conference
 - Belmont October 16-17
 - EVP will sponsor 10 faculty and administrative women
 - First 5 will get membership fee and conference fees paid
 - Second 5 will get conference only
14. TBR approved the on-line Masters of Education in Advanced Studies in Teaching and Learning
15. MTSU Budget:
 - Base budget is down from approx. \$200 million to \$185 million

- State allocation is down from approx. \$85 million to \$79 million
- After meeting prior commitments, encumbrances, and select special projects (such as enhancements for library books and periodicals, Academic Advising Center, etc.), the remaining carry-forward has been distributed to deans for distribution to dept.
- Shift to fund all legitimate funding needs as regular budget items instead of out of carry-forward
- \$1.2 million is held in reserve to cover potential increases in fixed costs (insurance, utilities, etc.) and/or further state funding reductions
- Reserves will be allocated in Feb or March depending on fiscal climate
- Reserves will be built into the budgets for the next few years until the state funding situation stabilizes.
- Athletics is now operating in the black
- Searches for 19 new full-time faculty
- Most new \$ were again given to Academic Affairs

Fall enrollment: 21741

- 3.3% headcount growth
- 4.3% FTE growth
- goals met for this year
- 300-400 students turned down

17. Audits and accountability

- More audits and accountability is likely due to poor state funding and UT
- TAF audit is nearing completion and looks good
- Easy to be critical of UT, but beware of reflections on MTSU

18. Dr. Robert Blair kudos:

- Holland Group Distinguished Assistant Professor Award
- Tennessee Association for Career and Technical Education Outstanding Educator of the Year

19. Fire drills will start on campus in Oct.

20. Faculty are encouraged to attend athletic events

No Travel
inadequate
support
overlooked

Cost of Service
Phone Service
TO Liaison

- Proportions
of Athletics \$
from what
source

Has Disabled Student
services been
notified?

Have Disabled
Students been
notified of
Fire drill / evac
pro to cols

How do you
handle the
seriously disabled
Procedures
Manual

Faculty Senate Meeting Minutes October 13, 2003

Members Present: Warren Anderson, Rhonda Armstrong, Robert Blair, Jerry Brookshire, Kathleen Burriss, Larry Burriss, James Calder, Austin Cheney, Linda Covington, John DiVincenzo, Ellen Donovan, Jackie Eller, Mary Enderson, Rebecca Fischer, Diane Gower, Judy Holmes, Larry Howard, Sandra Johnson, Nancy Kelker, Kenneth Lancaster, Jeffreery LeBlond, Mike Linton, Paul Lee, Sheila Marquart, Alexis Miller, Nancy McCormick, Robb McDaniel, Richard Moffett, Ric Morris, John Mullane, Sandra Neal, Robert Petersen, Dan Pfeifer, Melinda Richards, Ted Sherman, Shibinski, Amy Staples, Mack Thweatt, Annette Williams, Jim Williams, Guanping Zheng, Jennifer Dooley, Kathy Mathis

Members Absent: Paul Craig, Bichaka Fayissa, David Foote (excused), Charles Giles, James Henry, Kevin James (excused), Clarence Johnson, Marva Lucas (excused).

Approval of Minutes: Minutes from the September MTSU Faculty Senate Meeting were approved by acclamation by Faculty Senate members.

Treasurer's Report: The Faculty Senate account has an operating balance of \$2663.49 and a travel balance of \$576.04. The Faculty Senate discretionary balance is \$285.01.

President's Report:

- a. President Dan Pfeifer welcomed new members Nancy Kelker, Department of Art, and Dewayne Pigg, School of Music, to the Faculty Senate. A replacement senator is still needed from Educational and Behavioral Sciences (Department of Human Sciences) to fill a term ending in 2005.
- b. Faculty Senate Committees have been formed and charged. A Senator was needed to serve on Academic Affairs Committee A. Kenneth Lancaster volunteered and was accepted by acclamation to fill this position. The President reminded Senators that some Senators may find that they cannot fulfill a committee appointment due to scheduling conflicts. He asked all Senators to confirm their ability to serve on the Faculty Senate Committee to which they have been assigned.
- c. One Senator each was needed to serve on the Food Service and Book Store Committees. Jim Williams volunteered to serve on the Food Service Committee and was approved by acclamation with 1 abstention. Rebecca Fischer volunteered to serve on the Book Store Committee and was approved by acclamation.
- d. Brown Bag Lunches, jointly sponsored by the Faculty Senate and Provost's Office, are scheduled for October 21/22 from 12:30-1:30 in the Faculty Senate Chamber. The topic for both meetings will be Interdisciplinary Studies. Academic Affairs Committee B is coordinating the Brown Bag Lunches with the Provost's office with respect to topics, etc. Suggestions for future meetings can be forwarded to the Provost's Office or to Academic Affairs Committee B.
- e. Meeting dates and activities for the Faculty Senate include the following:
 - November 10: Pre-Meeting topic: Teaching Excellence Initiatives coordinated with Fay Johnson, Barbara Draud, and Academic Affairs Committee B
 - November 10: Dr. McPhee has asked to address the Senate during the Faculty Senate meeting;
 - November 26: Liaison Meeting cancelled
 - December 1: Steering Committee will meet (rather than January 5)
 - January 12: Full Senate Meeting. There will be no Pre-Meeting. Senators should note

that this is the first day of classes!!

February Pre-Meeting topic: John Dickerson, Assistant Dean of Judicial Affairs will discuss academic integrity, student honesty, syllabi, etc.

- f. The Undergraduate Research Initiative is underway. Two Advisory Task Forces, one pedagogy and one are research, have been organized. Persons interested in serving on either Task Force should contact Dr. Robert Carlton, Interim Vice Provost for Research and Dean of Graduate Studies.
- g. The President distributed a DRAFT of *MTSU Feedback Regarding the Proposed Revisions to the TBR Tenure, Promotion, Faculty Appointment, and Academic Freedom and Responsibilities Policies*. This draft included feedback from Senators, forums, and individual efforts. Senators were asked to let the President know of any significant inconsistencies or omissions.
- h. The Steering Committee voted to accept the TBR nomenclature regarding the general education 'core' classes required for graduation. It is anticipated that TBR will replace the term "General Studies" with "General Education."
- i. John Harris met with the Liaison Committee to develop policies to evacuate students in the case of an emergency. Once policies have been developed, they will be disseminated to the University community.

Old Business:

- a. Funding for athletics will be discussed within the Steering and Liaison committees next month.
- b. A resolution regarding Summer School was presented by the Steering Committee for adoption. Following discussion by the Faculty Senate, a friendly amendment to delete Part 1 and accept Parts 2 and 3 was proposed and approved by the Faculty Senate by acclamation with one abstention. The approved Resolution reads as follows:

A Resolution to amend the policies regarding summer classes at Middle Tennessee State University

Whereas: faculty and students often face the situation when summer classes are canceled the first day of scheduled classes due to under-enrollment, leaving students no room to choose other classes and creating difficulties for faculty to make summer plans.

Whereas: While under-enrollment occurs in some classes, over-enrollment happens in other classes. A department or comparable unit often has fund surplus resulting from over-enrolling classes

Therefore, let it be resolved by the Faculty Senate that:

The decision of whether to cancel a class shall be made by the department or other appropriate unit, and

The department or an appropriate unit shall have the authority to fund an under-enrolling class using any surplus resulting from over-enrolling classes.

- c. Page 55 of the Undergraduate Catalog is still being revised. The Faculty Senate will revisit this at a future meeting.

New Business:

- a. The Provost's Office asked for Faculty Senate support of a proposal requesting the addition of clinical track faculty appointments for the School of Nursing. These appointments would be a new type of faculty appointment for MTSU. A presentation by the Nursing Faculty discussed the shortage of nurses and nurse educators, and the need for expert clinicians to train future nurses. Fewer than 1% hold terminal degrees, yet their expertise in the clinical area is critical to educating new nurses. The clinical tract faculty appointments would have no expectation of scholarship for the positions, but, like all faculty positions, would be evaluated annually. The Faculty Senate voted 35 in favor, 0 opposed, with 1 abstention to "endorse in principle the use of clinical track faculty appointments in the School of Nursing."
- b. It was suggested that MTSU develop a program or series of programs to inform faculty about students experiencing stress in the university environment. Other campuses are implementing similar programs following student suicides. It was suggested that this topic could be presented during a Brown Bag Lunch or at a Senate Pre-Meeting. It was also suggested that Dr. Glenn be contacted to see what information was currently available for Faculty and Students.

The Faculty Senate Meeting was adjourned.

Respectfully Submitted,

Rebecca M. Fischer
Secretary/Treasurer, Faculty Senate

MTSU FACULTY SENATE

Monday October 13, 2003

President's Report

1. Welcome
2. Thank you notes
3. Welcome to new senators:
 - Nancy Kelker, Department of Art
 - Dewayne Pigg, School of Music
4. Replacement senator needed:
 - One from Education and Behavioral Sciences: Must be from the Dept. of Human Sciences (Term ending 2005)
5. FS Committees:
 - Committees formed and charged
 - Senator needed for Academic Affairs Committee A
 - Confirm participation
6. Senators needed for Food Service and Book Store Committees:
7. Brown Bag Lunches:
 - Oct. 21/22 12:30 – 1:30pm
 - Interdisciplinary Studies
 - Senate Chamber
 - Academic Affairs Committee B will coordinate
8. Meeting Schedules:
 - November 10, PreMeeting: Teaching Excellence Initiatives
 - Dr. McPhee would like to address the Senate in November?
 - No Liaison on Nov. 26
 - December 1 Steering Committee (Not January 5)
 - January 12 Full Senate Meeting (No PreMeeting)
 - February Premeeting: John Dickerson Tentative?
9. Undergraduate Research Initiative:
 - Advisory Task Forces to get program established
 - Call for participation
10. Response to proposed changes in TBR tenure and promotion policies.
11. General Education vs. General Studies
12. Emergency Procedures

Old Business:

1. Funding for athletics will be discussed at future liaison meeting
2. Summer school resolution
3. Catalog Copy (no word from Provost's office yet)

New Business:

1. Clinical track appointments in Nursing

Faculty Senate Meeting

Minutes November 10, 2003

Members Present: Warren Anderson, Rhonda Armstrong, Robert Blair, Jerry Brookshire, Kathleen Burriss, Larry Burriss, James Calder, Linda Covington, John DiVincenzo, Ellen Donovan, Jackie Eller, Mary Enderson, Bichaka Fayissa, Rebecca Fischer, David Foote, Diane Gower, James Henry, Judy Holmes, Larry Howard, Sandra Johnson, Nancy Kelker, Kenneth Lancaster, Angela Lewis, Paul Lee, Marva Lucas, Sheila Marquart, Alexis Miller, Nancy McCormick, Robb McDaniel, Richard Moffett, John Mullane, Sandra Neal, Robert Petersen, Dan Pfeifer, Dewayne Pigg, Melinda Richards, Ted Sherman, Kim Shibinski, Amy Staples, Mack Thweatt, Annette Williams, Jim Williams, Jennifer Dooley, Kathy Mathis

Members Absent: Austin Cheney, Paul Craig, Charles Giles, Kevin James, Clarence Johnson, Sandra Johnson, Jeffrey LeBlond, Michael Linton, Ric Morris, Guanping Zheng (excused), Kathy Mathis (excused)

Treasurer's Report: The Faculty Senate account has an operating balance of \$2586.75 and a travel balance of \$576.04. The Faculty Senate discretionary balance is \$285.01.

President's Report:

1. President Dan Pfeifer welcomed new members Dewayne Pigg and Angela Lewis to the Faculty Senate.
2. MTSU President McPhee will not meet with the Faculty Senate today due to a meeting at the TBR. The meeting will be rescheduled during the spring semester. President Dan Pfeifer reminded Senators that the next Faculty Senate Meeting will be January 12, the first day of class for the spring semester.
3. **Budget Cuts:** Three scenarios are anticipated with respect to cuts in the MTSU base budget:
 - a. One TBR scenario will cut \$30 million or 5% 'across the board' for all TBR schools. Under this scenario, MTSU will be cut \$4.6 million.
 - b. A second TBR scenario will impose a weighted formula where universities will be impacted to a greater extent than community colleges or technical schools. Under this scenario, MTSU will be cut 5.6% or \$4.57 million.
 - c. THEC has also proposed a third scenario which would cut all higher education institutions 6%. MTSU would be cut \$5 million under this proposal.

MTSU is trying to identify both fixed costs expected to increase (utilities, insurance, etc.) and any additional funds that could be used in case of possible impoundments. The University is also looking at charging local groups for use of MTSU facilities in order to fairly reflect the actual costs the University is incurring. Currently faculty searches are going forward. Only two new staff positions have been approved: these are for administration of the lottery program.

MTSU can expect a further decrease in base budgets for 05/06 fiscal year.

4. **Grade Appeals Policy:** The Grade Appeals Policy is under review. A statement that 'the Committee's decision is final' will be added to the current policy. Currently there is no review at

the dean's level. The deans are looking at this to determine what their role might be.

5. **Academic Program Changes:** There are a number of links to assist faculty in advising students as MTSU moves to the new General Education requirements. Faculty will be provided with a flow chart which will enable advisors to compare requirements for General Education under the former and new curricula. Students and Faculty will also be able to go online to compare requirements under both curricula, and to compare requirements for different majors. There is also a link for faculty training to learn about the conversion as well as an FAQ link.
6. **Class Schedule and Room Schedule Policy:** The revised Fall 2004 class schedule is a product of a TBR mandate to move to a common calendar. Time has been added to each class to make up for the loss of one week as we change to a shorter semester. There is a process to request alternate class times that are not on the common calendar. Guidelines for room assignments/schedules can be found by linking to CLUE. CLUE continues to meet and is interested to see if faculty are interested in other schedules (for example, Friday-Saturday classes to attract off-campus students). Faculty are encouraged to send ideas to CLUE or to the Provost.
7. **Campus Security:** During the holidays, specifically before Thanksgiving, Christmas, and the Super Bowl, AV equipment mysteriously disappears from classrooms. Faculty should be especially vigilant and lock doors as people look for alternate gift ideas from the MTSU campus!
8. **Infrequently Taught Courses:** Faculty are asked to look at these courses and see if the courses should be kept in the catalog. This is NOT an effort to take courses off, but if faculty have left and no one is currently teaching specific courses, faculty may want to reconsider listing the course in the catalog.
9. **Firelane:** Six parking spaces in front of Cope Administration Building have been pulled in order to provide a needed firelane for emergency use.
10. **TBR Meeting:** The Tennessee Board of Regents will meet on the MTSU campus December 4-5.
11. **Annual Giving Campaign:** The average giving across the MTSU campus is 15 %. MTSU is interested in increasing this percentage. Toward this end, Development and University Relations is trying to consolidate a number of campaigns and create a more focused effort toward giving. Some campaigns will remain independent, however. Faculty are asked to contribute to causes of importance to them.
12. **Lottery:** Some discrepancies exist between the lottery bill as passed and the current way of calculating GPA, and there are different versions of the residency requirements as well. These differences are being reconciled. In addition, bad debts (i.e. a student receives a scholarship and then withdraws from the university and does not pay back the scholarship) will be the university's responsibility. Dr. Gebert noted that once a student loses a scholarship, the student cannot get another so that faculty will be under greater pressure regarding grades. Thus, the grade appeal process will be important. Because student appeals will be handled by each educational institution, there is a campus committee working on procedures related to the lottery. The question regarding faculty representation on this committee was raised and will be looked into.
13. **AASCU Application:** MTSU has applied for affiliate status with the American Association for Colleges and Universities for First Year Experience. The organization is trying to identify institutions that are exemplary in providing for first year students. MTSU felt that our program is one of quality and worth applying for affiliate status.
14. **TBR Academic Audit Conference:** A consultant spoke with the TBR about instituting academic audits, a means of evaluating teaching. The response of faculty representatives was that with SACS, professional accrediting bodies, etc. we are already evaluating teaching; an additional evaluation process is not necessary. Dr. Gebert indicated that a program or two would be selected to pilot this program at MTSU.
15. **NCAA Recertification:** The selfstudy is underway.
16. **MTSU Response to Proposed Revisions of the TBR Tenure and Promotion Policies:** MTSU

has submitted its response which is almost identical to the Draft. It was suggested that the response be made available on the web.

17. **Faculty Senate Response to the IEC Report:** President McPhee has read the report and is working on finding major points we can move forward on.

Old Business:

1. There was no TBR Subcouncil Report.
2. There was no report from Academic Affairs Subcommittee A.
3. Academic Affairs Subcommittee B is working with the Provost and Barbara Draude in developing on-campus resources to improve teaching on the MTSU campus. (See Faculty Senate Premeeting November 10, 2003 minutes.)
4. There was no report from Academic Affairs Subcommittee C.
5. Academic Affairs Subcommittee D is soliciting evaluation forms from other institutions.
6. No reports were submitted by Student Affairs Subcommittee B, Student Affairs Subcommittee B, Student Affairs Subcommittee C, Faculty Welfare Subcommittee A, Faculty Welfare Subcommittee B, the Government Liaison Committee, and the Budget Advisory Committee.
7. The Faculty Senate Liaison Committee received a breakdown of the athletic budget (\$11.997 million, about 6% of the University budget):

\$5.7 million General Fund

3.2 million Student Athletic Access Fees

1.8 million Gate Revenues

150,000 Concession Revenues

43,000 Conference Revenues

682,000 Private Support

Mr. Cothorn and Dr. McPhee have emphasized that no state-appropriated funds go toward the athletic budget. The Athletic Department has been encouraged to raise private revenues, and continues to strive to become more self-supporting. A number of questions were posed by Faculty Senate Members regarding the benefits of athletics at MTSU with respect to 1A status, alumni contributions, athletic scholarships, donors, etc. The Faculty Senate appreciates the willingness of the Administration to discuss athletic budget issues and disseminate information. A motion was made and approved to schedule a Pre-Meeting to discuss MTSU Athletics.

8. **Catalog Changes:** A number of catalog changes have been made due to the reduction in hours from 132 to 120 and the change in General Education requirements. A new undergraduate catalog (2004-2006) will be published. Questions about date of publication of the graduate catalog were raised.

The meeting was adjourned.

Respectfully submitted,

Rebecca M. Fischer

Faculty Senate Secretary/Treasurer

MTSU FACULTY SENATE

Monday November 10, 2003

President's Report

1. Welcome
2. Dr. McPhee
 - Had to cancel due to TBR meeting
 - Reschedule for Jan. or Feb.
 - Investigation is still ongoing
3. Budget Cuts
 - flat 5% (\$4.06 million)
 - TBR weighted 5.6% (\$4.57 million)
 - THEC 6+% (approx. \$5 million)
 - Academic Affairs will not be held harmless
 - Will likely impact staffing, but searches are currently running
 - New staff positions are on hold except lottery coordinators
 - No across the board cuts/cuts will be prioritized
 - No word on possible impoundments
 - More cuts in 2005-06 are likely
4. Changes to Grade Appeals policy:
 - "committee decisions are final" will be added
 - revision is being considered to possibly include deans
5. Academic Program Changes:
 - <http://www.mtsu.edu/~provost/acadchanges04.htm>
 - General Education Conversion Rubrick
 - FAQ
 - Time Line
 - Faculty Training
6. Class Schedule / Room Scheduling (see handout)
7. Campus Security
8. Infrequently Taught Courses: (will be suggested by deans/chairs and processed by Curriculum Committee)
9. Fire lane in front of Cope
10. TBR Meeting at MTSU Dec. 4-5
11. Annual Giving campaign:
 - seeking ways to consolidate campaigns
 - some will remain independent
 - please give (about 15% last year)
12. Lottery:
 - THEC has proposed rules based on legislation
 - Discrepancies in GPA calculations and grade posting dealines
 - May have different residency requirements for lottery scholarships
 - Appeals are at the institutional levels
 - Bad debt is the universities responsibility
 - No support for added campus burdens
13. MTSU has applied for affiliate status with ASCU for First Year Experience
14. TBR Academic Audit Conference
15. NCAA recertification selfstudy underway
16. MTSU response to proposed revisions TBR T&P Policies (see handout)
17. Faculty Senate Response to IEC Report

Old Business:

1. Funding for athletics:

- Mr. Cothern and Dr. McPhee emphasized that no state-appropriated funds go toward athletic support.
- The Athletic Department has been encouraged to raise private revenues, and continues to strive to become more self-supporting.
- The revenue for athletics is \$11.997 million, about 6% of the University budget. The breakdown is as follows:

\$5.7 million	General Fund
\$3.2 million	Student Athletic Access Fees
\$1.8 million	Gate Revenues
\$150,000	Concession Revenues
\$43,000	Conference Revenues
\$682,000	Private Support

\$ From
Big league
game

2. Catalog Copy (still in progress)

Faculty Senate Pre-Meeting Summary

Faculty Senate

Pre-Meeting, November 10, 2003

Speakers: Faye Johnson & Barbara Draude

Topic: Center for Learning, Teaching and Innovative Technologies

The speakers presented the proposal for the Center for Learning, Teaching, and Innovative Technologies. After looking at ideas from MTSU and models from other universities, the proposal was presented to the Administration. Both the President and Provost have signed off on the proposal. As the proposal states, "The Center will be a collaborative effort of the divisions of Academic Affairs and Information Technology to establish a coordinated program for professional faculty development in learning, teaching, and the integration of innovative technologies. The Center will support MTSU's student-centered learning and teaching environment. Building on the strengths and capabilities of the University's learning community, the Center will become a model and a recognized resource that sets the standard in higher education for excellence for faculty in learning, teaching, and the integration of innovative technologies. The center will further serve to build collaborative partnerships among faculty seeking excellence in learning and teaching."

Five events transpired to make the Center possible:

- 1. Teams of faculty have been sent to the Lilly Conference for a number of years. One group returned and proposed a center for learning and teaching to the Provost. The proposal was reviewed; however, budgetary constraints did not permit its implementation at that time.**
- 2. Nationwide, there has been an increase in interest in student-centered learning**
- 3. One of the goals in the Academic Master Plan in student-centered learning.**
- 4. Over the years, technology has become an increasingly-important part of classroom learning. MTSU has made a significant effort toward introducing technology into the classroom.**
- 5. Accreditation requires that MTSU demonstrate that we are investing in faculty development.**

The center is faculty-created and will be faculty-driven. The plan is for the Center to be co-directed by individuals from both Academic Affairs and Information Technology. However, the day-to-day operations will be coordinated by a faculty member with re-assigned time. This position will be a rotating position from discipline to discipline in order to take advantage of the wealth of ideas across MTSU's campus. The Center will help bring faculty development opportunities under a common theme; it is NOT designed to 'take over' faculty development on the MTSU campus, but rather to assist faculty in taking advantage of the offered opportunities for improving teaching skills.

The Faculty Senate Academic Affairs B Committee is working pro-actively with Academic Affairs and Information Technology on this initiative. The Committee will function in an advisory role and suggest activities that will be advantageous to MTSU Faculty. Thus far, the Committee has scheduled a seminar titled "Focusing on Student Learning: A Faculty Development Seminar on Learning and Teaching" for Friday, February 20 from 12:30-4:30 in the Cason-Kennedy Nursing Building. Sessions will include inquiry-based learning; web-based and –enhanced learning; effective learning in large-class settings (100+); multicultural learning; and service learning. Academic Affairs B Committee is also planning a seminar for next fall and is looking for ideas and suggestions for speakers and activities. Please contact Amy Staples or Dan Pfeifer with your suggestions.

The plan is to begin with a Virtual Center which will be online soon. A Physical Center is in the long-range plans. At this point, we do have the Faculty Instructional Technologies Center which will be a start toward the goal of a physical location. Other goals are to include a mentoring component and an expert-in-residence component.

Comments from participants included the need to add more books on learning and teaching. Any suggestions may be sent to Faye Johnson or Barbara Draude. Faculty remarked about the importance of keeping up with learning, teaching, and technology. In many ways MTSU is ahead of the game and could be a leader in this area, one goal of the Center. Also mentioned was the challenge of educating Adjunct Faculty and the possibility of offering them some compensation for the time-consuming task of up-dating teaching and technology skills. Faculty with low teaching evaluations were also discussed. The speakers emphasized that the Center is NOT DESIGNED to evaluate Faculty performance in the classroom. Rather, the Center is on campus as a resource for Faculty interested in getting assistance and improving their teaching and technology skills.

**Senate Steering Committee
Minutes, December 1, 2003**

Members Present: Larry Burriss, Ellen Donovan, Jennifer Dooley, Mary Enderson, Rebecca Fischer, David Foote, Diane Gower, Marva S. Lucas, Sheila Marquart, Richard Moffett, Daniel Pfeiffer, Amy Staples, Guanping Zheng

Members Absent: Diane Gower (excused), Judy Holmes, Kathy Mathis, Rick Moffett

Meeting with Faculty Senate: Dr. McPhee is scheduled to speak with the MTSU Faculty Senate in March.

Faculty Senate Premeetings: There will be no Faculty Senate Premeeting in January, 2004; the Athletic Budget will be discussed in February. Mr. Cothorn, Mr. Bales, Mr. *****Donnelly, & Mr. Whiteside have been invited to attend the February Premeeting..

Class Schedule: In August, the class schedule was examined and approved by the Ad Hoc committee with input from CLUE, the chairs council, administrators, and faculty representatives. Within the schedule, provisions were made to offer early and late classes in order to accommodate professionals, recognizing that the times for these classes would not be frequently utilized. Concerns were expressed over the process of approving the class schedule for Fall, 2005. Some concerns related to the process of approval: There was some overall confusion due to various versions of the schedule which were circulated prior to approval of the 'traditional schedule.' Faculty felt that there was not adequate input due to the short turn-around time for approving the schedule. Other concerns included options available for departments to schedule classes outside the traditional schedule (although there is a mechanism for this), especially in rooms outside the department's control. Faculty are also concerned that, due to lack of space, classes may be forced into the extreme early and late portions of the schedule. President Dan Pfeifer will develop a list of points regarding scheduling for the Steering Committee members.

Budget Update: The THEC proposal will shift the burden of budget cuts to enrollment-based institutions which will mean a 6% cut for MTSU. The TBR Chancellor has sent a letter of non-support for the THEC budget cut proposal. The State is currently leaning towards a shift of money towards capitol needs (new and maintenance) and salary increases of 3% for State employees. Most likely the full 3% raise would not be funded by the State, shifting that burden to higher educational institutions as well.

Liaison Committee: Topics for the Wednesday Liaison Committee include the following:

1. Discussion with Becky Garrett on 'retroactive withdrawals.' Some students have asked for withdrawals from classes taken as long as 13 years ago. Policies on time limits for withdrawals and other issues need to be clarified for the faculty. This is important, especially in view of the upcoming lottery.

2. The ACT is adding an optional writing component to its testing. Universities will have to make a decision by March as to whether they will want this option. The TBR is deciding whether to allow institutions to make their own decisions on the matter or whether to insist that all institutions do the same. The Steering Committee would like to discuss the formulation of MTSU's stance on whether and/or how the ACT writing component will be used.

Grade Appeals: Currently policy is that a grade appeal cannot be heard by a committee in the college in which the course appeared (For example, the Liberal Arts grade appeal committee cannot decide an English grade.). However, there is now a case in which a grade appeal is being adjudicated in the College of Basic and Applied Sciences even though the student is a major in one of the departments in that college. Ellen Donovan is authoring a resolution on grade appeals which will be presented to the Faculty Senate in January.

Cost of Phone Service: The cost of phone service seems to be rising and expensive. Senate President Dan Pfeifer will get additional information on this topic from Steve Pritchard and John Cothorn, and return to the Steering Committee.

Changes to Catalog Copy: Copies of proposed catalog changes to the undergraduate degree requirements were distributed to Steering Committee members. Catalog changes will be discussed during the Faculty Senate meeting in January.

TBR Meeting at MTSU December 4-5: The TBR will meet in a number of campus venues during these two days.

Academic Audit: The URL for the academic audit is

Summer School Compensation: This policy was recently clarified and Chancellor Manning, Dr. Gebert, and Dr. Miller. The TBR Policy's provisions permit a 9-hour summer workload if the need can be documented. The maximum summer and intersession pay may not exceed 25 percent of the preceding academic year salary. Dr. Manning has stated he will not approve any exceptions to the provisions for faculty pay as indicated in TBR Policy.

SGA Proposals: A proposal requesting that professors, within the first week of the semester, provide students with tentative test schedules on their syllabi and a second proposal requesting a 'dead period' prior to final examinations in which there be no major tests, quizzes, papers or projects required during the last two class days have been submitted to the Faculty Senate. These will be put on the January agenda.

The meeting was adjourned.

Respectfully submitted,

Rebecca M. Fischer

**Faculty Senate Meeting
Minutes January 12, 2004**

Members Present: Rhonda Armstrong, Robert Blair, Nancy McCormick, Jerry Brookshire, Larry Burriss, John DiVincenzo, Ellen Donovan, Jackie Eller, Mary Enderson, Rebecca Fischer, David Foote, Diane Gower, James Henry, Judy Holmes, Larry Howard, Kevin James, Clarence Johnson, Kenneth Lancaster, Angela Lewis, Jeffrey Leblond, Marva Lucas, Sheila Marquart, Robb McDaniel, Alexis Miller, Richard Moffett, John Mullane, Sandra Neal, Robert Petersen, Dan Pfeifer, Dewayne Pigg, Melinda Richards, Nancy Kelker, Ted Sherman, Amy Staples, Mack Thweatt, Annette Williams, Jim Williams, Guanping Zheng, Jennifer Dooley, Kathy Mathis

Members Absent: Warren Anderson, Kathleen Burriss (excused), James Calder, Austin Cheney, Linda Covington (excused), Paul Craig, Bichaka Fayissa (excused), Charles Giles, Sandra Johnson, Paul Lee, Michael Linton, Ric Morris, Kim Shibinski (excused)

Treasurer's Report: The Faculty Senate account has an operating balance of \$2536.27 and a travel balance of \$576.04. The Faculty Senate discretionary balance is \$285.01.

November Minutes: The November minutes of the Faculty Senate Meeting were approved by acclamation.

President's Report:

Updates from Larry Burriss: Larry reported on several meetings he has attended since the last Faculty Senate meeting in November.

Lottery: It is expected that issues related to grades and grade appeals will become more important once lottery scholarships are awarded. Faculty can expect to hear from parents as well as students regarding grades. It is important that faculty speak with parents and carefully explain class grading policies. Precedent has stated that grades are a faculty member's own business; however, it is important that the method for determining grades is clearly stated in syllabi and that the method is followed. If a grade is appealed, it is essential that proper procedure be followed. Another issue is that of disclosure and security of documents during the grade appeals process. The University is reviewing the grade appeal procedures and making any necessary changes prior to the lottery. The grade appeals policy will be published in a variety of places. Faculty Senate President Dan Pfeifer asked faculty to email concerns regarding grade appeals to him; these concerns will be forwarded to the ad hoc committee.

Athletics: MTSU needs an average attendance of 15,000 for next year. This year's attendance was 11,000. Support from faculty and students is critical.

Convocation: Ann Garrels from National Public Radio will speak at Convocation.

Special Projects: Deadline for submission is February 1.

Salary Plan: A salary plan is due to TBR by March. MTSU's plan is being developed and should be completed soon.

Foundations of Excellence: First Year Experience: MTSU faculty teaching first year students will be surveyed this spring.

Clarification Regarding Undergraduate Catalog Publication: Faculty Senate Minutes for November 10, 2003 stated that "A new undergraduate catalog (2004-2006) will be published." This is inaccurate. Instead a catalog will be published for 2004, and the schedule of two-year catalogs will be resumed with the 2005-2007 book.

Meeting with Dr. McPhee: President Dan Pfeifer encouraged Faculty to look at Dr. McPhee's newsletter at [http://www.mtsu.edu/newsletter/jan122004\[w\].pdf](#). Dr. McPhee will attend the March Senate Meeting.

Lottery Report: See [http://www.mtsu.edu/newsletter/jan122004\[w\].pdf](http://www.mtsu.edu/newsletter/jan122004[w].pdf) for a link to information on the lottery. The MTSU Lottery Task Force report is at this link.

Reminder: President Dan Pfeifer reminded Faculty of the following information regarding travel requests, contracts, etc:

"Please remind all faculty to be mindful of deadlines for submitting travel requests, contracts, and all university paperwork. Higher education in Tennessee is currently under close scrutiny, and as an old cautionary saying goes, we need to make sure all of the i's are dotted and the t's are crossed."

"Please remind faculty at the beginning of the Spring Semester that regular class meetings should not be used for the administration of final examinations." "In special cases with the approval of the dean of the appropriate college, examinations may be given outside the official exam period." These sentences are in the Faculty Handbook (online) under the section titled Tests and Examinations. It is also worth noting that faculty must meet with students during the final examination period although faculty are not required to give a final examination. Failure to meet truncates the students' hours of instruction. A discussion of this policy followed.

Faculty Development Seminar: The Faculty Development Seminar is scheduled for February 20, 2004 from 12-5. Topics confirmed for sessions include: Teaching Large Sections; Service Learning; Cultural Diversity; Web-Enhanced Teaching; Learning Styles; and On-line Courses. Please plan to attend and encourage colleagues to participate.

Committee on Other-race Undergraduate Recruitment and Retention: A nomination for this committee is needed from the College of Basic and Applied Sciences ASAP!

Terminal Degree for Library Faculty: MTSU's Deans' Cabinet unanimously recommended to the Provost that a Master's degree accredited by the American Library Association be accepted as the terminal degree for Library faculty for the purpose of appointment, promotion, and tenure.

Khalikdina Hall Library Association: This Pakistani library is looking for educational materials as well as textbooks. Please refer to the email sent by President Dan Pfeifer for further information on donations.

Freshman Summer Reading Text: *Naked in Bagdad* by Anne Garrels (NPR Correspondent) has been selected as the text. Ms. Garrels will meet with classes in the College of Mass Communication.

THEC's Enrolled Student Survey: The Provost reported that THEC's Enrolled Student Survey is scheduled to be conducted this spring. MTSU must obtain a response rate of 10% in order to receive points for the survey and, consequently, performance funding from the state. The Provost proposed that MTSU survey students in selected classes (for example, MWF classes meeting at 11:00) rather than by mail in order to have better control over the percentage and representativeness of students responding to the survey and to save \$3,000 in direct survey costs. Surveys of sophomores, juniors, and seniors would take about 10-15 minutes of class time and would be conducted on any one of three days during the week of February 16-20. Students would also have the opportunity to complete the survey at a designated area outside class; thus, the survey would be available to all MTSU students.

Academic Appeals Subcommittee for Undeclared Majors and Developmental Studies: In response to the Senate Steering Committee request, Dr. Laurie Witherow, Director of the Academic Support Center, will be an ex-officio member of the Academic Appeals Subcommittee for Undeclared Majors and Developmental Studies. The faculty position on this committee will be maintained.

Tenure & Promotion Document from TBR: After December finals, a revised document from TBR was sent to campuses with an expected response date of January 5. The Provost was able to obtain an extension of this date to January 16 in order to allow faculty time to provide feedback on the revised document. President Dan Pfeifer has asked the faculty to send current comments to him by Friday.

Dan Pfeifer expressed gratitude that TBR has incorporated some of our concerns into the revised document, but remains concerned that some faculty issues have not been addressed. While the revised document is more specific than the original policy, concern remains over the vagueness of some important issues.

- questions have been raised regarding the meaning of an outside 'peer review;'
- definitions of 'service,' 'scholarship,' etc.

In addition, faculty continue to emphasize the need for reviews of faculty performance prior to going up for tenure prepare faculty for tenure review, and continued concern over providing faculty with a single opportunity to go for tenure. A question was asked regarding the opportunity for MTSU to modify the policy to better serve the faculty. The Provost replied that as long as MTSU's policy did not contravene TBR policy, we can make modifications, for example, to require a third year review of faculty prior to tenure.

TBR wants the new policy in place by Fall, 04. Faculty hired after July 1, 2004, would fall under the new procedures while faculty hired prior to that date could choose

the tenure and promotion policy they wish to follow. Faculty hired before July 1, 2004 may use the current policies until July 1, 2008.

Committee Reports:

Academic Affairs Committee C is looking at summer school. Please email Kenneth Lancaster () with any concerns regarding such.

Academic Affairs Committee B would remind faculty about the February 20 Seminar (See above.). Registration will be soon.

There were no other reports from committees.

Old Business: There was no old business.

New Business: There was no new business.

The meeting was adjourned.

Respectfully submitted,

Rebecca M. Fischer
Faculty Senate Secretary/Treasurer

MTSU FACULTY SENATE

Monday January 12, 2004

President's Report

1. Welcome
2. Coach Kermit Davis
3. Updates from Larry Burriss
4. First Year Experience
 - Faculty survey is coming this Spring
5. Clarification Regarding Undergraduate Catalog Publication: The Faculty Senate Minutes for November 10, 2003, item 8 under old business says, "A new undergraduate catalog (2004-2006) will be published." This is not quite accurate, so Suma Clark provided the following clarification:

"Following is a reminder of the tentative MTSU undergraduate catalog production dates distributed earlier this fall. In order to accommodate earlier CUSTOMS sessions, we need to send the undergraduate catalog to the printer by early May 2004 (for first CUSTOMS last week of May). This catalog will be for 2004, per the memo sent out January 10, 2003. We will resume the schedule of two-year catalogs with the 2005-07 book. With the extensive changes accompanying general studies requirements and the reduction of required hours, this will give maximum opportunity to provide students with accurate information."

6. Dr. McPhee:
 - Newsletter: <http://www.mtsu.edu/newsletter/>
 - Will attend the March Senate Meeting
7. Lottery Report: [http://www.mtsu.edu/newsletter/jan122004\[w\].pdf](http://www.mtsu.edu/newsletter/jan122004[w].pdf)
8. Reminders:
 - "Please remind all faculty to be mindful of deadlines for submitting travel requests, contracts, and all university paperwork. Higher education in Tennessee is currently under close scrutiny, and as an old cautionary saying goes, we need to make sure all of the i's are dotted and t's are crossed."
 - "Please remind faculty at the beginning of the Spring Semester that "Regular class meetings should not be used for the administration of final examinations." "In special cases with the approval of the dean of the appropriate college, examinations may be given outside the official exam period." These sentences are in the Faculty Handbook (online) under the section titled Tests and Examinations."
9. Faculty Development Seminar: February 20, 2004 noon to 5 p.m.
 - Topics of sessions confirmed:
 - * Teaching Large Sections
 - * Service Learning
 - * Cultural Diversity
 - * Web-Enhanced Teaching
 - * Learning Styles
 - * On-line Courses
10. Committee on Other-race Undergraduate Recruitment and Retention: A nomination is needed from the College of Basic and Applied Sciences ASAP!

11. Terminal Degree for Library Faculty: MTSU's Deans' Cabinet unanimously recommends to the Provost that a Master's degree accredited by the American Library Association be accepted as the terminal degree for Library faculty for the purpose of appointment, promotion and tenure.
12. Khalikdina Hall Library Association: Please refer to the sent email.
13. Freshman Summer Reading Text: Naked In Bagdad by Anne Garrels (NPR Correspondent)
14. THEC's Enrolled Student Survey: See hand out.
15. Dr. Laurie Witherow, Director of the Academic Support Center, will be an ex-officio member of the Academic Appeals Subcommittee for Undeclared Major and Developmental Studies. The faculty position will be maintained.

16: TBR Tenure / Promo

THEC's Enrolled Student Survey

THEC's Enrolled Student Survey is scheduled to be conducted spring 2004 and reported in the Performance Funding report this summer. The response rate for the last survey, which was administered by mail during spring 2001, was 13.9%. We must obtain a minimum response rate of 10% to receive any points for the survey. Ten points are at stake in this survey.

For the spring 2004 survey, I propose we survey students during selected classes rather than by mail. This method would give us better control over the percentage and representativeness of students responding to the survey, assure that results could be submitted to THEC in a timely manner, and save approximately \$3,000 in direct survey costs.

We would determine which class times contained the best representation of students and randomly select the classes needed to meet THEC's requirements. Enrollments would be based on census-date data. For example, it might be determined that we should survey students in classes that meet Monday, Wednesday, and Friday at 11:00. Instructors in the selected classes would have the option of conducting the survey at the beginning of any one of those three days during the week of February 16-20. The completed survey answer sheets would then be forwarded to my office for further processing.

Response to Comments, MTSU

General Comments

- **Inconsistent language**

The item you cite regarding student advising was previously identified and should have been corrected in the distributed document. The correction has been made in the latest draft.

- **Grammatical errors, incomplete sentences, etc.**

When all substantive changes have been agreed upon, the documents will be reviewed carefully, and errors will be corrected before submission to the Board.

- **Grandfathering**

In the material distributed to the Academic Sub-Council on Friday, January 9, a proposed guideline addressing the grandfathering issue was distributed. The guideline protects those faculty currently in tenure-track status with a phase-in period through 2008. Faculty hired on or after July 1, 2004 will be subject to the provisions of the revised policies.

Faculty Appointments

- **Expansion of non-tenure track appointments**

The only new appointment proposed was the instructor/coordinator. Based upon campus comments, this type of appointment was modified to indicate “coordinator” only.

- **Promotion in non-tenure track**

The only difference in features of promotion from current policy involves the proposed coordinator position, as modified. The other types on non-tenure track appointments exist in current policy.

Academic Freedom and Responsibility

- **Language of respect**

The majority of respondents felt that the language conveys the intent of respect as it is currently written.

Tenure

- **Locus of tenure**

The locus of tenure at universities should be at the department level. Faculty are qualified in specific disciplines, which precludes university-wide tenure.

- **Mid-term review**

The proposed policy states that universities must define all processes and levels of review for tenure-track faculty. New language in the latest draft strengthens provisions for guidance of tenure-track faculty (III.B.1-5).

- **Probationary period**

Removing the fixed probationary period is a hallmark feature of the proposed revision. The intent of the provision is to permit qualified candidates flexibility in determining when to apply for tenure. Removing the fixed probationary period has the desired effect of eliminating requests for exceptions to time in tenure-track status. The principal charge from the Board in directing an examination of current policy and recommending changes as needed is to diminish the high number of exceptions to policy that are presented each year. The proposed policy does indicate that the normal length of time in probationary status is six years. This provision, as all others in the proposed revisions is subject to approval of the sub-councils.

- **Student Evaluations**

Language in the latest draft (January 9) modifies the provision to require evaluations in every course. The new language reads: “student evaluations for every course evaluated, during the probationary period, including the summer.”

- **Collegiality**

Collegiality was removed as a specific criterion in the tenure requirements.

- **Termination of Tenure Due to Financial Exigencies**

The Task Force did not consider any revision of the current policy on termination procedures.

- **Imprecise Language in the Procedures for Termination of Tenure**

As stated, the Task Force chose not to address provisions of termination contained in the current policy.

MTSU, page 3

Promotion

- **Definition of National Reputation**

The determination of national “recognition” is within the purview of each university.

- **Determination of Terminal Degrees**

TBR staff will research standards used by national organizations in proposing the appropriate terminal degrees. The list of degrees will be subject to the approval of the sub-councils

Faculty Senate Meeting

Minutes February 9, 2004

Members Present: Warren Anderson, Rhonda Armstrong, Robert Blair, Nancy McCormick, Jerry Brookshire, Larry Burriss, James Calder, Linda Covington, John DiVincenzo, Ellen Donovan, Jackie Eller, Rebecca Fischer, David Foote, Judy Holmes, Kevin James, Sandra Johnson, Kenneth Lancaster, Angela Lewis, Jeffrey Leblond, Michael Linton, Marva Lucas, Sheila Marquart, Robb McDaniel, Alexis Miller, Richard Moffett, John Mullane, Sandra Neal, Robert Petersen, Dan Pfeifer, Dewayne Pigg, Melinda Richards, Nancy Kelker, Kim Shibinski, Ric Morris, Mack Thweatt, Annette Williams, Jim Williams, Guanping Zheng, Jennifer Dooley, Kathy Mathis

Members Absent: Kathleen Burriss (excused), Austin Cheney, Paul Craig, Mary Enderson (excused), Bichaka Fayissa (excused), Charles Giles, Diane Gower, James Henry, Larry Howard, Clarence Johnson, Paul Lee (excused), Ted Sherman, Amy Staples

Treasurer's Report: The Faculty Senate account has an operating balance of \$2491.27 and a travel balance of \$576.04. The Faculty Senate discretionary balance is \$392.01.

January Minutes: The January Minutes were not approved at the February meeting.

Address by President McPhee: President McPhee reported that MTSU will receive more than \$3 million in direct federal funds during the first phase of this funding cycle. MTSU is working on requests for the next phase. Senate Majority Leader Bill Frist has been very helpful in MTSU obtaining direct federal appropriations and has taken a great interest in MTSU. He will be visiting MTSU on February 20.

Regarding the possible merger with O'More College of Design, President McPhee reported that reactions from both faculties and the legislative delegation have been positive. The legislation to formalize and complete the merger has already been filed with the state. There are three hurdles to overcome with respect to the merger:

1. financial: O'More College does appear to be in a strong financial position;
2. differential in tuition and fees: O'More tuition is approximately \$10,000 while MTSU's is about \$3,000.
3. maintenance of the O'More facility

President McPhee stated that the past year has been a good one. MTSU, the largest undergraduate university in Tennessee, has managed its enrollment well. We are on target with our growth rate of 2-3%. Applications this year are 37% above the number for last year, and in order not to exceed our target growth rate, we will have to turn some students away. MTSU raised its admission standards to require a 22 on the ACE---the only Tennessee school to do so. Dr. McPhee stated that MTSU is not interested in being an elite university, but rather an elite academic institution that represents the public.

The governor presented his budget last week. As a result of cuts to higher education, MTSU will be asked to cut the permanent budget by 1.9% or about \$885,000. The governor also wants to give a 3% salary increase to employees, composed of a 2% permanent increase (funded by MTSU) and a 1%

one-time bonus (also funded by MTSU). Thus, adding the 1.9% budget cut and the 2% raise, MTSU is looking at a reduction in funds of about 5% or \$5 million dollars. Dr. McPhee stated that, because of good fiscal management, MTSU does have some flexibility and may be able to do more than the 1% one-time bonus.

In terms of capital construction, the governor has authorized the first significant funds for projects in three years. The governor plans to fund 2/3 of each project with institutions funding 1/3. A new science building for MTSU is #15 on the capital construction list and will probably be funded next year. The cost for the science building is \$150 million.

Maintenance also got significant funding this year. MTSU will receive \$4 million for maintenance work.

President McPhee reported that MTSU is doing a good job in attracting students. Three National Merit Scholars enrolled in Fall, 2003, and eight have applied for next year. The Honors College is open and has been a drawing point for potential students.

With regard to the MTSU campus, President McPhee reported that the Todd Renovation is 1/3 complete. We have received approval to expand the Recreation Center and Health Services through the use of student fees. Also, MTSU is in the middle of a 10-year \$70 million renovation of the residence halls. The next major focus is the Science building. MTSU is also in need of a building for the College of Education.

Dr. McPhee stated that we will have a report on the Master Plan by the end of this year. He has received the Faculty Senate response to the Institutional Efficiency report and will speak soon to the Liaison Committee about areas on which the Administration and Faculty can begin working.

With respect to a question on salary equity, President McPhee stated that a committee chaired by Dr. Miller is addressing the compensation plan. MTSU must have an approved salary plan in order to give any raises. Thus, to give raises this year, MTSU's plan must be completed before the April TBR meeting. The Administration will be working with the deans and chairs to identify equity cases and address these. MTSU is pushing for a tuition increase of 5-7%. This will allow us to add some faculty.

President's Report:

Lottery: President Dan Pfeifer stated that some of the anticipated positive outcomes of the lottery include enabling more and better students to attend university; allowing more students to finish school; allowing many students to work less; and allowing students to graduate with less debt.

Federal Omnibus Bill: MTSU received \$3 million in federal funding (See above). This money will be used for expansion of the nursing building, the dyslexia center, the observatory, and the Cedar Glade Project in Lebanon.

Bill Frist: The Senate Majority leader will be on campus February 20. As President McPhee stated, Senator Frist played a primary role in helping MTSU obtain federal funding for the nursing building, etc. (See above).

Faculty Development Seminar: Sponsored in part by the Faculty Senate, the seminar will be held February 20, 2004 from noon to 5 pm at the Nursing Conference Center. Topics of sessions include: Teaching Large Sections; Service Learning; Cultural Diversity; Web-Enhanced Teaching; Learning Styles; and On-Line Courses.

Legislative Forum: This is cosponsored by the Faculty Senate with the MTSU Ed. Assoc. and the AAUP. It will be held Thursday, February 26, 2004 from 4:00-5:30 in the Faculty Senate Chamber. Questions for the legislators should be sent to Kim Shibinski by February 16.

Fire Drill: A fire drill will be held February 24 at 10:00 am in KOM/Midget.

Reception for New Senators: The reception for new Senators will be Monday, April 19, at 4:00 pm in the Senate Chamber.

Pre-meetings: The topic for the March Pre-Meeting will be "Distance Learning and Online Education " and the topic for the April Pre-Meeting will be "Foundations of Excellence: First Year Experience."

Re: the First Year Experience, there is an initiative in Student Affairs to create a better experience for first-time students on the MTSU campus. One of the goals of this initiative is to help retention. There is a 38% fall-off of students between their first and second semesters at MTSU.

Hockey Night: Group rates for MTSU faculty and staff are still available for the Predators hockey game on February 13.

Senate Elections: Larry Burriss is in charge of elections. Nomination forms have been sent out. The elections are in March. In addition, Larry is taking nominations for Faculty Senate President and Secretary-Treasurer. With respect to nominations for Senator, we still need at least one nomination from Psychology; one nomination for the at-large representative from the College of Education; two nominations for at-large positions from the College of Business; and one nomination for the at-large position from the College of Liberal Arts.

SACS: The kickoff for SACS will be April 22. Jill Austin is in charge of compiling ideas and information for the Quality Enhancement Program; Richard Detmer for Compliance Review, and Jan Leone for Institutional Effectiveness.

Ad Hoc Grade Appeals Committee: The following people's names were submitted for membership on the Ad Hoc Grade Appeals Committee. All have recently served or currently serve on their college grade appeals committees: Dr. Judy Holmes, Dr. Patricia Patterson, Dr. James Calder, Dr. Kevin Donovan, and Dr. Nancy McCormick.

Advising Award: A committee has been formed by the Provost's Office to develop criteria for an advising award. Members include Fay Parham, Diane Miller, Ed Kick, Susan Harmon, Dan Pfeifer, Ellen Donovan, and Laurie Witherow.

MTSU Promotion and Tenure Task Force: Work on this task force is underway. The next full meeting is scheduled for February 19. There are three subcommittees:

Tenure: Dan Pfeifer, Connie Jones, Tom Cheatham, Bichaka Fayissa, and Mike Linton are members;

Promotion: Jennifer Dooley, Rick Moffett, Paul Craig, and Jerry Brookshire are members;

Appointments/Academic Freedom: Kevin Smith, Bill Black, David Foote, and John DiVincenzo are members

The goal of the committee is to revise the MTSU document by the end of the spring semester and review and revise college and departmental documents next fall.

Searches: Searches are nearing the interview stage for the Vice Provost for Academic Affairs and the Vice Provost for Research/Dean of the Graduate College

Workload Task Force: The Task Force is meeting with the Provost to share recommendations.

Compensation Pay Plan Task Force: The Task force is meeting with the Provost to share recommendations.

Salary Increases for Promotions: These increases will be protected from cuts. The possibility of increasing these salary increases is being studied.

Old Business: There was no old business.

New Business:

John Bragg Resolution: A resolution recognizing John T. Bragg's contributions to MTSU and his work on behalf of the University passed by acclamation. A motion to give \$75.00 from the Faculty Senate budget to the John T. Bragg Scholarship Fund passed by a vote of 33 to 0.

Grade Appeals: A resolution requesting that 'the grade appeal process be changed to 1) require the student to identify his or her current course of study or major (and minor) and 2) to require that the appeal be heard outside the college of that course of study, major, or minor,' passed by a vote of 31 for, 1 opposed, and 1 abstention.

President Dan Pfeifer requested that Senators wanting to add points to the resolution should submit them by February 16. The resolution will be sent to the Provost.

Committee Appointments: A resolution requesting 'a change in the guidelines for Graduate Council representation such that departmental representation on the Graduate Council should not exceed one member unless solicitation from other departments has been exhausted' passed by a vote of 30 to 0.

SGA Resolutions:

SGA Resolution 21-03-S 'requesting the provision of a "dead" period no more and no less than two class sessions before final examinations in both the spring and fall semesters' was presented to the Faculty Senate. A motion to reject the resolution passed by a vote of 31 for, 0 against, and 1 abstention.

SGA Resolution 22-03-F 'requiring that teachers give students a tentative test schedule on the syllabus within the first week of school' was presented to the Faculty Senate. A motion to reject the resolution passed by a vote of 31 for, 0 against, and 1 abstention. It was suggested that the SGA modify the language of the resolution, specifically the use of the word "required."

The SGA Resolution asking that teachers notify students by email when classes are cancelled due to weather was not forwarded by the Steering Committee. MTSU already has a policy for inclement weather in effect.

Food Service Committee: Jim Williams, the Faculty Senate Food Service Representative, asked that concerns about Aramark and food service be forwarded to him.

Committee Reports: There were no committee reports.

Respectfully submitted,

Rebecca M. Fischer

Faculty Senate Secretary/Treasurer

MTSU FACULTY SENATE

Monday February 9, 2004

President's Report

1. Welcome
2. Dr. McPhee: Today
3. Lottery
 - Enables more students
 - Allows more to finish
 - Allows many students to work less
 - Allows students to graduate with less debt
4. \$4 million in federal omnibus bill
 - Nursing
 - Dyslexia Center
 - Observatory
 - Cedar Glade
5. Bill Frist on campus February 20, 2004
6. Faculty Development Seminar: February 20, 2004 noon to 5 p.m.
 - Location: Nursing Conference Center
 - Announcement of the Learning, Teaching, and Innovative Technology Center will be delayed due to Frist.
 - Topics of sessions confirmed:
 - * Teaching Large Sections
 - * Service Learning
 - * Cultural Diversity
 - * Web-Enhanced Teaching
 - * Learning Styles
 - * On-line Courses
7. Legislative Forum:
 - Cosponsored with MTSU Ed. Assoc. and AAUP
 - Thursday February 26, 4:00-5:30 Senate Chamber
 - Send me questions by 2-16
8. Fire Drill February 24, 2004 @ 10:00am (KOM/Midget)
9. Reception for New Senators: Monday April 19, 4:00pm Senate Chamber
10. Premeetings:
 - March: Distance Learning/RODP
 - April: Foundations of Excellence: First Year Experience
11. Hockey Night 1-13, 3-13?
12. Senate Elections:
 - Larry is in charge
 - Nomination forms are out:
 - i. College of Ed: 1 from Psych, 1 at-large
 - ii. College of Bus: 2 at-large
 - iii. College of LA: 1 at-large
 - Elections in March
 - Nomination for officers
13. SACS Kickoff: April 22
 - Jill Austin: Quality Enhancement Program
 - Richard Detmer: Compliance Review
 - Jan Leone: Institutional Effectiveness

14. Names sent for Ad Hoc Grade Appeals Committee:
 - Dr. Judy Holmes
 - Dr. Patricia Patterson
 - Dr. James Calder
 - Dr. Kevin Donovan
 - Dr. Nancy McCormick
15. Committee to develop advising award is formed:
 - Fay Parham
 - Diane Miller
 - Ed Kick
 - Susan Harmon
 - Dan Pfeifer
 - Ellen Donovan
16. MTSU Promotion and Tenure Task Force:
 - Work is underway
 - Provost Gebert, Diane Miller, Kathy Mathis
 - Tenure:
 - i. Dan Pfeifer, Connie Jones, Tom Cheatham, Bichaka Fayissa, Mike Linton*
 - Promotion:
 - i. Jennifer Dooley, Rick Moffett, Paul Craig, Jerry Brookshire
 - Appointments/Academic Freedom
 - i. Kevin Smith, Bill Black, David Foote, John DiVincenzo
17. Searches are nearing the interview stage for:
 - Vice Provost for Academic Affairs
 - Vice Provost for Research/Dean of the Graduate College

There will be opportunities for faculty to meet with the candidates.
18. Workload:
19. Compensation Pay Plan
20. Salary increases for promotions
 - protected from cuts
 - possibility of increasing these increases is being studied

New Business:

1. Faculty Senate Resolutions:
 - Grade Appeal Resolution / donation to scholarship (Ellen Donovan)
 - John Bragg Resolution and scholarship (Ellen Donovan)
 - Committee Appointments (John DiVincenzo)
2. Class Schedule Response:
 - Steering Committee's response
 - Any additional comments?
3. SGA Resolutions SGA Resolutions:
 - Dead period (SGA 21-03-S)
 - Tentative Test Schedule on Syllabus (SGA 22-03-F)
 - Notice of Class Cancellation (not forwarded by Steering)

Faculty Senate Meeting Minutes

March 8, 2004

Members Present: Warren Anderson, Rhonda Armstrong, Robert Blair, Nancy McCormick, Jerry Brookshire, Kathleen Burriss, Larry Burriss, James Calder, Linda Covington, John DiVincenzo, Ellen Donovan, Jackie Eller, Mary Enderson, Bichaka Fayissa, Rebecca Fischer, David Foote, Diane Gower, Judy Holmes, Larry Howard, Kevin James, Clarence Johnson, Sandra Johnson, Kenneth Lancaster, Angela Lewis, Jeffrey Leblond, Paul Lee, Michael Linton, Marva Lucas, Sheila Marquart, Robb McDaniel, Richard Moffett, John Mullane, Sandra Neal, Robert Petersen, Dan Pfeifer, Ted Sherman, Dewayne Pigg, Melinda Richards, Nancy Kelker, Kim Shibinski, Ric Morris, Mack Thweatt, Annette Williams, Guanping Zheng, Jennifer Dooley, Kathy Mathis

Members Absent: Austin Cheney, Paul Craig, Charles Giles, James Henry (excused), Alexis Miller, Amy Staples, Jim Williams (excused)

Treasurer's Report: The Faculty Senate account has an operating balance of \$2350.63 and a travel balance of \$576.04. The Faculty Senate discretionary balance is \$392..01.

President's Address: President Dan Pfeifer emphasized the importance that the Senate maintains its integrity and functionality during this important meeting. He stated that, as always, the procedures followed today will be honest and forthright according to the rules of the Senate, and will serve to maintain the integrity and functionality of this body.

Resolution Honoring Representative John Bragg: President Dan Pfeifer read and presented the Senate Resolution adopted on February 9, 2004, honoring John Bragg and his contributions to MTSU to the Honorable Mayor Tommy Bragg and Susan Bragg. Mayor Tommy Bragg and Susan Bragg expressed their appreciation to MTSU for condolences following the death of John Bragg.

January and February Minutes: The Faculty Senate approved by acclamation the minutes for the January and February Faculty Senate meetings.

Senate Elections: Dan Pfeifer reported the results of Senate elections. The following faculty were elected to serve:

From the College of Basic and Applied Sciences:

Aerospace	H. William Allen
Computer Science	Roland H. Untch
Nursing	Patricia A. O'Leary
Physics & Astronomy	Charles A. Higgins
At Large	Tony V. Johnson
	Jenny L. Sauls

From Business

BMOM	Janice D. Cole
At Large	Scott J. Seipel
	Emily N. Zeitz

From Education and Behavioral Science

HPERS	Jennifer L. Caputo
Psychology	Harold (Terry) D. Whiteside
At Large	Richard S. Farley
	William E. Langston

From Liberal Arts

Political Science	Andrei V. Korobkov
Social Work	James E. Taylor
At Large	Louis B. Haas
	Alfred Lutz
	Robb A. McDaniel
	Lynn A. Nelson
	Linda G. Seward

From Mass Communication

Recording Industry	Paul D. Fischer
At Large	Dennis J. O'neal

President-Elect Larry Burriss encouraged Senators who have expressed an interest in the offices of President-Elect and Secretary/Treasurer to contact him regarding their formal nomination for one of these offices.

Installation of new senators and election of officers will occur during the April 12 meeting. We will also recognize the outgoing senators during that meeting. The Reception for New Senators will be Monday, April 19, at 4:00 pm in the Senate Chamber.

Premeetings/Meetings: The topic for the April 12 Premeeting at 3:45 pm will be “Foundations of Excellence: First Year Experience.” There will be no Faculty Senate Meeting in May.

MTSU Promotion and Tenure Task Force: Committee and subcommittee work is continuing to align MTSU’s policies with the TBR revisions. College and departmental revisions will take place next year. The TBR President’s Council proposed a six-year probationary period with faculty members standing for tenure in the fifth year. This change was adopted by TBR. Faculty members will have only one opportunity to stand for tenure.

Workload Committee: Work by the Workload Committee has resumed with emphasis on examining credit for high enrollment classes; and credit for thesis supervision. Copies of Dr. Gebert’s comments on the workload draft document were distributed to Faculty Senators.

Salary Adjustments for 2004-2005: A summary of Governor Bredesen’s budget recommendations for fiscal year 2004-2005 was distributed to Senators. A 2% mandatory base salary increase (to be funded by MTSU) was proposed by the Governor. In addition a one-time 1% bonus (to be funded by the State) was also proposed. Dr. McPhee’s request to increase the bonus beyond 1% if funding allows was approved by TBR. Thus, there is a possible 1-1.5% additional bonus. For classified employees, there is a possible flat rate bonus (above the 1% funded by the state). **NOTE: This was incorrectly reported in the February minutes.** Variables affecting MTSU’s provision of a bonus increase above the 1% include: actual percentage of cuts to MTSU’s base budget; increase in fixed costs; legislative actions; percentage of tuition increases; increase in student population; implementation date; and others.

Proposed Salary Increases due to Promotion: Salary increases due to promotion will be protected from budget cuts. Faculty promoted in August 2004 can expect the following salary increases: \$1500 for promotion to Assistant Professor; \$3000 for promotion to Associate Professor; \$4500 for promotion to Full Professor. Increases for 2005-2006 will be considered

during the coming year. Promotion increases will be protected from budget cuts and will not be affected by other compensation adjustments.

Compensation Pay Plan: Work by the Compensation Pay Plan Task Force has resumed. The plan must be approved by TBR before the start of the next fiscal year. Provost Gebert has made recommendations/comments on the Compensation Pay Plan report, and the Committee is meeting to finalize the plan. There are three components to the compensation plan: 1) Market or salary alignment with faculty at peer institutions. This was previously referred to as "Salary Equity." The Committee recommended that Market receive funding priority and should be done consistently on a three-year cycle. A new peer group was also recommended. 2) Equity or intradepartmental adjustments. These will be done on a case by case basis. Factors will include rank, degrees earned, experience, and performance. Equity will not address inequities caused by promotion alone. It is anticipated that inequities will be decreased by the market plan. 3) Merit or Awards for Excellence are performance based salary increases. There are several unresolved issues regarding Merit including the need for consistent funding. The Provost has recommended a 2 year delay in implementation of Merit for two reasons: further study and development of systems, and because there is currently no available funding.

Searches: Searches for a Vice Provost for Academic Affairs and Vice Provost for Research/Dean of the Graduate College continue. Watch email for times and dates of open forums. Members of the Steering/Liaison Committee are meeting with each candidate and will submit strengths and weaknesses to the search committees.

Class Schedule Concerns: President Pfeifer has forwarded a list of concerns to Provost Gebert who has reconvened the committee to address these. Faculty Senators are encourage to send any additional comments to Dan by Tuesday, March 9 in preparation for a meeting Wednesday, March 10. The printing of Class Schedule books will likely end after Spring, 2005.

Prerequisite checks: A list of prerequisite checks for each course is sent to each department every Spring for review.

First Day of Class Attendance Policy Draft: A draft of this policy proposes that "Students who fail to attend the first class meeting of any course, lecture or laboratory, without prior arrangement with the instructor

will lose their places in that course, and those spaces will be made available to other students.” There is wide support for the policy thus far, but some concerns have been expressed regarding large enrollment classes, courses with numerous sections, and procedures. Please send Dan Pfeifer input ASAP.

Proposed Change to Grade Submission Process: MTSU is moving to a paperless, online only system which will be more timely than the paper system. Stations will be set up in Cope during the grade submission period to assist faculty with online submissions. President Pfeifer asked if there were any problems with implementation of the online system in Spring, 2004.

CLEP as a Replacement Grade: Students are using CLEP exams to change their GPAs. For example, if a student is failing a class, the student may take the CLEP exam and effectively change the grade for the course. A policy is being developed to allow passed CLEP exams to count for course credit without replacing the grade in an actual class. The proposed policy wording will be sent via email to Faculty Senators.

Response to Concerns Regarding Retroactive Withdrawals: The University’s policy was last updated in 1979. A Withdrawal Task Force is working on policy revision and has proposed that withdrawals be made within a calendar year after the end of a term with no withdrawals after one year. A handout of the proposed policy changes was distributed to Senators.

Campus Cleanliness/Appearance: Budget cuts have affected cleaning personnel (13 positions have been cut) and schedules. Measures to help control posting and chalking will be developed, and requests will be made of departments to help keep areas cleaner. Improvements to the exterior of Ezell Hall are underway and improvements to the entry to Peck Hall (KOM side) are being investigated.

Institute for Experiential Learning: A handout was distributed to Senators. The Faculty Fellows Internship program is an opportunity for faculty to participate in a semester-long experience in Washington, D.C. It is a new approach to engaging the liberal arts in the non-academic work environments. Applications are available at the Dean’s office.

Grant Funds: The Faculty Research and Creative Activity Committee has funds available. Deadline for submission is April 6. Information and application forms are available on

. Funds are also available from the Instructional Evaluation and Development Committee. Website is <http://www.mtsu.edu/~provost/idg.htm#idg>.

Terminal Degree Review: The MLS degree was approved by the Dean's Council as a terminal degree for library science. Recently a request was made of the Dean's Council to make a recommendation regarding the terminal degree for Actuarial Science. President Pfeifer made a request from the Provost's office for a clearly articulated policy and procedures for determination of terminal degrees. The recommendation from the deans regarding Actuarial Science has been tabled pending policy development.

Quality Enhancement Plan: This is part of SACS Re-affirmation of Accreditation. Service. Experiential learning is emerging as the likely project. Watch email for requests for information.

Faculty Development Seminar: President Pfeifer congratulated and thanked the committee and presenters. 94 registered faculty members participated in the seminar. . Discussions are underway to determine future activities and the Faculty Senate's role.

Faculty Senate/Provost Brown Bags: The next Brown Bag Seminars will be April 13 and 14 from 12:30-1:30 pm in the Faculty Senate Chamber. The topic will be "Syllabus Writing."

Legislative Forum: Representatives John Hood and Kent Coleman spoke with MTSU Faculty. Issues discussed included funding, governance, and the lottery. President Pfeifer thanked the MTSU Education Association and AAUP for sponsoring this event.

Standing Committee Requests and Nominations: The resolution passed by the Faculty Senate in February, 2004, regarding representation on the Graduate Council appears to be redundant to guidelines passed in 1985 regarding Standing Committees and the number of faculty that can be appointed to each committee from one department. A motion was made and seconded to send the February resolution to the Graduate Council as a reminder. The motion was approved by acclamation.

The Steering Committee will incorporate this guideline into the procedure for Standing Committees. Application forms for Standing Committees will now include information on department and rank which will be used in making nominations. Information on Standing Committee Guidelines may be found at <http://www.mtsu.edu/~provost/useguidelines.pdf>.

Nominations for Discipline Committee and Sick Leave Bank: The Discipline Committee needs two additional faculty members to serve on the Tuesday or Thursday committee. Faculty members would need to be available from 3:00 pm until. . . While some hearings may end within 2 hours, others go on for longer. Faculty members who have commitments on the same day they are to hear a case should not consider serving. Generally, two weeks prior notice for a discipline hearing is given to committee members. Contact Dr. Gene Fitch if you are interested in serving.

A faculty member from the College of Liberal Arts and one from the College of Education and Behavioral Sciences is needed to serve on the Sick Leave Bank.

Committee Reports:

Academic Affairs A: The Committee is preparing a report for April
Student Affairs A: The Committee has no formal report yet. Contact Guanping Zheng with your comments.

Budget Advisory: The Committee is well-engaged in the budgetary process.

President Dan Pfeifer extended kudos to Academic Affairs B Committee for its role in the February 20 Faculty Development Seminar.

Steering Committee Resolution on US Permanent Residents: A resolution “recommending that US permanent residents be “routed” through the same regular admissions process as are US citizens” was passed by the Faculty Senate last year but got stalled in the Admissions and Standards Committee due to a failed quorum. The Steering Committee voted last week to update the resolution and present it to the Faculty Senate once again. Senator Annette Williams reported that, contrary to the belief of the Steering

Committee, the Admissions and Standards Committee had, in fact, voted on a similar resolution last year by email and sent it to Dr. Glenn.

There was a motion to table the matter until further information was available. There was a second motion to allow a faculty member outside the Senate to speak. This motion was seconded and approved by acclamation. Dr. Yuan-ling Chao stated that MTSU does not distinguish between international students and permanent residents with green cards in its admissions procedures. She and others on the MTSU campus would like to see permanent residents routed through the regular admissions process. The current situation disregards the rights of permanent residents. Dr. Chao also stated that she was not aware the resolution passed last year by the Faculty Senate had been voted on by the Admissions and Standards Committee.

There was a motion and second to table the issue until the status of the resolution could be determined. The motion carried by a vote of 42 for and 1 against with no abstentions.

Steering Committee Resolution on a Vote of Confidence Proposal on President McPhee: On Monday March 1, the Steering Committee reviewed a proposal sent to Dan Pfeifer, MTSU Faculty Senate President and Rick Moffett, Senate Representative, Department of Psychology, from Joel Hausler, Department of Educational Leadership. The letter asked the "Faculty Senate to sponsor a campus wide referendum to ascertain the confidence staff and faculty have about his [Dr. McPhee's] continued leadership of MTSU." Following a discussion of the issues and possible ramifications of the proposal, the Steering Committee passed the following resolution with a vote of 10 for, 0 against, and 2 abstentions: "Since there is pending litigation regarding President McPhee, the Faculty Senate Steering Committee feels it is inappropriate to consider a vote of confidence or non-confidence at this time."

At the Faculty Senate Meeting, a motion was made and seconded to adopt the Steering Committee's resolution. A spirited two-hour discussion followed. (The discussion is summarized in an attempt to present the major points presented at the meeting, but given the length of the debate, these minutes are not intended to present every detail.)

Discussion began with questions about the Steering Committee's resolution to not consider a vote at this time. One Senator stated that the Steering

Committee's vote prejudiced the Senate, and that the Senator's department wanted a discussion of Dr. McPhee and recent events. Several other Senators reiterated the importance of having a full discussion of Dr. McPhee's leadership and the effect of the TBR's decision on the faculty.

Several members of the Steering Committee replied to the questions raised. First, the letter was sent to the President of the MTSU Faculty Senate and to the Senate Representative of the Department of Psychology. As such it was appropriate to discuss the letter within the Steering Committee prior to presentation to the Faculty Senate, much as other items are discussed and put on the Senate agenda. It was always the intent of the Steering Committee to include the letter as an agenda item to the members of the Faculty Senate. The Steering Committee's resolution reflected a concern that, at this point in time, there are very few facts upon which to base any decision. In addition, because the case is in the courts, concern was expressed that Senators could be subpoenaed.

Senators advocating for a vote of confidence felt that it was important to their departments to resolve the issue. Several Senators had polled their departments with respect to the faculty's position on President McPhee. One stated that his department wanted a full discussion of Dr. McPhee's leadership and the effect of the TBR's decision on the Faculty. Senators pointed out that not only was the sexual harassment charge an issue, but also President McPhee's leadership of the University as well. Others stated that even if the suit was settled out of court and sealed, President McPhee's veracity was an issue. Another Senator stated that the case was not just one of facts, but rather the perception of Dr. McPhee.

Senators advocating that no action be taken at this point in time expressed concern about the amount of hearsay that was being generated. Some Senators felt that it was inappropriate to make decisions based on misinformation. One Senator hoped that the Faculty Senate would not take a vote based on allegations and stated that many faculty members had probably had the difficult experience at one point in time of defending allegations. Concern was expressed that a vote of "confidence/no confidence" would split the faculty and pitch the faculty against the administration. The need of factual information upon which to base this decision was expressed. Others stated the importance of allowing due process and the legal system to take its course.

At one point in the discussion, there was a motion to call the question and end the debate. A 2/3 vote is required to end debate. The vote was 10 for ending the debate which was not enough votes so debate continued.

At another point, there was a motion to allow persons other than Faculty Senators to speak. The motion was carried by acclamation. People other than Faculty Senators were permitted to speak.

The question was called again. The vote was 37 for, 0 against, with 0 abstentions. Debate ended.

A friendly amendment to the original motion was accepted. The amended motion stated: "The Faculty Senate feels that it is inappropriate to consider a vote of confidence or no confidence at this point in time." The vote was 38 for, 11 against, with no abstentions. The motion carried.

There was no Old Business before the Senate.

Under New Business, a motion was made that there "be a campus-wide referendum of faculty and staff for a vote of confidence in Dr. McPhee's ability to lead." There was no second and the motion failed.

There was a motion to adjourn. The motion carried and the meeting was adjourned.

Respectfully submitted,

Rebecca M. Fischer
Faculty Senate Secretary/Treasurer

MTSU FACULTY SENATE

Monday March 8, 2004

President's Report

1. Faculty Senate Elections:
 - Election Results:
 - Nominating Committee: Larry Burriss
 - Installation of new senators and election of officers during 4-12 meeting
 - Recognition `` of outgoing senators during 4-12 meeting
 - Reception for New Senators: Monday April 19, 4:00pm Senate Chamber
2. Premeetings/Meetings:
 - April 12: Foundations of Excellence: First Year Experience
 - No meeting in May
 - Summer meeting: June or July?
3. MTSU Promotion and Tenure Task Force:
 - Committee and subcommittee work is continuing to align MTSU's policies with the TBR revisions.
 - College and departmental revisions will take place next year
 - TBR President's Council has proposed changes to the probationary period for non-tenured faculty:
 - i. Presidents: 6 year period/can stand for tenure in the 5th year
 - ii. TBR: 6 year period/can stand for tenure any time
 - iii. Both versions allow only one opportunity to stand for tenure
 - iv. A request for a provision to award credit for previous years of service for the President's Council version will be suggested at the next meeting of the MTSU T&P Ad Hoc Committee
4. Workload: work has resumed with emphasis on the following:
 - credit for high enrollment classes
 - credit for thesis supervision
 - Comments from Provost Gebert: Handout
5. Salary Adjustments for 2004-05:
 - THEC handout
 - 2% mandatory base salary increase has been proposed by Governor
 - 2% increase will be funded from MTSU's budget
 - 1% bonus has been proposed by Governor
 - 1% bonus will be funded by state
 - Dr. McPhee's request to increase the bonus beyond 1% if funding allows has been approved by TBR.
 - i. possible 1-1.5% additional bonus
 - ii. possible flat rate bonus for classified employees
 - Variables include:
 - i. actual percentage of cuts to MTSU's base budget
 - ii. increase in fixed costs
 - iii. legislative actions
 - iv. percentage of tuition increases
 - v. increase in student population
 - vi. implementation date
 - vii. others

6. Proposal for salary increases due to promotion:
 - \$1500 to Assistant Professor
 - \$3000 to Associate Professor
 - \$4500 to Full Professor
 - Increases for 2005-06 promotion will be considered during the coming year
7. Compensation Pay Plan: work has resumed
 - must be approved by TBR before the start of the next fiscal year
 - Provost Gebert has made recommendations/comments regarding the CPP Committee report
 - Committee is meeting to finalize plan
 - Three components:
 - i. Market: Salary alignment with faculty at peer institutions
 1. Three year adjustment cycle
 2. Previously referred to as "Salary Equity"
 3. New peer group recommended
 4. Must receive funding priority
 - ii. Equity: Intradepartmental adjustments
 1. Case by case basis
 2. Factors will include, rank, degrees earned, experience, and performance
 3. Will not address inequities caused by promotion alone
 4. Inequities will be decreased by market plan
 - iii. Merit: Awards of Excellence
 1. Performance based salary increases
 2. Several unresolved issues
 3. Must have consistent funding
 4. Provost recommends a 2 year delay:
 - a. further study and development of systems
 - b. no available funding
8. Searches are in the interview stage for:
 - Vice Provost for Academic Affairs
 - Vice Provost for Research/Dean of the Graduate College
 - Watch email for times and dates of open forums
 - Members of the Steering/Liaison Committee are meeting with each candidate and will submit strengths and weaknesses to search committees
9. Response to FS list of Class Schedule concerns:
 - Provost Gebert has reconvened the committee to address the list of concerns submitted by the Faculty Senate
 - Send any additional comments to me by Tuesday 3-9
 - Meeting is Wednesday 3-10
 - Printing of Class Schedule books will likely end after Spring 2005
10. Prerequisite checks: A list of prerequisite checks for each course is sent to each department every Spring for review.
11. First Day Of Class Attendance Policy Draft:
 - handout
 - Wide-support so far, but some concerns regarding large enrollment classes, courses with numerous sections, and procedures
 - Send me input ASAP

12. Proposed change to grade submission process: see handout
 - move to paperless, online only system
 - stations will be set up in Cope during the grade submission period to with assistants to help faculty with online submissions
 - Possible implementation in Spring 2004...any problems with this?
13. CLEP as a replacement grade:
 - Policy is being developed to allow passed CLEP exams to count for course credit without replacing the grade in an actual class.
 - Proposed language:
14. Response to concerns regarding retroactive withdrawals:
 - University policy last updated in 1979
 - withdrawals may be made within a calendar year after the end of a term
 - no withdrawals after one year
 - Withdrawal Task Force is working on policy revision
 - handout of proposed policy changes and committee membership
15. Campus cleanliness/appearance:
 - Budget cuts have effected cleaning personnel and schedules
 - Measures to help control posting and chalking will be developed
 - Requests will be made of depts. to help keep areas cleaner
 - Improvements to the exterior of Ezell Hall are underway
 - Improvements to the entry to Peck Hall (KOM side) are being investigated
16. Institute for Experiential Learning: Handout
17. Grant funds available:
 - FRCAC: 4-6 deadline <http://www.mtsu.edu/~graduate/faculty/frcac.htm>
 - IEDC: <http://www.mtsu.edu/~provost/idg.htm#idg>
18. Terminal Degree Review:
 - A request was made of the Dean's Council make a recommendation regarding the terminal degree for Actuarial Science
 - The FS President made a request from the Provost's office for a clearly articulated policies and procedures for determination of terminal degrees
 - The recommendation from the dean's regarding Actuarial Science has been tabled pending policy development
19. Quality Enhancement Plan:
 - Part of SACS Re-affirmation of Accreditation
 - Service/experiential learning is emerging as the likely project
 - Watch email for requests for information
20. Faculty Development Seminar: Great Success!
 - Congratulations and thanks to the committee and presenters
 - 94 registered faculty members
 - Discussions are underway to determine future activities and the FS role in L, T, IT Center
 - One problem: FS not strongly identified
21. Faculty Senate/Provost Brown Bags:
 - April 13 and 14: Syllabus Writing 12:30 to 1:30pm in the Faculty Senate chamber
22. Legislative Forum:
 - Rep. John Hood and Rep. Kent Coleman
 - Issues discussed included funding, governance, lottery,
 - Thanks to MTSU Education Associate and AAUP

23. Standing Committee requests and nominations:
- Standing Committee Guidelines already includes language regarding the number of faculty that can be appointed to each committee from one department. The passed resolution regarding Graduate Council may be redundant.
 - Faculty request forms have been sent and are due:
 - Email reminder to respond with link to Standing Committee Guidelines: <http://www.mtsu.edu/~provost/uscguidelines.pdf>
 - Rank and department will be reported to the Steering Committee for use in making nominations
24. Nominations are needed for the following committees
- Discipline Committee:
 - i. Note From Dr. Gene Fitch: We need two additional faculty members to serve on our Tuesday or Thursday committee. They would need to be available from 4:00 pm until... There is no ending time as hearings could end within 2 hours or they could go 5-6 hours. We don't need people who have commitments on the same day they are to hear a case. Unfortunately, we may go 2 or 3 weeks without having a case. Generally, we give about 2 weeks notice.
 - Sick Leave Bank: One from the College of Liberal Arts and one from the College of Education and Behavioral Science

MTSU FACULTY SENATE

Monday April 12, 2004

President's Report

1. SACS QEP: Dr. Jill Austin
2. Statement of Community Standards: Dr. David Hays (See handout)
3. Recognition of outgoing senators
4. Athletics Reform Coalition
 - Link to web site: <http://www.coia.umd.edu>
5. Faculty Senate Budget:
 - Balances (Treasurer's Report)
 - FS promotional items for guests and dignitaries
 - Carry over to support retreat
6. Retreat Committee: 2004-05 Steering Committee
7. O'More College of Design
 - Merger on hold for now
 - Merger possibilities will continue to be studied
 - Articulation and possible partnerships will be pursued
8. Drop Date: Proposed Policy Revision
 - Students can drop without a grade for 2 weeks
 - Students can drop with "W" from 3 to 8 weeks
 - Task Force is considering moving the 8 week deadline earlier
9. Changes to withdrawal policy: Final edits, then approval
10. Learning, Teaching, and Innovative Technologies Plan: (sent via email)
11. Email and Web privacy: there should be no expectation of privacy when using university email and web resources.
12. Promotion and Tenure Policies:
 - TBR approved revised policies
 - Probationary period
 - i. 6 years
 - ii. cannot stand before 5th year
 - iii. 2 attempts
 - iv. up to 3 years a previous credit can be awarded
 - Committee and subcommittee work is continuing to align MTSU's policies with the TBR revisions, with possible draft by end of Spring 2004 semester
 - College and departmental revisions will take place next year
13. Formal Review Process for changes is being developed:
 - Levels of approval
 - Routing and sequence of approvals
 - Possible check-off lists
14. Process for selection of program reviewers to be established
15. Workload: work continues with emphasis on the following:
 - credit for high enrollment classes
 - credit for thesis supervision

Email
to
New
Senators

16. Salary Adjustments for 2004-05:
- 2% base salary adjustment is in Budget Bill (July 1st effective date/funded by MTSU)
 - 1% bonus is subject to approval by TBR (September effective date/funded by State)
 - Possible 1-1.5% additional bonus if \$ are available (funded by MTSU)
 - Compensation Plan (see below)
 - Variables include:
 - i. actual percentage of cuts to MTSU's base budget
 - ii. increase in fixed costs
 - iii. legislative actions
 - iv. percentage of tuition increases
 - v. increase in student population
 - vi. implementation date
 - vii. others
17. Compensation Pay Plan:
- Plan to TBR for approval (see handout)
 - Three components:
 - i. Market: Salary alignment with faculty at peer institutions
 - 1. Three year adjustment cycle
 - 2. Previously referred to as "Salary Equity"
 - 3. New peer group recommended
 - 4. Based on 1/3 of data of current peer group this cycle (not enough \$)
 - 5. Will be effective in August pending TBR approval
 - ii. Equity: Intradepartmental adjustments
 - 1. Case by case basis
 - 2. Factors will include, rank, degrees earned, experience, and performance
 - 3. Will not address inequities caused by promotion alone
 - 4. Inequities will be decreased by market plan
 - 5. Some adjustments will be made in 2004-05
 - iii. Merit: Awards of Excellence
 - 1. Will be delayed for 2 years due to:
 - a. further study and development of systems
 - b. no available funding
18. Promotion Increases: See handout
- AY 2004-05: \$1500, \$3000, \$4500
19. Study Abroad: Proposed salary increase (see handout)
20. Vice Provost searches are nearing completion
21. Response to FS list of Class Schedule concerns:
- 2 additional faculty are needed, preferably from Ed. and Bus. or LA
 - Meeting 4-26-04 11:00am Cope Conference Room
22. First Day Of Class Attendance Policy Draft:
- recommended guidelines will be submitted by senate
 - last chance for comments (send to Dan)
23. Grade submission process: Online only in Spring 2004 (training available)
24. Proposed CLEP policy revision:
- CLEP cannot replace an earned grade
 - Only two attempts ("W" counts as an attempt in this case)

25. Proposed Transfer Admissions changes:
 - must have earned 24 hour to be considered a transfer student
 - possible increase to minimum transfer GPA is being studied
 26. Proposed Changes to Overload policy: (see handout)
 27. Faculty Senate/Provost Brown Bags:
 - April 13 and 14 on Syllabus Writing from 12:15 to 1:15 in Senate Chamber
 28. Standing Committee requests and nominations:
 - Steering Committee will meet over next 2 weeks
 29. Summer Meeting: Larry
 30. *My Last meeting - June 14*
- Old Business:

1. Withdraw tabled motion regarding Permanent Resident Admissions

New Business:

1. Installment of new senators
 2. Officer and Steering/Liaison Elections:
 - Secretary/Treasurer
 - President Elect
 - Steering/Liaison Committee
- 1.