



ETSU FACULTY MINUTE RETREAT MINUTES

Meeting Date:	08/16/2016	Time:	8:30 -	Location:	Carnegie Hotel, Taylor Salon
Scribe:	Eric Sellers				
Present:	Leila Al-Imad, Fred Alsop, Patrick Brown, Randy Byington, Heidi Campbell, David Champouillon, Erin Doran, Dorothy Drinkard-Hawkshawe, Joyce Duncan, Saravanan Elangovan, Susan Epps, Tavia Flanagan, Bill Flora, Virginia Foley, Katherine Hall, Bill Hemphill, Stephen Hendrix, Tod Jablonski, James Livingston, Fred Mackara, Mildred Maisonet, Anthony Masino, Tim McDowell, Theresa McGarry, Lorianne Mitchell, Bea Owens, Peter Panus, Timir Paul, Jonathan Peterson, Eric Sellers, Melissa Shafer, Darshan Shah, Candice Short, Paul Trogen, Craig Turner				
Absent:					
Excused:	Dilshod Achilov, Doug Burgess, David Cluck, Wendy Doucette, Jon Ellis, Lon Felker, Lee Glenn, Karin Keith, Thomas Kwasigroch, Guangya Li, Mary Ann Littleton, Shunbin Ning, Christy Smith, Bill Stone, Liang Wang, Ahmad Watted, Robert White				

Agenda Items	Responsible
1. Last Meeting of 2015 - 2016	Dr. Foley
1.1 Approval of Minutes	
1.2 Update of Actions Over the Summer	
1.3 Recognition of Bill Fisher/Contributions to the Courtesy Fund	
1.4 Recognition of Outgoing Senators	
1.5 Old business	
1.6 Adjourn and passing of the gavel	
2. First Meeting of 2016 - 2017	Dr. Epps
2.1 Presentation and President's remarks	
2.2 Introductions	
2.2.1 Senators	
2.2.2 Officers	
3. Elections/Selections	Dr. Foley
3.1 Parliamentarian	
3.2 Executive Committee At-Large Members	
3.3 TBR Sub-Council Representative	
3.4 Committee on Committees	
3.5 Elections Committee	
3.6 Faculty Concerns and Grievances	
3.7 Handbook Committee	
4. Attendance	Dr. Epps



5. College Break-out Session	
5.1 College Reports to Group	
6. New Business	Dr. Epps
6.1 Process for Agenda Items/Motions	
6.2 Votes Related to Issues Including but not Limited to Censure Reprimand, no Confidence	
6.3 Time Period for Voting on Faculty Member of the Board of Trustees	
6.4 Working Groups	
6.4.1 Faculty Referendum	
6.4.2 Reviewing and re-writing the Constitution/By-laws	
7. Lunch	
8. Small Group Break-Out Session #1 - How can FS better serve ETSU? What keeps you up at night?	
8.1 Break-out Session 1 Reports	
9. Small Group Break-Out Session #2 – Start, Stop, Continue	
9.1 Break-out Session 2 Reports	
10. Topics for Future Meetings	
11. Other Business	

DISCUSSIONS

1. Last Meeting of 2016
 - Call to order 8:30
 - 1.1 Approval of minutes from April 18, 2016;
 - Motion to Approve; Brown: Second; Panus**
 - Motion passed unanimously**
 - 1.2 Update of actions over the summer (list of several)
 - 1.2.1 Committee Appointments:
 - Melissa Shafer – Reappointed to Disclosure Review Committee
 - Virginia Foley – Appointed to the Institutional Review Board
 - Deborah Harley-McClaskey and Sharon Loury – Admissions Appeals Committee
 - Alan Stevens – Classroom Utilization Committee
 - Russ Brown – Intercollegiate Athletics Committee
 - We lost a position on the safety committee because no one from the college of Public Health was willing to serve. The position was filled with a staff member from Public Health.
 - 1.3 Bill Fisher passed away over the summer. He represented the retirees on Faculty Senate for many years. In his memory and honor of his service, the Faculty Senate made a donation to the University Foundation in the amount of \$50 from the Faculty Senate Courtesy Fund.
 - 1.4 Recognition of out-going senators
 - 1.5 Old Business
 - 1.5.1 TBR Sub-council meeting. Bill Hemphill attended the meeting this summer. The issue of guns on campus was discussed and faculty members have reported to Public Safety that they will be carrying guns on campus. The permit is for concealed carry; if we see anyone carrying a gun on campus it should be reported to Public Safety.
 - 1.6 Adjourn and passing of the gavel
 - Motion to adjourn; Brown: Second; Byington**
 - Motion passed unanimously**



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2. First Meeting of 2016-2017

2.1 Presentation and President's remarks

Dr. Epps: I have been at ETSU for 21 years and started as an intern in the student affairs office and if at that time I was told that I would be President of Faculty Senate I would have laughed. It has been a wild ride and not the most traditional path of a faculty member. To be here with all of you is a humbling experience and I have some big shoes to fill. I would like to thank Dr. Foley for all she has done in the last two years [as president] and the excellent leadership she has provided.

2.2 Introductions

[All of the attendees introduced themselves]

3. Elections/Selections – (Foley)

3.1 Parliamentarian – Bill Flora will continue to serve

3.2 Executive Committee At Large members

Trogen nominated Anthony Masino from CBAT

Panus nominated Darshan Shah from QCoM

Mitchell nominate Christy Hall from Nursing

Motion to accept the nominations; Flora: Second; Peterson

Motion passed unanimously

3.3 TBR Sub-Council Representative

Bill Hemphill

3.4 Committee on Committees

As past President, Foley will chair, four other members are needed:

Dorothy Drinkard-Hawkshawe; Tavie Flanagan; Lorianne Mitchell; Leila Al-Imad

3.5 Elections Committee

Dr. Epps, Patrick Brown, Stephen Hendrix

3.6 Faculty Concerns and Grievances

Motion to nominate Dr. Burgess as chair Byington: Second: Mackara

Motion passed unanimously

David Champouillon, and Fred Mackara will also serve.

3.7 Handbook Committee

Dr. Foley, Chair, two members from Academic Affairs and two members from Health Affairs are needed.

David Champouillon, Fred Alsop, Randy Byington, Candice Short

Motion to accept the four nominations; Hemphill: Second; Peterson

Motion passed unanimously

4. Attendance (Epps)

Epps: There is a sign in sheet for each meeting that needs to be initialed. If you are not able to make it to a meeting notify Eric Sellers ahead of time. If you have three unexcused absences, the dean of your college will be contacted to determine if we need to find a replacement or if you will continue to serve.

5. College break-out session – how will college representatives communicate with faculty in your college?

Reports:

CAS – Alsop: McDowell and Sellers have been sending a synopsis of the meeting to all members of the college. In addition, we will have updates during the Fall and Spring CAS meetings. Alsop will give the report during the Fall meeting and Trogen will give the report in the Spring meeting.

Business and Technology – Turner: Will send all faculty a link to the minutes. Recognize the



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senators during the college meeting and encourage faculty to interact with the senators.

College of Education – Duncan: Duncan will create bullet point and distribute minutes and other information to the faculty. Foley will serve as backup in the event that Duncan is not available.

College of Nursing – Flanagan: After each meeting a senator will send a link to the minutes and provide written/oral report at each monthly college meeting.

College of Medicine – Shah: The dean's office secretary will send out minutes and other important information.

Pharmacy – Panus: The college consists of two departments and one senator resides in each department. At each departmental meeting one of the senators will present to the faculty and seek any issues for the Faculty Senate to address. Each Faculty Senate meeting agenda is also sent to all faculty before the meeting so the faculty have the opportunity to provide feedback. In addition, the minutes are sent out with college specific information highlighted.

Public Health – Brown: Will present an update at the upcoming college meeting and let faculty to know where to find the Faculty Senate webpage and information. Will also provide an overview of the Faculty Senate mandate and determine whether or not people want the minutes sent via email, etc.

College of Clinical And Rehabilitation Sciences – Elangovan: Provide updates in the monthly departmental meetings and send links to the agenda and minutes.

6. New Business

6.1 Process for agenda items/motions: Flora

Motions can be brought to the floor by senators at any time or out of sub committees. The motions are frequently active on the same day of the meeting, which makes it hard to speak with constituents and seek their opinions. Thus, a form will be placed on the Faculty Senate website with information about each motion: 1) Who originated the motion; 2) the exact motion; and 3) additional information about the motion, background, institutional knowledge etc. This will be brought to the Faculty Senate, shared, and put on the table. Thus, there is time to go back to speak with constituents about the motion and the motion can also be attached to the dissemination.

The format for motions will be changing in that they will be brought to the body, held until the next meeting of the full senate to provide time to get feedback, and then come back and vote.

Motion to amend by-laws in accord to the new process for making motions (as described in the document); Flora: Second; [inaudible]

Motion passed 1 abstention

6.1.1 Paul: Suggests that the meeting time be changed to start later so that the college of medicine senators can be more active in Faculty Senate.

Champouillon: Many people come to the meetings late, or leave early. If one's schedule does not permit them to attend the meetings it may be best not to serve on senate until such a time that it is schedule permitting.

Epps: The start of the meeting could possibly be changed to 3 PM and this was discussed over the summer.

6.2 Votes related to issues including but not limited to censure, reprimand, and no confidence.

Foley: Tom Schacht brought up the topic, in the event that the senate would want to censure a senator or have a vote of no confidence it should be a motion that is postponed until the person has an opportunity to prepare and comment.

Flora: Tom had also indicated that censuring a senator could be something that the body addresses, but should we ever get to where we think a vote of no confidence in a president or provost is necessary, it is something that we should not take lightly. Tom pointed out that we do not have anything in our by-laws to address full faculty referendum and it may be necessary to have a full faculty referendum in order to put forth a vote of no confidence.



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6.3 Time period for voting on Faculty member of the Board of Trustees

Epps: Dr. Noland asked for information in regard to when we would elect the representative. The ballot would go forward after the first full senate meeting on August 29. However, we did not know how long it would take for the final vote to be tallied and we did not approve a time period in the spring when we changed the by-laws.

Foley: We are recommending that the by-laws be changed to state that once the vote goes to the full faculty it will remain open for 14 calendar days.

Motion that the ballot be open for 14 days once it goes to the full faculty; Foley: Second; Al-Imad. It will be voted on at the August 29 meeting.

Discussion:

Epps: The final ballot of three candidates will be selected from the eight nominees at the August 29 meeting. Any further nominations need to come to Dr. Epps by the end of the faculty retreat.

Champouillon: When will the next person start their term?

Epps: The terms are for two years and the person will be sworn in in April 2017.

Champouillon: Is there enough time once the person is elected to adjust the schedule and get rid of your health clinic responsibilities?

Flora: Yes, the person will not take office as a member of the board of trustees until April, so the person would be almost through their spring semester before they would take the position.

Although, there will be some training before the position officially begins.

Panus: How are we supposed to let the Faculty Senate know that we have a candidate?

Epps: Just tell me. If you are being nominated I will need a 300 word bio from you within the week.

Maisonet: This is a really important position and something I would like to look at in a systematic way. It seems that the bio alone may not be enough for people who are not already on Faculty Senate. I am wondering if maybe there is a chance of asking for a bio that is structured in the same way for each nominee.

Epps: What we asked for was a bio indicating their role in shared governance and all of them address this except for one.

6.4 Working Groups

6.4.1 Faculty Referendum

Epps: In the past, many Faculty Senate standing committees would not meet on a regular basis or even for years at a time. Rather than having so many standing committees, it may be a better idea to have people serve on ad-hoc working groups. Thus, certain standing committees that meet on a regular basis will be retained and other issues would be addressed on an as-needed basis via workgroups.

McGarry: The reason the vote of no confidence issue was on the radar is because members of my department asked how to do it and I did not know, so I asked Tom. His reply was that there is no procedure in place.

Epps: Would you be willing to serve on working group addressing faculty referendum?

McGarry: Yes. Bill Flora also volunteered to serve.

Alsop: Asked Masino to volunteer and he accepted.

Drinkard-Hawkshawe also volunteered to serve on the working group. Foley suggested that Tom Schacht also be asked to serve.

6.4.2 Reviewing and re-writing the Constitution/by-laws

Epps: it may or may not need to be rewritten; however, it does need to be looked at.

Alsop: Historical comment – in 1972 there was a lot of push back by the administration at the thought of forming something called Faculty Senate. As you read the constitution and by-laws remember that they were under a lot of siege at the time the faculty were trying to forge the Faculty Senate. The president at the time, D. P. Culp, wanted to appoint all of the senators himself. Thus, it may be 1972 language but there is a reason that the language is the way it is and it may not be appropriate for today.



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Drinkard-Hawkshawe will also serve on the committee, along with Flora, Epps, and Foley.

7. Lunch

Introductions and brief statements by David Collins, Pam Ritter, Joe Sherlin, Wilsie Bishop, Josh Whitlock, and Stephanie Murphy

8. Group Break-Out Session #1 – How can Faculty Senate better serve ETSU? What keeps you up at night?

Reports

[See Appendix 1]

9. Group Break-Out Session #2 – Stop, Start, Continue

Reports

[See Appendix 2]

10. Topics for Future Meetings

10.1 Karen King and Michael Law will present on Office 365 and GoldLink at the August 29th meeting.

10.2 Limit the information items presented to the Faculty Senate and limit the presenter's time.

Also: A firm understanding of the time frame is necessary and we should not exceed the limit by more than a couple of minutes.

Foley: We probably do not have a right to say no to a faculty member who wants to address the Faculty Senate. Nor do we want to say no to administrators because they may stop including the Faculty Senate on important issues.

Epps: We also have a responsibility to curtail the number of questions we ask if we are going to impose strict time limits on guests.

Byington: There are certain regulatory requirements where Faculty Senate is the place where the communication should occur, SACS and In Top Form, for example.

McGarry: Can we ask for an abstract or even the slides before a presentation in an effort to reduce the presentation time?

10.3 Epps: Other agenda items for future meetings are: 1) Stacey Williams – campus climate survey; 2) Stacey Onks – awarded a large grant in regard to retention; 3) Amorous relationship committee – Ed Kelly will present;

10.4 Champouillon: I consider the Faculty Senate, concerns and grievances, academic integrity, and tenure and promotion as four of the most vital committees we are on. Here is the anecdote: six or seven years ago a faculty member was called into the provost office under the guise of another meeting. The faculty member was then told that the university would be moving for their dismissal despite the fact that the provost and the dean knew nothing about it; it had come from the attorney's office. The faculty member complained about it and we said no big deal. Several years later a faculty member was removed for cause and they tried to do the same thing, where they went from A to Z with no process. The Faculty Senate stood up and said no that is not the process. We now have a process in place and rules being followed; that is the anecdote. Several years ago the university started with progressive discipline. Most recently, a faculty member was called in and given a letter of counseling (the faculty member was me). In that meeting is a member from Human Resources, who 100% of the time has an outstanding reputation of never listening to the faculty member, quoting facts that this person did not witness and citing memos that this person had never read. This is happening to faculty members beside me, it is happening to aides in my department, they are getting called in and getting letters of counseling that is the most vile and filthiest pack of lies you ever want to read. Just because the chair says it is true and the have the backing of this person in human resources, and I have been told by good authority that there is a problem here. I have also talked to several of my colleagues and I need to know of anyone faculty



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or staff that is having this kind of behavior done to them where they get called in and there are given a letter of counseling, and there is a member of human resources there, my question is why is that person there, what is the role of this person, and this person is not being arbitrary, and I have been told quote, David, someone needs to do something about it. So, I need to know, anonymously, has anyone experienced this or have any of your colleagues experienced this. Traditionally what happens here is something happens and we complain about and then say it is okay. After it happens a third or fourth time we finally say something to somebody. There is a problem here, what they are doing is trying to generate cause. There should be an ombudsman and a lot of people want someone who is going to be there for us. Basically what is happening is that the university attorney is acting as the attorney of the student. You get called in and you get read this pack of lies. I am going to say one vulgar thing. Everyone knows me, but does anyone ever think that I would have said to student quote, you are my bitch now? You know me well, I am outspoken but if you ever think I would say that to a student. What I would like to see, the advancement of the ombudsman, if not someone in the attorneys office, and if you know of any stories or a colleague who is undergoing this treatment.

10.5. Brown: One of the things that has come up over and over is interminable debate. Robert's Rules of Order has a term "Call the Question." If you feel the discussion has gone on too long or a small but vocal minority has hijacked the meeting, you may request the floor and move to "call the question." If your motion is seconded, then the Faculty Senate will vote on whether or not to end debate. If two-thirds of the senators present vote to end debate; the debate is over.

McGarry: I do not think this will solve the problem here. The way it will play out is that the people who tend to grab and monopolize the floor will have their say and you are saying at that point I have the option to stop the discussion. What about all of the people who wanted to have a short time to speak?

Brown: I am just providing a point of information in regard to something that is in Robert's Rules of Order. Also, remember that it requires a two-thirds vote of the senators present to end the discussion. If you would like the discussion to continue you should vote nay.

11. Other Business

11.1 Final call for nominations for the Board of Trustees Faculty Member

Peterson nominated Allan Forsman

11.2 Faculty convocation, Friday, Aug. 19, at 9:30 a.m.

11.3 Student convocation, Friday, Aug. 19, at 3:00 p.m. in the dome

11.4 Classes start Monday, Aug. 22

11.5 Next Faculty Senate meeting – Monday, Aug. 29 at 2:45 p.m. in the Forum

12. Adjournment

Motion to adjourn; Brown: Second; [inaudible]. Motion passed meeting adjourned.

Please notify Senator Eric Sellers (sellers@etsu.edu or 9-4476, Faculty Senate Secretary, 2015-2016, of any changes or corrections to the minutes. Web Page is maintained by Senator Doug Burgess (burgess@etsu.edu or x96691).



Appendix 1

Faculty Senate Retreat

Small Group Break-Out Session # 1

How can we, as Faculty Senate, better serve ETSU?

- Campaign for shared governance, spread culture thereof
- Increase two-way communication with faculty/more conscious effort to disseminate information
- Extended officer terms are good
- Be present and show up for stuff (events, meetings, convocations, galleries, etc.)
- Improve the speed of minutes or the summary of meetings to departments/colleges
- More interactive
- Chat/suggestion box/board, twitter account
- Add motions to site prior to the vote for review/refined motions added to site
- Add Senate info to *Accent*, *East Tennessean*, etc. in addition to Blue/Gold Digest
- Transparency in financial matters (how \$ dispersed to faculty members, dept, etc.)
- Faculty involvement in financial matters/budgetary decisions (ex: increased enrollment or class size but no increase in funding)
- Work to increase faculty involvement – they can make a difference
- Work with faculty to be forward thinking and proactive in planning for future situations (ex: decreases in enrollment, etc. “what if” situations – have response planned, particularly financially)
- Push for faculty involvement in all areas – (ex: Culp – doesn’t just impact students)
- Executive Committee better prepared with topics (have an agenda), take concerns directly to the President
- Agree to disagree, but move forward
- Capitalize on our opportunity in meeting with the President and Provost (maximize time)
- “Faculty 101” – Senate-driven Intro to Faculty Role
- Better job at marketing the Faculty Senate on campus among faculty – make Faculty Senate more visible
- Senate has to have its own agenda rather than the administration agenda
- Continue promoting further engagement between the administration and the Faculty Senate



Faculty Senate Retreat Small Group Break-Out Session #1

What keeps you up at night?

- Promote the senate that generates higher recognition
- Making sure resources for teaching are available
- Lack of community support
- People being treated poorly – faculty
- Promoting/supporting mediocrity (faculty and student)
- Lack of research time/focus
- Lack of diversity in faculty in some colleges
- Change in TBR governance to self-governance (uncertainty)
- Parking
- Increased enrollment and class sizes/offerings but no increase in funding
- Education bubble – costs preventing students from attending
- How are we preventing community colleges from taking freshmen and sophomore students (TN Promise)
- Some programs not suitable for online platform
- People with ETSU degrees not being able to use them once they have graduated
- Workload and pay inequities
- Enrollment issues
- Tuition & fees outpacing value of diploma
- Forward thinking – faculty should discuss plans
- Processes/procedures being violated or ignored, misrepresented (ex: summer school)
- FLSA
- Processes not being in place, or no formal process (ex: non-instructional assignments)
- RCM
- Faculty lines
- Student fee increases/athletic decisions such as football
- Non-transparency of budget and budgeting process
- Perception that academics is losing to issues/funding from student life/engagement
- Admin focus on style vs substance
- Faculty single points of failure vs salary inversion
- New board and potential loss of shared governance culture regarding funding/transparency/research
- Salary inversion – affects whether we want to stay
- Funding for programs
 - COP is a private corp
 - Word that programs without students will have to reorganize
- Funding for student research at UG and GR levels
- Fairness and equity in all decisions (financial, preference to “pet” projects)
- Declining JR/SR enrollment (loss of access to FA causes dropping out)
- Relevancy and validity and use for T&P of SAI questions



- Changes to the physical landscape of the campus that don't reflect the identity students and faculty want



Appendix 2

Faculty Senate Retreat

Small Group Break-Out Session #2

Stop, Start, Continue...

Stop

- Debating topics about which we don't have full information
- Assuming our message is getting out to our constituents
- Excusing senators who don't do their job
- Mission creep
- Bickering/off topic discussion
- Going over Executive committee minutes so fast (we need time to discuss, be more inclusive in matters)
- Revisiting items that are passed and actions that have been taken
- Having long meetings
- Having full meetings twice a month in favor of time for committee meetings

Start

- Using survey input to set priorities
 - Start with Great Colleges to work for
 - Possibly expand into more frequent surveys and include more open-ended questions
 - Ensure all results are disseminated
- Engaging the campus more
 - Breakfast with new faculty
 - Monthly video reports from Senate President ("From the Senate Floor")
- Think holistically and provide balanced representation (balance academic affairs, health affairs, athletics)
- Time limits for speaking on a topic during senate meetings
- Being on time and attend
- (President) Advocate for appropriate staff for shared governance
- Accepting decisions and move on
- Seek college related issues in addition to university wide
- Inviting and including deans for input (regular communication)
- Giving Exec Committee agenda or action summaries early so we can discuss in FS meeting if needed
- (President) Written record of what was discussed and preview of what will be discussed, maybe a handout summary at the FS meetings
- Project management software to help manage/keep up with the work (map of the work/visual) and inform
- Workflow and communication
- Dynamic workflow/calendar of committees/current activity
- More transparency in financing/fees – breakdown of fees
- Being more efficient in meetings



- Considering how to increase participation of other faculty, particularly those whose jobs prevent them from participating in meetings (clinical faculty)

Continue

- Working as hard as we can for faculty especially in light of the new governance model
- Improving relations between Admin and FS
- Promoting FS and where info can be found, encouraging faculty to access and interact with senators regarding their views
- Transparent goal of shared governance
- Show up and be present and keep us accountable with attendance
- Championing shared governance and the obligation of faculty to participate in decision/policy making processes
- Meetings with higher administration (Full senate and ExComm monthly meetings)