



FACULTY SENATE MINUTES

Meeting Date:	09/28/2020	Time:	14:45 – 16:30	Location:	Zoom
Next Meeting:	10/12/2020	Scribe:			Ashley Sergiadis
Present:	Alexander, Katelyn; Blackhart, Ginette; Blackwell, Roger; Brown, Patrick; Burford, Mike; Burns, Bracken; Chen, Yi-Yang; Cherry, Donna; Collins, Charles; De Oliveira Fiuza, Felipe; Dunn, Andrew; Ecay, Thomas; Ellis, Jon; Emma, Todd; Epps, Susan; Evanshen, Pam; Fisher, Stacey; Foley, Virginia; Fraysier, Donna; Funk, Bobby; Garris, Bill; Gomez-Sobrin, Isabel; Gray, Jeffrey; Hagemeyer, Nick; Hawthorne, Sean; Hemphill, Bill; Hemphill, Jean; Hendrix, Stephen; Holmes, Alan; Johnson, Jeanna Michelle (Mikki); Johnson, Leigh; Johnson, Michelle; Kim, Sookhym; Kruppa, Michael; Livingston, James; Lyons, Renee; Mackara, Fred; McGarry, Theresa; Nivens, Ryan; O'Neil, Kason; Park, Esther; Peterson, Jonathan; Ramsey, Priscilla; Sargsyan, Alex; Sergiadis, Ashley; Silver, Ken; Stevens, Alan; Stone, William; Tai, Chih-Che; Thompson, Beth Ann; Walden, Rachel; Waters, Susan				
Absent:	Elangovan, Saravanan; Kahn, Shoeb; Mitchell, Holly				
Excused:	Byington, Randy				

Agenda Items

Meeting called to order
1. Celebrations
2. Introductions of Guests
3. Announcements
4. Presentation
5. Approval of Minutes
6. Information Items
7. Action Items
8. Old Business
9. New Business
10. Comments from Guests
11. Adjourn

DISCUSSIONS

1. Celebrations
1.1. Epps announced that the first Esports Team tournament would be on Monday, September 28 at 8:00 pm at the Cave.
2. Introductions
2.1 Dr. Amy Johnson introduced herself.
3. Announcements
3.1 Brown announced that this Friday, October 2 is National Custodial Workers Recognition Day. Last year, Faculty Senate passed a resolution to thank them for their hard work. The Executive Committee is working on something this year to thank them. He encouraged everyone to recognize the custodial and grounds maintenance staff during this time. He suggested sending Thank You cards to the custodial staff. Building coordinators can provide names.



DISCUSSIONS

4. Presentation – Ms. Mary Little, Director and ADA / 504 Coordinator, Disability Services

4.1 **Little** addressed the accommodation letters that were distributed online through the new electronic management system.

4.1.1 Students initially go through an eligibility process. Afterwards, they can see their eligible accommodations in the student portal under each course. This allows them to apply different accommodations to different courses. However, students have been selecting everything that they are eligible for every course even if it does not pertain to all courses. This is reflected in the letters that faculty may have received. For example, students may select a low distraction test setting, which they would create for themselves in an online course.

4.1.2 The emails go to the faculty that are identified with the class in Banner. For classes that have multiple instructors associated with a section, only the first instructor receives the letter. Please share the letters with the other instructors and graduate students that may be teaching the course.

4.1.3 Be sure to apply the accommodation. For the extended test time accommodations, please do not give everyone extended time. Create a reasonable amount of time for everyone and then apply the extended time accommodation.

4.2 **Little** is collaborating with Dr. Amy Johnson and the Center for Teaching Excellence on the workshop “Accessibility in Remote Instruction: Accommodation, Engagement, & Connection for Student Success on October 20, 2020 from 1:00-2:30. Registration is available [here](#).

4.3 **Little** addressed how the move to online learning has been an adjustment for students with disabilities. About 10% of the ETSU student population has a disability. This semester, Disabilities Services are starting to hear from students that have not required accommodations before switching to an online environment. These cases are not always an accommodation-based fix. Little discussed considerations beyond accommodations.

4.3.1 The Office of Civil Rights definition of accessibility was provided: Accessible means a person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with equivalent ease of use. The person with a disability must be able to obtain the information as fully, equally and independently as a person without a disability.

4.3.2 Documents need to be text-based, not image-based documents. Image-based documents can cause issues with screen readers, text-to-speech software, and keyboard controls. Specifically, scanned documents have caused problems in the past.

4.3.3 Captioning is also an increasing need in the online environment, particularly for synchronous Zoom classes. Pre-recorded classes may provide transcripts, but it is important to check them for accuracy before making them available to your students. It is also best practice to go slow, enunciate, and try to control your background noise. Disability Services has been re-recording lectures with an interpreter because the first language of students who are deaf is ASL not English.

4.3.4 For on-ground courses, masks with a clear panel are recommended. Disability Services has some available if you have a hard of hearing student.

4.3.5 **Little** provided information on online accessibility. Further information is available on the American Federation of the Blind and University of Washington websites.

A. Printed materials should be a minimum font of 14 points.

B. Documents need to be high contrast (black on white). Faculty should avoid colors (red, yellow, blue, green, etc.) that students who are colorblind cannot see.

C. Hyperlinks should be the only items underlined.

D. Documents need to be searchable. If they are not searchable, provide a plain text version.

E. Images and graphics should be chosen based on what you really need. Images and graphs



DISCUSSIONS

should have alternative tags that describes the image.
F. Describe your Zoom background for students with visual impairments.

- 4.3.6 **Little** explained that most disabilities are invisible like ADHD, Autism Spectrum Disorder, etc. This can affect the students' efficacy, confidence, and endurance online. She offered some ways to help in these cases.
- A. Be redundant. Provide information in many different ways and frequently.
 - B. Be flexible. For example, offer students a choice to do a project or take an exam. Offer students a choice on the style of the exam. Allow students to choose their essay questions.
 - C. Give as much feedback as you can.
 - D. Balance between synchronous and asynchronous. Consider asynchronous small group meetings to help students build connections. In these cases, assign groups so that students do not end up without a group. Similarly, meetings with the instructors themselves can help build their connections.

4.2 Questions and Comments from the Senate.

- 4.2.1 **Garris** asked if this "image" limitation also include PDFs. **Epps** asked if documents needed to be done in text format rather than PDF and what if the original is a PDF. **Little** responded that PDFs can be saved as an image or a text. You have to choose to save it as text. **Walden** and **Little** explained that there is way to make accessible PDFs from Word documents.
- 4.2.2 **Peterson** asked if the clear masks are with the ear loop or tie behind. **Little** responded that the clear masks have the loop behind the ear.
- 4.2.3 **Peterson** asked if there were any novel issues that came up this or last semester with the move to online with students with disabilities. **Little** responded that there has been an increasing need for captioning. There is also a desire for many students to go to class, live in the residence hall, go to the cafeteria, etc.
- 4.2.4 **McGarry** asked how much communication do faculty need to have after they receive the accommodation form. She asked if they are supposed to check in a couple times a semester or does Disability Services only expect to hear from them if there is a problem. **Little** responded that if faculty have a question or concern they could contact her. Otherwise, they do not have to. **McGarry** asked if they should contact Disability Services before a student success specialist or submitting an academic alert if a student is not showing up to class. **Little** suggested that it would be good to contact her first because she may have information that is pertinent to the situation. However, most of those situations are dealt with outside of Disabilities Services.
- 4.2.5 **Dunn** described a situation in which a student self-disclosed about their disability a couple of times in class. His concern is that his Zoom classes are recorded and posted for students who could not come to class. He has edited the student's comments out. He asked what should be done in these situations. **Little** offered to follow-up with Dunn. She was unsure if there was any kind of ramifications to editing out that part of the class. However, Dunn's response seemed appropriate. **Johnson (A.)** also responded that any videos including student images can only be posted/distributed for students in the class this term.

5. Approval of Minutes

Hendrix questioned whether there was an objection to approving the minutes from the 09/14/2020 meeting. **Sergiadis** mentioned that minor corrections were emailed to her.

No Objection: Minutes Approved

6. Information Items

6.1 Handbook Committee Update – Dr. Epps



DISCUSSIONS

Epps is meeting with Adam Green this week to discuss moving the policies out of the handbook.

6.2 Board of Trustees Report – Dr. Foley

Materials from the meeting are available on the [website](#). Board of Trustees approved the new chair of the Department of Audiology and Speech-Pathology Bess Sirmon-Taylor's tenure at the professor level. Melissa Steagall-Jones replaced David Golden on the Board of Trustees. She is an accountant specializing in government audits and was appointed as the new chair of the Audit Committee. Linda Latimer was elected as the Vice Chair of the Board. Scott Niswonger is continuing his second year of his second term as chair. Steven DeCarlo was elected as the third member of the Executive Committee, which also includes Linda Latimer and Melissa Steagall-Jones. The President's report was a large part of the meeting. If you were unable to attend the Board of the Trustees meeting, a lot of the same information will be on the State of the University address on October 9.

6.3 T&P Working Group Report – Mr. Hemphill

Hemphill has been compiling the information sent to him. Senators Byington, McGarry, and Hemphill (J.) asked to be on committee and will be helping Hemphill (B.) compile the information. If anyone would like to provide feedback, contact Mr. Hemphill. Hemphill intends to have a report available for the next Faculty Senate meeting.

6.3.1 **Gray** stated that there was hesitation about the short timeline from other faculty and chairs.

Johnson (A.) responded that she received a request from Council of Chairs to extend this informal listening timeline, which she plans to recommend to the originating committee. This means that any proposed changes will not be approved until the Spring.

6.3.2 **McGarry** stated that her chair just received the draft of the proposed policy in the Council of Chairs and sent it to her department for comment. She was waiting until she received what the committee has done so far before sending anything to her department and college. She asked how comments coming from different places would be coordinated. **Johnson (A.)** responded that this is an informal listening process outside of the formal policy process. With the formal policy process, the originating committee submits a report to the University Council, they review the proposed policy changes, and then the policy goes out for a 14 day public comment period. Afterwards, a list of comments are provided to the originating committee who then makes changes or responds to those changes. Lastly, the policy goes to Academic Council for approval. She expressed that it is fine that feedback is coming from different groups, but names will need to be associated. She will be suggesting to the originating committee to extend the informal listening process. She would like this to include Town Hall meetings for faculty and an extension of the public comment period from 14 days to 30 days.

6.3.3 **Peterson** stated that there were many questions along the lines of "why is this there?" For example, if faculty go up for early tenure, why would we not want them to go up for tenure later? The current public comment system is not public and faculty do not receive feedback to their concerns. He asked if there was a way for those making comments to receive feedback. **Johnson (A.)** asked if having Town Hall meetings with some of the originating committee would resolve that issue. **Peterson** responded that it would help with those willing to speak in a Town Hall meeting, but that does not work for everyone. He suggested having some kind of message board.

6.4 Notes from Meetings with Dr. Noland and Dr. Bishop – Mr. Hendrix

The notes were from meetings between the Executive Committee and Dr. Noland or Dr. Bishop.

6.4.1 **McGarry** submitted a question anonymously on behalf of somebody in her college. This was the only question that did not receive an answer based on the notes from Dr. Noland's meeting and the person wanted to know why. The question was "With continually rising numbers and rates of infection in the community and region, could administrators explain why they chose to first allow football to return to campus, to then open dorms and allow in-person classes, and now consider hosting a basketball tournament? At what level of virus prevalence would they close dorms, stop athletics, and eliminate in-person classes. And how was this amount arrived at?" **Foley** responded that they were not setting a fixed number because things changed in how they were identifying active cases. She noted that the number of positive cases has been low. Lastly, no one is sharing a



DISCUSSIONS

bedroom in the dorms. **O'Neil** stated that Noland mentioned that there were no athletics this semester, so he did not understand the root of the question. **Epps** clarified that we do have a couple teams (golf, tennis) who can socially distance that are competing in one or two contests this Fall. Other than that, the more close contact sports (football, softball) are not competing until the Spring. They do practice and are testing on a regular basis. **Hendrix** stated that the answer under Question 2 relates to Question 1 in that there is not a predefined level because we have already taken the drastic measures in terms of reducing the number of people on campus to avoid having any additional changes to schedules for the remainder of this academic term. **Sergiadis** reiterated that the first sentence under Question 2 was in relation to Question 1, but the formatting of the document did not reflect this well. **McGarry** asked if someone could send her a written response for her constituent. **Hendrix** responded that he would.

6.4.2 **McGarry** stated that notes from Dr. Bishop's meeting asked for input on Spring Break. She stated that deciding before the semester starts is the most crucial thing.

6.5 University Committees Reports

6.5.1 Information Technology Group – William Hemphill

The faculty.etsu.edu server was just upgraded. Anyone who wants to host their own materials (e.g. course materials) can use this server. It now has the appropriate security protocols. You have to use HTTPS instead of HTTP. If you have any problems, contact Michaele Laws.

6.5.2 Nothing to report for the University Research Advisory Committee (Peterson) and QESC Committee (Fraysier).

6.6 Request for Volunteers – Working Group to Review and, if Necessary, Revise university's Faculty Development Policy – Dr. Epps and Mr. Hendrix

Hendrix asked for volunteers for the working group.

6.6.1 **Blackhart** asked if there was a description of the committee and its work. **Johnson (A.)** responded that they are going to review the scope and content of the existing policy, specifically within the context of SACSCOC. There are standards that relate to faculty development. Some relate to the library so library faculty will be on that team as well. The group will propose changes to the faculty development policy. They will also review how the policy may intersect with other institutional policies and practices.

6.6.2 **Epps** volunteered before the meeting. **Foley** and **Fiuza** expressed interest during the meeting.

6.7 Motion to approve proposed bylaw language for vacancies on Faculty Senate – Dr. Epps and Mr. Hendrix
Given the turnovers last year, the Executive Committee agreed that it would be beneficial to have something in place for replacing officers if they were to leave. This information item will show up again in two weeks on the agenda for action.

6.7.1 **Peterson** stated there is no mechanism for who would replace the roles of the officers (e.g. attending Academic Council meetings) if they were unavailable. Epps responded that in the past if somebody could not attend a meeting, they would get a proxy as a short-term solution. She stated that a long-term solution should be considered. **Brown** clarified that someone could move to amend the motion at the next meeting.

6.7.2 **McGarry** asked what happens if two presidents leave during the same year. **Hendrix** responded that once the Vice President moves into the President's position, the Vice-President position would be vacant and trigger the vacant Vice-President protocol.

7. Action Items

7.1 Motion to approve resolution in thanks to Information Technology Services and Academic Technology Services (see attached resolution) – Dr. Brown



DISCUSSIONS

Brown made a motion to approve the resolution. **Epps** seconded it.

Motion passed.

8. Old Business

None.

9. New Business

9.1 **Peterson** stated that a number of faculty in his department, including himself, had concerns regarding the short notice for the vacation days (October 5-6) with less than two weeks' notice. He understood that this was designed to allow for mental health days. However, many faculty teach only one day a week with synchronous meetings and everything else is asynchronous. This can throw off an entire semester plan. He asked if other Senators felt that schedules should not change in the future when there is not an emergency.

9.1.1 **Johnson (Mikki), Holmes, and Funk** stated that this concern was also discussed in their departments. **Hawthorne** and **Fiuza** agreed with Peterson's statement. **Blackhart** agreed that the last minute planning is not great with teaching schedules. **Hemphill (J.)** appreciated the university giving mental health days, but agreed with Jonathan. **Walden** suggested it might be simpler to have two days to take whenever desired.

9.1.2 **Nivens** asked if this was different from a snow closure. **McGarry** stated that this was different because students are still responsible for the content you were going to cover when there is a snow day (i.e. you can still have a deadline on a snow day).

10. Comments from Guests

None.

11. Adjourn

Motion to Adjourn: Patrick Brown
Second: Mikki Johnson
Meeting Adjourned

Please notify Senator Ashley Sergiadis (sergiadis@etsu.edu, Faculty Senate Secretary, 2020-2021) of any changes or corrections to the minutes.

ADDITIONAL DOCUMENTS MENTIONED IN THE MEETING

Meeting with Dr. Noland

09/11/2020

Questions submitted by Senators

- Question: This just came up in my departmental meeting. We talked about lowering the population density of the campus and moving dorms to singles, and having quarantine rooms, but then I was asked about how this will be enforced. Will the students be on the honor system or will anyone be monitoring students who test positive to make sure that they stay in quarantine for the full 2 weeks? Thanks!
 - Answer: Students will be on the honor system that they stay in their rooms. We are not tracking students. Arrangements have been made for various services: food delivery, trash pick-up, laundry, etc.
- Follow-Up Question from Senator: Initially, we were told that there would not be a dashboard. What changed?
 - Answer: Based on questions and feedback, it was decided that we needed a dashboard for transparency.
- Question: Is there anything we as a university can do to support our students who have childcare issues (such as trying to online school themselves while also online schooling their children)? This is especially a concern for graduate students who require time in lab (or other facility). For example, My PHD student (is a single parent) and has asked to bring their child with them to work and set-up the child's online schooling in nearby un-used office or classroom. However, this has been denied due to liability concerns. Could we have a waiver protocol or some other method to allow this or provide some other alternative?
 - Answer: They have been working with HR and Legal to find out how ETSU can provide options and alternatives. At the request of Dr. Noland, Hendrix offered to connect him with the person who asked the question to find out more about their situation.
- Question: For Dr. Noland—maybe I missed this from a Weekly Update/From My Notepads; if so I apologize: The U.S President is floating a proposal that ""from 9/1-12/31, payroll taxes will not be withheld from employees pay."" Per the IRS, those taxes (~7.5% of salary) will be _deferred_ only and must be repaid 1/1/21-4/30/21 (i.e., effectively doubling those payroll taxes for that time period). Not to be political about it but if/when actually enacted, will there be a mechanism wherein ETSU employees must ""opt-in"" to this type of low intellect voter pandering stupidity and otherwise things are just left alone? #AskingForaFriend
 - Answer: ETSU is not participating.
- Question: Dr. Noland, This a comment, not a question, regarding faculty perception. A faculty member in my college contacted me after reading the faculty senate minutes in which you were noted as commenting that we (ETSU) have not had had employment changes (furloughs, layoffs, etc.) like other institutions. He commented that one of his department's clinical supervisors was laid off and funding for their VA academic/research faculty was reduced. He said that all of the affected faculty are crucial members of their team. Although you were likely referring to full-time, tenured faculty in your comment, he stated his concerns about people's livelihoods and their program's ability to provide students what they were promised. He was frustrated that your comments did not reflect this. I would be happy to discuss this concern more at our Executive Council meeting, if

desired. Thank you for your attention to his concern. Respectfully submitted, Donna Cherry Faculty Executive Council, Member at Large

- Answer: Dr. Noland offered a correction to that statement. At that time, he was speaking about broad scale loss due to a decrease in tuition fees and state appropriations. He acknowledged that we have seen reductions due to decreases in grant funds, VA funding, etc.
- Question: A question/comments from CAS associate professor concerning retirement vendors (copy and paste from the email I received, thanks): The 2% monthly fee is charged for every account holder in the ORP. ETSU doesn't pay that, the account holders (faculty) do. The fees are never returned. Because it is 2% of your holdings, it increases each month as you add money (presuming that the stock market holds steady). Retirement vendors will usually charge some type of fee, but I think 2% is very high because it is not a managed account. Individual faculty choose among the funds available, and we manage it ourselves. All they are doing is holding our money, and we do not get anything for it. I currently am paying about \$250 per year in fees, which of course means that I am losing both that money and the potential money I would have earned if that money was invested. The loss is significant over time because of compounding. Here is a brief explanation: <https://www.nerdwallet.com/blog/investing/millennial-retirement-fees-one-percent-half-million-savings-impact/> Managed accounts charge a fee, which allows you have a licensed financial person trade on your behalf. I have some managed accounts with Vanguard, and they rebalanced some things when the stock market first started dropping so that my losses were limited. But I am charged only 1% of my holdings, 4 times per year. Empower Retirement is charging 2%, 12 times per year, and not providing any management services! We would need ETSU to find a new vendor for the ORP funds that is more competitive and charges fees that are closer to the industry average. With so many faculty enrolled in the ORP, I'm sure ETSU is in a good position to negotiate better rates for us. And the previous article I emailed shows that the court system has determined that the university owes a responsibility to its faculty to choose vendors that do not charge predatory rates.
 - Answer: Noland advised that the person should discuss this with HR. Based on information from HR, 2% is higher than the fees disclosed by multiple vendors.
- Question: Please clarify the COVID-19 Task force recommendations pertinent to faculty who teach students in the clinical practice environment. Faculty have asked for clarification about what must be communicated to students about, for example, what they must do if they work outside the university that exposes them to infection. Should the students be told to quit their jobs outside the university? Are faculty being expected to "police" students outside their student role?
 - Answer: No, faculty should not tell students to quit their job in a clinical setting. There was a situation related to this topic in the College of Nursing that has been resolved. The Dean's office in the College of Nursing can provide that information.
- Question: I am submitting this question on behalf of a colleague in my college who wishes to remain anonymous. Many years ago the Faculty Senate presented a whitepaper that showed that our faculty salaries among the lowest in the nation comparing to peers. More than 20 years ago, faculty equity salaries were said to be "top priority," but this problem was not really addressed. The differences between our salaries and peers increased, and now there are cases when full professors who have been productive here at ETSU for 20+ years have significantly smaller salaries than associate or assistant professors hired a couple of years ago into the same department. Why has this issue not been addressed for so long if this is a top priority?

- Answer: Dr. Noland asked to put this question on hold.
- Question 1: I am submitting this question on behalf of a colleague in my college who wishes to remain anonymous. With continually rising numbers and rates of infection in the community and region, could administrators explain why they chose to first allow football to return to campus, to then open dorms and allow in-person classes, and now consider hosting a basketball tournament? At what level of virus prevalence would they close dorms, stop athletics, and eliminate in-person classes. And how was this amount arrived at?
- Question 2: When will a decision be made concerning primary modality for course delivery in Spring 2021? Do we anticipate that Spring 2021 will be similar to Fall 2020?
 - Answer: We have taken measures to avoid moving in this direction. We plan on applying the same decision framework for Spring 2021, in which faculty can decide what modality is best for their courses.
- Question: In a discussion between the Presidents, Vice-Presidents, and Past Presidents of Faculty Senate, Staff Senate, and SGA, there was concern expressed about the well-being of students in Fall 2020 and the mental stress from this term. We had a discussion concerning revisions about the Pass/Fail Policy or other ways in which the mental health of the student could be addressed (see MIT's policy on Fall 2020 grading - <https://now.mit.edu/policies/grading-policy-for-the-fall-semester/>). Are their discussions concerning grading changes for the Fall 2020 academic term? Are there other items being discussed concerning the mental health of students?
 - Answer: There are conversations happening around the Pass/Fail policy. He agreed that we need to pay attention to the mental health of our students and employees. We need to rely on our mental health experts on campus, similar to how we asked our other health experts to provide guidance on COVID-19 safety measures. There are continuing conversations on how to have sports and other events safely. Senators expressed the digital fatigue of their students and themselves.

Other Notes

- Noland addressed the incident last Thursday in which ETSU was targeted with flyers from white supremacists. Senator raised a concern from colleagues that there hasn't been more information released. Noland responded that they did not want to bring unwarranted publicity to the individuals distributing the flyers. There are plans to provide training on how to navigate discussions on sensitive issues. If you are approached and asked baited questions, you are encouraged to say "Thank you, but no thank you. I'm not wanting to respond to your line of questioning."
- Board of Trustees meeting is on September 18, 2020. Noland briefly discussed what was on the [agenda](#).
- Generally, undergraduate enrollment is down and graduate enrollment is up across Tennessee. UT, Knoxville is an exception because their undergraduate enrollment is up. Community colleges' enrollment tended to be down 10-25%. As of right now, we are down by ~440.
- Noland encouraged everyone to say thank you to the grounds and custodial staff who have worked hard to clean and sanitize the campus.
- On Fridays at 3:30-4:00 PM, selections of the marching band will be putting on performances on Borchuck Plaza.

Meeting with Dr. Bishop

09/15/2020

Questions submitted by Senators

- Question: Will there be a cost associated with using Ballad Health's IRB? If there is a cost, will there be financial support for researchers who have to submit their study through Ballad Health's IRB?
 - Answer: Bishop will report back once she knows the answer.

Other Notes

Dr. Bishop requested feedback on three topics. The following is a brief background information on the topic and a summary of the Senators comments.

1. Pass/Fail request from SGA

Background: Last week, SGA President Shivam Patel asked whether ETSU would consider implementing a Pass/Fail policy for Fall 2020 semester like the one from Spring 2020 semester. Stephen Hendrix is part of the group discussing this issue. The group will provide its feedback to the Dean's Council on Thursday. If there is a recommendation, it will then go to Academic Council.

- Some concerns were raised with implementing a Pass/Fail policy for the Fall semester.
 - The Spring 2020 and Fall 2020 semester circumstances are different. The policy during Spring 2020 was in reaction to changing modalities during a single semester. This is not the case for the Fall 2020 semester. In addition, there was not a similar policy for the Summer 2020 semester.
 - The decision on this policy will most likely be applied for the Spring 2021 semester in addition to the Fall 2020 semester. Having three semesters of Pass/Fail grades may cause issues for students in terms of graduate or professional schools applications, financial aid, etc.
 - Other institutions do not seem to be implementing similar policies at this time. One alternative is to have a policy like [MIT](#) that allows courses to be converted to a no credit course in certain circumstances. This alternative could also cause similar issues as a Pass/Fail policy.
 - The question was raised if there is widespread support of the Pass/Fail policy among students. Some students have expressed that they view it as unfair.
 - An effective Pass/Fail policy may require more time to develop.
- Students are experiencing issues adjusting to D2L and other online learning platforms. One recommendation is to create dummy sites for practice before the semester begins.

2. Spring Calendar

Background: Spring 2020 will look similar to Fall 2020 with a 20% on-ground and 80% online strategy. There have been discussions around the Spring 2020 calendar, specifically Spring Break. Examples: should we eliminate Spring Break and start early, eliminate Spring Break and end early, keep Spring Break as is, etc. Dr. Bishop is receiving opinions from Dr. Wykoff and the medical response team. She also wants opinions from a teaching perspective.

- Several Senators noted the need for breaks during the Spring 2020 semester, whether one long break or a couple of smaller breaks. Concerns were raised that smaller breaks could affect instructors and students disproportionately. It could also cause potential issues with alternative spring break activities, study away programs, etc.
- One positive to ending the semester early would be to provide a bigger break between the Spring and Summer semesters. There was a suggestion to start the semester a week early, keep spring break, and end a week earlier for a break between those semesters. However, this could conflict with the flu/cold season.

Additional Comment: Dr. Bishop mentioned that administration was determining how to do a better job with communicating to students which courses are synchronous and asynchronous. Senators mentioned that they have had issues with other course labels (hybrid, on-ground) not exactly matching their delivery method.

3. What the Senate is doing/would like to do to support faculty during COVID and how the Provost's Office can help

Background: Dr. Bishop asked how she could support faculty during COVID such as conducting faculty focus groups. Dr. Bishop is working on a letter to put into tenure and promotion dossiers.

- Discussion was primarily on tenure and promotion and the need to support both tenure-track and tenured faculty.
- Faculty Senate Executive Committee intends on discussing what tangible things can be done to support faculty.



By-Laws of the Faculty Senate

ARTICLE I: PROCEDURES OF THE SENATE

1.1. Meetings

1. The Faculty Senate shall hold at least one regularly scheduled meeting each full month during the fall and spring semesters.
2. Summer meetings and special meetings of the full Senate may be called by the Executive Committee or by the Senate president upon petition of at least one-fourth of the senators. Notification of summer or special meetings shall be made to all members of the Senate at least three (3) workdays prior to such meetings.
3. Except for closed meetings, all meetings of the Senate shall be open to anyone who wishes to attend. The Senate may go into closed meeting by approval of two-thirds (2/3) of the members present.
4. A majority of the elected membership of the Faculty Senate shall constitute a quorum for the transaction of all business of the Senate.

Revised Feb. 2020 – included at least one regularly scheduled meeting each full month during fall and spring

Revised April 7, 2017 – updated language for consistency

Revised: April 6, 2009

1.2. Conduct of Meetings

1. All business of the Faculty Senate shall be conducted in accordance with *Robert's Rules of Order*, revised edition.
2. The first Faculty Senate meeting of the academic year shall be the Faculty Senate Retreat.
3. Motions will be submitted to the Faculty Senate president via the form located on the Faculty Senate website. Motions will be placed on the agenda of the next meeting of the Senate as information/first reading items and then as action items at the subsequent Senate meeting.

1.3. Parliamentarian

A parliamentarian shall be appointed by the Executive Committee and confirmed by the Senate no later than the second meeting each year. The parliamentarian shall advise the Senate on all matters of parliamentary procedure.

If the Parliamentarian vacates the office, the Executive Committee will appoint a new Parliamentarian who will be confirmed by the Senate at the next meeting of the full senate.

Revised, November 2003

Revised Aug. 29, 2016 to reflect process for submitting motions.

ARTICLE II: OFFICERS

The Faculty Senate officers shall be a President, a Vice President, a Secretary, a Treasurer/Chief Operating Officer (COO), and a Past President.

1. The president shall be elected for a single two (2)-year term.
2. The vice president, secretary, and treasurer/COO are to be elected annually from the membership of the Senate at the last spring meeting of the sitting Senate.
3. For the duration of their terms the President and Past President become at-large senators; the affected colleges will replace those positions with a senator who represents the college.

2.1. President

2.1.1. The Faculty Senate president shall preside over all meetings of the Senate and the Executive Committee.

2.1.2. The Faculty Senate president represents the Faculty Senate on:

1. University Council
2. Academic Council
3. SACS Leadership Team (as of spring 2017)
4. Budget Advisory & Strategic Planning Committee (as of spring 2017)
5. Commencement Platform Party (authorized fall 2009)
6. Any ad hoc committees the University President or Vice President(s) may convene which require faculty representation
7. Tennessee University Faculty Senates (TUFS)
8. Formal external faculty bodies

If the current president cannot participate, the vice president shall substitute for the president. If the vice president cannot participate, any other officer or member of the organization may be appointed by the president.

3.1.3. Compensation for Faculty Senate President

The Faculty Senate president shall receive three hours of academic release time from their traditional load in each fall and spring semester they serve as president. Or, as an alternative, they may elect to receive extra compensation equivalent to the cost of an adjunct in each of those two academic semesters in which they serve as president. (As of fall 2008 adoption of this policy, this figure was set at no less than \$2,100 per semester.) In addition, the president will receive a stipend of no less than \$2,400 for summer semester.

2.2 Vice President

2.2.1 In the absence of the president, the vice-president shall preside at the meetings of the Senate and Executive Committee, shall assume all duties of that office, and shall serve in other capacities as the president may direct. The vice-president may also preside at meetings of the Senate at which the president is present by direction of the president.

2.2.2 The Faculty Senate Vice President represents the Senate on:

1. Academic Council
2. Any ad hoc committees to which the Faculty Senate President may appoint them.

2.2.3. Compensation for the Faculty Senate Vice President

The Faculty Senate vice president shall receive three hours of academic release time from their traditional load in each fall and spring semester they serve as VP. Or, as an alternative, they may elect to receive extra compensation equivalent to the cost of an adjunct in each fall and spring semester (approved in Senior staff, May 25, 2011) in which they serve as vice president. (As of fall 2008 adoption of this policy, this figure was set at no less than \$2,100 per semester.)

2.3 Secretary

2.3.1 The Secretary shall:

1. Keep and maintain the minutes of any regular or special meetings of the Senate
2. Keep the official attendance records of all meetings.
3. Prepare and maintain the official membership list of the Senate.
4. Maintain a permanent and public collection of all of the records of the Senate.
5. Obtain faculty census data at the beginning of each spring semester

2.3.2 Compensation for Faculty Senate Secretary

The Faculty Senate secretary shall receive three hours of academic release time from their traditional load in each fall and spring semester they serve as secretary. Or, as an alternative, they may elect to receive extra compensation equivalent to the cost of an adjunct in each of those two academic semesters in which they serve as secretary. (As of fall 2008 adoption of this policy, this figure was set at no less than \$2,100 per semester.)

2.4 Treasurer/Chief Operating Officer (COO)

2.4.1 The Treasurer/COO shall:

1. Compile and maintain all records of any financial transactions involving the Senate, including expense authorizations and reimbursements and the Faculty Senate Courtesy Fund.
2. Make periodic reports and distribute these regularly to the members of the Senate.
3. Substitute for the secretary
4. Organize, maintain, and supervise the Faculty Senate office,
5. Organize and coordinate the annual Faculty Senate Retreat,
6. Secure meeting space for Senate meetings.

2.5. Past President

2.5.1. The Past President represents the Faculty Senate on:

1. University Council
2. Academic Council

3. Budget Advisory and Strategic Planning Committee

2.5.2. Compensation for the Past President.

The immediate past president shall receive three hours of academic release time from their traditional load in each fall and spring semester they serve as past president. Or, as an alternative, they may elect to receive extra compensation equivalent to the cost of an adjunct in each of those two academic semesters in which they serve as past president. (approved by Senior Staff on May 25, 2011). (As of fall 2008 adoption of this policy, this figure was set at no less than \$2,100 per semester.)

2.6. Vacancies

2.6.1. President

If the President vacates the office, the Vice President of the Faculty Senate will become the President and fulfill the remainder of the President's term.

2.6.2. Vice President, Secretary, Treasurer/COO

If the Vice President, Secretary, or Treasurer/COO vacates the office, the Executive Committee will appoint an interim replacement until the full senate conducts a special election within two regularly scheduled meetings after the vacancy to fulfill the remainder of the term.

2.6.3. Past President

1. If the Past President vacates the office, the Executive Committee will appoint an interim replacement; a replacement for the Past President will be affirmed by the Senate no later than two meetings after the interim is appointed. Due to various University-level committee responsibilities of the Past President, consideration should be given to filling the position with a former Past President of the Faculty Senate.

2. Since the Past President is an at-large member of the Faculty Senate, it is possible to recruit a former Past President of the Senate who is not currently serving on the Senate. If no suitable candidate is available, a senior or past member of the Executive Committee should be considered.

Revised Feb. 2020 – Past president listed as an officer; combined the Treasurer/COO position; President and Past-President become at-large senators with affected colleges replacing those members with a senator who represents the college.

Revised March 13, 2017 – see substantive changes document – duties of President, VP, COO

Revised April 7, 2014 following Senate approval to make By-laws and Constitution consistent with respect to the officers and Executive Committee members.

Revised July 23, 2014 to reflect the stipend for VP approved in May 2011

ARTICLE III: MEMBERSHIP

3.1. Eligibility

Full time faculty in tenured, tenure-track, and non-tenure track appointments as defined in the Definition of Faculty policy are eligible to serve on faculty Senate.

3.2. Term of office

The term of office for an elected member of the Senate shall be three (3) years with the exception that the term of the president shall be extended automatically for up to three (3) years to ensure uninterrupted progression into the office of past president. At the end of this

extended term of office, the affected school, college, or academic unit shall elect a senator to complete any remaining years of the normal term.

3.3. Representation.

Each college, school, or equivalent academic unit with its own faculty shall be entitled to elect three (3) Senators. Additional Senate members shall be elected by and within the various colleges, schools or equivalent academic units in the following manner:

1. A college, school or equivalent academic unit shall be entitled to one additional representative for every twenty-five (25) faculty members. The number of senators eligible shall be determined from the records of the Office of the Provost based on a three-year rolling average at the beginning of each spring Semester.
2. In the event of a shift of departments or faculty from one college to another, the Senate, with a simple majority vote of the body, can reassess the representation.
 - a. Any college, school or equivalent academic unit with a minimum of five faculty members organized after the adoption of this Constitution shall attain Senate representation in the first Senate election following its organization.
 - b. By two-thirds vote of those present at any regularly scheduled meeting, the Senate may grant senatorial representation to divisions or academic units not covered in this section. If a college, school or academic unit loses faculty so as to affect Senate representation, the first position to become vacant will not be filled.

2. The University Libraries shall be entitled to elect at least one (1) senator.

Revised, Feb. 2020 – added that number of senators will be based on a three year rolling average of the faculty census; in the event of a shift of departments, that can be revisited by a simple majority

3.4. Elections

1. Each year, all Senators will be notified of forthcoming vacancies by the Elections Committee. Faculty shall be informed of vacancies by their senators in advance of the election.
2. Present senators from each college/school/unit will serve as election officials.
3. Elections to the Faculty Senate shall be concluded annually by the end of March.
4. When a vacancy occurs from a senator's resigning in mid-term, the president will inform the remaining senators from the relevant college. That college will choose how to select a replacement as defined by the college election procedures to begin serving as soon as possible.

Revised, December 2017 – 4.1.1 -7 (repaired missing language on replacement of senators who resign mid-term).

3.5. Participation

1. Faculty Senators are expected to attend all bi-weekly meetings of the Senate.
2. Those Senators serving on the Executive Committee are also expected to attend the bi-weekly meetings of the Executive Committee on those weeks that the full Senate does not meet.

3. Senators who miss a meeting shall notify the Secretary of the reason for failure to attend.
4. After a Senator misses two meetings in a single semester, the Secretary will send an electronic notification to the Senator. The same will apply to members of the Executive Committee who miss two of the bi-weekly meetings of the Executive Committee (irrespective of attendance at the meetings of the full Senate).
5. After a third absence, the secretary will send a notification to the Senator and the Senator's attendance will be reviewed by the Executive Committee, the results of which will be communicated to the Senator.
6. The Executive Committee will consider the reasons for absenteeism and the review may result in the following:
 - a. No action taken or
 - b. A letter notifying the Senator's Dean of failure to meet obligations and/or
 - c. A request from the executive committee for resignation or formal leave of absence by the absent Senator and/or
 - d. The Executive Committee declaring the absent Senator's seat vacant and initiating the process for filling a vacant seat.

Updated Nov. 2018 – to remove excused vs unexcused absences and to provide for Executive Committee review of absences

3.6. Leaves of Absence

When necessary, a senator may request an official leave of absence from their Senate duties. Request for a leave of absence must be submitted according to the following procedure:

1. A letter requesting a leave of absence which outlines the reasons for the request and the anticipated length of the leave of absence shall be sent to the president of the Faculty Senate for transmission to the Executive Committee;
2. The Executive Committee shall, by majority vote, either accept or deny the request for leave of absence;
3. In the event that the request for leave of absence is accepted, the President of the Faculty Senate shall instruct the affected school, college or academic unit to select a temporary replacement Senator.
4. The temporary replacement senator shall occupy the seat of the requesting senator until the requesting senator notifies the president of the Faculty Senate in writing that they wish to resume the duties of senator.
5. The maximum length of a leave of absence shall be an academic year.

3.7. Faculty Senate Selection of Faculty Trustee

This shall be the process by which the Faculty representative to the ETSU Board of Trustees (the Board) will be determined:

1. In those years that the faculty trustee position on the Board is open according to HB2578, the floor will open for nominations at the last scheduled Faculty Senate meeting of the fall semester and close on January 31.
 - a. Any interested faculty shall submit a statement of qualifications to the President of the Senate during the nomination period.

- b. The President of Faculty Senate shall forward all statements of qualifications to the Faculty Senate Executive Committee which will review the eligibility of each candidate by no later than the scheduled meeting of the Senate at which the ballot is created.
 - c. The date of the faculty trustee election may be modified by the Faculty Senate to allow for selection of a Board representative prior to the first annual meeting of the Board.
2. To be eligible for consideration, the potential nominee must have been a full-time faculty member for at least six (6) years and demonstrate satisfactory involvement in university-wide shared governance.
3. A ballot of no more than three (3) and no fewer than two (2) nominees will be created in a Faculty Senate meeting by the end of February.
4. A position on the ballot is secured by being among the top three in a vote by a quorum of the faculty Senate.
 - a. There will be up to three (3) rounds of voting.
 - b. Each Senator may vote only once in each round.
 - c. The top vote-getter in each round earns a position on the ballot. In the event of a tie in any round a coin-toss will break the tie.
 - d. Once a person is placed on the ballot, they may not be considered in subsequent nominee ballot voting.
 - e. The Faculty Senate shall vote again until at least two (2) and no more than three (3) nominees are on the ballot.
5. The final ballot will be presented to the Faculty of ETSU for a vote in March.
6. The faculty trustee will be determined by a plurality (person who gets the most votes) in a vote of the faculty. In the event of a tie, a run-off will be held. The person receiving the second most votes will be considered the alternate.
7. If the newly-elected faculty trustee is not currently a member of the Senate, they automatically become an at-large member of the Senate and must remain a member in good standing for the duration of their term. Upon election to the ETSU Board of Trustees, the faculty trustee will become an ex-officio member of the Faculty Senate Executive Committee and will be expected to fulfill the following duties of an Executive Committee member:
 - a. Attend all scheduled meetings of the Faculty Senate Executive Committee
 - b. Attend all scheduled meetings of the Faculty Senate
 - c. Attend all monthly meetings of the Executive Committee and university administration
8. In the event that the faculty trustee is unable to serve, the alternate will fill the remainder of the term.
 - a. If both the elected faculty trustee and the alternate are unable to serve, the Past President will step in to serve as the faculty trustee until a new faculty trustee can be elected to fill the remainder of the term.
 - b. Any out of cycle election will follow the process outlined above but in a timeframe to be determined by the Faculty Senate.
9. The faculty member elected to the ETSU Board of Trustees shall have the term of service limited to two consecutive terms of two years each if they are nominated and elected. Thereafter, the faculty member would become eligible to seek another term only after having remained off the Board for one term.

Revised, November 2018 – to update the timing of the election based on the BOT cycle; to change simple majority to plurality; to provide for an alternate in the event the elected faculty member is unable to serve; to implement a term limit consistent with the limits defined in the FOCUS ACT.

*Revised, March 13, 2017 – see substantive changes document; participation updated
Revised, April 2016*

ARTICLE IV: COMMITTEES

The Senate shall establish standing committees to study and make reports on matters of concern to the University faculty. Standing committees created by the Senate become committees of the Senate, receive their authority from the Senate, and shall report their findings and make their recommendations to the Senate.

4.1. Standing Committees

1. Except for the Executive Committee, the size of standing committees shall be determined by the Senate.
2. The chair of each committee, except for the Executive Committee, shall be appointed by the executive committee no later than the second meeting of each year.

4.1.1. Executive Committee

4.1.1.1. Members

1. The Officers
2. Five at-large members elected at the first meeting of each year.
3. Faculty member of the Board of Trustees

4.1.1.2. The Executive Committee duties shall be as follows:

1. To consider and to act on urgent matters of immediate general interest to the University which cannot wait for action by the Senate in regular session. Such actions of the Executive Committee shall be reported to the Senate at next meeting and shall be subject to ratification by a majority vote of the Senate.
2. To appoint chairs of the Senate standing committees no later than the second Senate meeting of each year.
3. To approve the chair of the Tenure and Promotion Appeals Committee.
4. To propose such ad hoc committees of the Senate as may be needed.
5. To refer matters to the proper committees of the Senate.
6. To attend monthly meetings with members of the senior administration.
7. To meet at least five (5) workdays in advance of regular Senate meeting for preparing an agenda and making assignments to those who are to report to the Senate at the next meeting. A copy of the agenda will be sent to each member of the Senate at least three (3) workdays before the Senate convenes.
8. To act on requests for leave of absence from the Senate.
9. To address attendance issues as outlined in the section on Participation

4.1.1.3. Vacancies

If an At-large member of the Faculty Senate Executive Committee vacates the position, the full senate will conduct a special election at the next meeting of the full senate for an at-large member who will fulfill the remainder of the term.

4.1.2. Committee on Faculty Concerns and Grievances

The Committee on Faculty Concerns and Grievances may initiate recommendations and shall continuously review and evaluate University policies including but not restricted to such things as:

1. Academic freedom and responsibility;
2. Faculty salaries and other benefits;
3. Criteria for determining annual salary increments;
4. All faculty personnel policies including appointments, promotion, tenure, dismissal, resignation and leaves of absence. The Committee shall also act as an appeals body to hear grievances filed by individual faculty members. The committee is charged with developing procedures for this purpose, subject to approval by the Senate.

The Committee shall also act as a consulting body to hear grievances filed by individual faculty members, at such point in time as a grievance may reach the desk of the President of the University.

4.1.3. Committee on Faculty Senate Elections and Governance

1. The Committee on Faculty Senate Elections is comprised of one member from each college/unit. The chair shall serve as the representative from their college.
2. The Committee is charged with these responsibilities:
 - a. Coordinating elections to the Senate;
 - b. Conducting the annual election of Faculty Senate officers and of the elected members of the Executive Committee
 - c. Supervising the conduct of said elections;
 - d. Ruling on the eligibility of nominees and voters;
 - e. Supervising the process for initiating and ratifying amendments of the Constitution and By-Laws

4.1.4. Committee on the Faculty Handbook

1. Committee Leadership and Composition: The Committee on Faculty Handbook shall be chaired by a senator appointed by the Executive Committee. The committee will have a minimum of three and no more than five senators

2.. Duties of the Committee: The committee shall be responsible for oversight and disposition of any and all approved revisions to the faculty

handbook. Each year, between the last meeting of the spring semester and the first meeting of the fall semester, the committee shall be responsible for verifying all links are active and accurate and that any new information is updated. The committee will also notify the faculty Senate of any changes to the handbook.

Revised March 13, 2017: See Substantive Changes document for specifics – Standing Committee membership, Executive Committee duties/ membership; Committee on Committees – made language consistent with immediate past president role
Revised July 23, 2014 to reflect stipend for Past President approved by Senior Staff on May 25, 2011.
Revised April 2012: On recommendation of the Standing Committee working group and approval of the Senate membership

4.2. Ad Hoc Committees

1. The Senate shall, from time to time, establish temporary committees to study and make reports on matters of special concern to the University faculty and/or community. Ad hoc committees created by the Senate become committees of the Senate, receive their authority from the Senate, and shall report their findings and make their recommendations to the Senate.
2. Ad hoc committees shall be constituted for periods of one calendar year and are renewable upon a 2/3 vote of the senators present.

Revised, November 2003

4.3. University Standing Committee Membership

1. A Faculty Senate member appointed to a University (i.e., non-Faculty Senate) standing committee serves a three-year term on that committee,
2. At the point a senator serving on a standing university committee as a representative of Faculty Senate is no longer on Faculty Senate, they will cease to serve as the Faculty Senate representative on that committee and the Senate shall appoint or elect a new representative.
3. Senators serving as Faculty Senate representatives on standing university committees should report on the activities of those standing committees to the senate.

Revised Feb, 2020 -Added that at the point a senator who is serving as a senate rep to a university committee is no longer a member of the senate, they will cease to serve on that committee as the senate rep and the senate will appoint/elect a new representative; senators serving as senate reps to committees will report activities of those standing committees to the senate.

ARTICLE V: AMENDMENT PROCEDURE

5.1. Initiation.

The By-Laws may be altered by a procedure begun in either of the following ways: by a petition signed by one-fifth (1/5) of the full-time faculty members; or through a proposal supported by one-third (1/3) of the Faculty Senate members.

5.2. Ratification.

Any amendments shall be ratified by a 2/3 majority of faculty senators voting in an official Senate meeting following the process for motions as noted in the Procedures of the Senate.

Revised, November 2003

Resolution in thanks to Information Technology Services and Academic Technology Services

Whereas the entire nation was gripped by the arrival of the COVID 19 pandemic in the early months of 2020 forcing institutions of higher education across the country to switch to an all-online educational model;

Whereas East Tennessee State University was no exception to this phenomenon and went entirely online following Spring Break in March of 2020 and hundreds of faculty who had taught few or no online courses in the past were suddenly thrust into an all online model of teaching and learning;

Whereas hundreds of courses were converted from face-to-face to virtual in a period of one week;

Whereas the personnel of the Information Technology Services and Academic Technology Services offices of East Tennessee State University spent countless hours in the days leading up to and the weeks following the online conversion preparing infrastructure and incorporating new technologies into our course management system and;

Whereas these personnel continued throughout the Spring Semester and beyond to provide technical training and support to faculty across the institution in a superbly professional and capable manner, so therefore, be it

Resolved, that the 2020-2021 Faculty Senate of East Tennessee State University, on behalf of the entire faculty, offers our immense gratitude to all the people who work to support the technology needs of our institution and do so with such skill, grace, and aplomb.

Moved by Patrick Brown, Chief Operating Officer and Treasurer, ETSU Faculty Senate

Seconded by

Endorsed by

_____ on the _____ day of September, 2020

Mr. Stephen Hendrix, MBA
President, ETSU Faculty Senate