



## Minutes of the Faculty Senate

**Presiding:** Wade M. Jackson

**Date:** 4-19-11

**Secretary:** Cynthia G. Tucker

**Senators Present:** Pilar Alcalde (Foreign Languages), Leonardo G. Altino (Music), Thomas E. Banning (Engr Tech), Jeffrey S. Berman (Psychology), David C. Burchfield (Public Health), Gloria F. Carr (Nursing), Amy L. de Jongh Curry (Biomedical Engr), Antonio de Velasco (Communication), Mark H. Danley (Library), Richard D. Evans (Finance), Reginald L. Green (Leadership), Derek E. Hopp (Mil Sci, Navy ROTC), Thomas Hrach (Journalism), Wade M. Jackson (Management Info Systems), Linda D. Jarmulowicz (Audiology & Speech-Lang Path), Robert Kozma (Math Sciences), A. Katherine Lambert-Pennington (Anthropology), James M. Lukawitz (Accountancy), Thomas E. Mason (Architecture), Cathy D. Meredith (Instr & Curr Ldrship), Larry W. Moore (Civil Engr), Cedar L. Nordbye (Art), Michael S. O'Nele (Theatre & Dance) Edward H. Perry (Mechanical Engr), Lawrence A. Pivnick (Law), Carol A. Rambo (Sociology), Vasile Rus (Computer Sci), Arwin D. Smallwood (History), Terra L. Smith (Health & Sport Sci), Sharon A. Stanley (Political Science), Cynthia G. Tucker (English), Robert R. Wiggins (Management) and Yonghong Xu (Couns, Ed Psy & Res)

**Senators Present by Proxy:** Billy E. Lawson (Philosophy), Hoke Robinson; R. Jeffrey Thieme (Marketing & Sply Chain Mgmt), Balaji Krishnan; and Gregory Washington (Sch Urb Aff & Pub Pol), Robin Lennon-Dearing

**Senators Absent:** Narahari B. Achar (Physics), Economics (Vacant), Elec & Computer Engr (Vacant), and Tarek R. Farhat (Chemistry), David J. Giacomassi (Crim & Criminal Justice), Jose M. Pujol (Earth Sciences), Steven D. Schwartzbach (Biology), and Keith D. Sisson (Univ College)

**TBR Representative:** Lawrence A. Pivnick (Law)

**Faculty Senate Information Officer:** Margaret E. Robinson (Univ Libraries), absent

**Guests:** David Cox (President's Office), Thomas Nenon and Daniel Poje (Provost's Office), David G. Zettergren (Business & Finance), Deborah A. Becker (Business & Finance), Daniel M. Linton (Business & Finance), Deborah Keeney (Business & Finance), Martha D Robinson, D R Jones, and Craig J Langstraat

The three-hundred-and-ninetieth meeting of the University of Memphis Faculty Senate was held Tuesday, April 19, 2011, in the Senate Chambers, Room 261 of the University Center.

### 4.19.11.01 Call to Order

The meeting was called to order at 2:40 p.m. with a quorum present.

#### **4.19.11.02 Approval of Agenda**

The agenda was approved with minor adjustments.

#### **4.19.11.03 Approval of Minutes**

The minutes from March 22, 2011 were approved as submitted.

**4.19.11.04 Guest Speakers:** Deborah A. Becker, Assoc Dir Budgeting conducted a Budget 101 Workshop for senators as requested by the Senate's ad hoc Budget and Finance Committee. Co-speaker Jeannie Smith, Asst VP Finance was unable to be in attendance at the meeting. Members of the ad hoc Budget & Finance Committee are Martha Robinson, chair, D. R. Jones (Law), Craig Langstraat (Acct), and Kenneth Lambert (Acct). The purpose of the workshop was to make the budget documents more conducive for faculty consumption. Also in attendance was David G. Zettergren, VP Business & Finance and other members of his staff. Ms. Becker invited any faculty interested in communicating with Business & Finance about suggestions for improving budget information should contact her at [dabecker@memphis.edu](mailto:dabecker@memphis.edu) or call (901) 678-3538).

#### **4.19.11.05 President's Report**

1. Information Officer Needed: To free her for other professional service, M. Robinson is stepping down as our Information Officer, leaving a vacancy that will have to be filled by appointment by the new Faculty Senate President. Any interested faculty member should contact incoming Faculty Senate President L. Pivnick.
2. Status of Faculty Survey of Administrators: Just minutes before the meeting received some of the evaluation of university administrators (President, Provost, and Deans). He will post the numerical information on the Faculty Senate web site.
3. Streamlining Process for Summer Faculty Compensation: At his request, Thomas Nenon, Co-Director, Vice Provost Assessment, Institutional Research & Reporting, came to the Executive Committee meeting to explain the university's efforts to streamline the process of calculating summer compensation so that 100% compensation is identified prior to performance of work. This should benefit both the payroll office and U of M faculty members and would be implemented this year.
4. Presentation of Plaque for J Berman's 2009-2010 Service as President: President W. Jackson made the presentation.
5. Presentation of Gift in Recognition of Carolyn Featherstone's Outstanding Service: C. Tucker made the presentation.

#### **4.19.11.06 TUFs' Report**

J. Berman, President TN University Faculty Senate (TUFs) summarized the Spring 2011 TUFs meeting which was held on March 25-27 at Austin Peay State University in Clarksville, TN. U of M Senators J. Berman, L. Pivnick, and T. Banning attended. Guest speakers at the meeting were: Joseph DiPietro, President, University of Tennessee system (UT), Joseph Pitts, Representative, Tennessee Legislature, John Morgan, Chancellor, Tennessee Board of Regents (TBR)

TBR and UT Faculty Senates are increasing their mutual cooperation. A TUFSS representative from one of TBR Faculty Senates has been invited to be a nonvoting guest participant in the UT Faculty Council, and TUFSS agreed that a UT representative will be invited to TBR Faculty Regent to attend.

New TUFSS officers were elected. Officers are as follows: President J. A. M. "Toby" Boulet (UTK), Past-President Jeffrey S. Berman (UofM), President-Elect Tom Schacht (ETSU), and Secretary H. Lyn White Miles (UTC).

The next TUFSS meeting will be August 12-14, 2011 at Eastern Tennessee State University (ETSU).

#### **4.19.11.07 New Business**

Executive Committee Motion, Senate Support for Project Safe Zone to be delayed until the next meeting.

Faculty Policies Committee Motion, Process for Modifying the Faculty Handbook (see attached) Rationale

The process for modifying/updating the Faculty Handbook needs to be defined so that transparency is maintained.

Motion to the Senate

The Senate recommends the Faculty Handbook be modified to include the new modification process developed by the Faculty Policies Committee.

**The attached motion has been modified to accomplish ONLY the process for modifying the handbook**, which has been agreed upon by Ann F. Harbor, Dir., Admin. Academic Affairs (Provost Office).

The agreed process is as follows: The current changes to the Faculty Handbook will be identified by highlighting the affected portions of the text for one year.

Prior changes will be listed by date on a revision page which will be located prior to the Table of Contents, describing the location of the change.

The color highlighting of the changes made in any given year will remain intact in the archive of that year's Faculty Handbook.

Past and current Faculty Handbooks (with or without highlighting) will be archived by the Director of Academic Affairs Administration and will be available electronically via the internet at the University of Memphis. So the process will simply need to be given to the new Faculty Policies Committee for review and introduced to the Faculty Senate at its meeting for approval.

#### **4.19.11.08 Announcements/Events**

1. April National Awareness Month for: Alcohol Abuse, Autism, Minority Health Care Needs, and Sexual Assault.
2. Faculty Senate Elections 2011-12: Faculty who currently hold an academic appointment and whose sole duties for at least the past two years have been teaching, research, or library service are eligible to serve in the Faculty Senate. Elected senators serve for a term of two years.
3. ParTNers for Health Wellness Program Worksite Health Screening: These screenings, which will be available on April 22, 25, & 26 at University of Memphis, M. Rose Theatre are required of all who wish to remain in the Partnership Plan and must be completed by June 30. Those who do not get this screening will be placed in the more expensive Standard plan for next year.
4. Budget discussion, two open forum sessions: April 25th at 2:00 p.m. in the Fogelman Classroom Building, Room 125 and April 26th at 9:00 a.m. in the University Center, Room 340 - the Memphis Room
5. Next Meeting of the Faculty Senate will be Tuesday, April 26, 2011 (election of officers)
6. Study Day, April 28, UM1704, Study Week & Final Examination Scheduling
7. 99th Commencement of the University of Memphis on Saturday, May 7, 2011:
  - 10:00 a.m. – College of Arts and Sciences, College of Communication and Fine Arts, University College and Doctoral hoodings for the these colleges
  - 2:00 p.m. - School of Communication Sciences and Disorders (previously School of Audiology and Speech Language Pathology), Fogelman College of Business and Economics, College of Education, Herff College of Engineering, Loewenberg School of Nursing, School of Public Health and Doctoral hoodings for the these colleges

\*Cecil C. Humphrey's School of Law will award its degrees on Sunday, May 8, 2011 at 3:00 p.m. at the Cannon Center for the Performing Arts.
8. Staff Appreciation Day. Events will be held on Wednesday, May 18, 2011, 10:30 a.m.- 2:00 p.m., in the University Center Ballroom.
9. Civility in a Modern World. Memphis In May Student Affairs Conference (MIMSAC) 2011, May 13, 2011, 7:45 a.m. - 4:00 p.m., University Center, UoM. Keynote speaker, Mark S. Schuster, Senior Dean of Students and Co-Chair of Project Civility at Rutgers University. Sponsored by Division of Student Affairs, UoM. For registration information visit: <https://conferences.memphis.edu/mimsac/> general info: contact (901) 678-2880 or 2068

## Process for Modifying the Faculty Handbook

### Rationale

The process for modifying/updating the Faculty Handbook needs to be defined so that transparency is maintained.

### Motion

The Senate recommends the Faculty Handbook be modified to include the new modification process developed by the Faculty Policies Committee.

### Process

All proposed substantive changes to the Faculty Handbook will come from the Faculty Senate, Administration or state regulatory bodies.

The agreed upon changes will be included into the new Faculty Handbook and the updated handbook will be released the last week of April or the first week in May.

The current changes to the Faculty Handbook will be identified by highlighting the affected portions of the text for one year.

Prior changes will be listed by date on a revision page which will be located prior to the Table of Contents, describing the location of the change.

The color highlighting of the changes made in any given year will remain intact in the archive of that year's Faculty Handbook.

Past and current Faculty Handbooks (with or without highlighting) will be archived by the Director of Academic Affairs Administration and will be available electronically via the internet at the University of Memphis.