



Minutes of the Faculty Senate

Presiding: Richard D. Evans (Fin, Ins, & Real Estate)

Date: 10-8-13

Secretary: Cynthia G. Tucker (English)

Senators Present: Charles D. Bailey (Accountancy), Thomas E. Banning (Engr Tech), Jeffrey S. Berman (Psy), Lawrence B. Blackwell (Thea & Dance), David C. Burchfield (Public Health), Charles W. Crawford (History), Jill A. Dapremont (Nursing), Dipankar Dasgupta (Computer Sci), Maria E. Delavega (Social Work), Michael R. Duke (Anthropology), Richard D. Evans (Fin, Ins, & Real Estate), Michail Gkolias (Civil Engr), Michael M. Grant (Instr & Curr Ldrship), Reginald L. Green (Leadership), Michael G. Huffman (Health & Sport Sci), Eddie Jacobs (Elec & Computer Engr), Wade M. Jackson (Manag Info Systems), Donna R. Jones (Law), Evan T. Jones (Music), Benwari Kedia (Management), Robert Kozma (Math Sci), J. Harvey Lomax (Political Science), Lisa Lucks Mendal (Comm Sci & Disorders), Jiada Mo (Mech Engr), Larry R. Petersen (Sociology), Sandra J. Sarkela (Comm), Steven D. Schwartzbach (Biology), James C. McCutcheon (Crim & Criminal Justice), Cedar L. Nordbye (Art), R. Jeffrey Thieme (Mrktng & Suply Chain Mang), Roy B. Van Arsdale (Earth Sci), Yongmei Wang (Chemistry), Ryan T. Williams (Couns Ed, Psy & Res), James F. Williamson (Architecture)

Senators Present by Proxy: Erno Lindner (Biomedical Engr) John L. Williams, Timothy D. Roche (Philosophy) Verena Erlenbusch, Donald R. Franceschetti (Physics) Firouzeh Sabri

Senators Absent: Economics (vacant), Mil Sci ROTC (vacant), Sch Urb Aff & Pub Pol (vacant), Patti Bradford (Univ College), Kevin W. Merriman (Univ Libraries)

TBR Representative: Reginald L. Green (Leadership)

Faculty Senate Information Officer: Jeffrey S. Berman (Psy)

Guests: M. David Rudd (Provost Office), Robert R. Marchini (UMAR) James “Jim” Dorman, Lawrence A. Pivnick (Faculty Ombudsperson), Thomas E. Banning (Past-President)Richard L. Irwin and Tracy Robinson (University College), Amanda L. Clarkson (Human Resources-Benefits), E. Trey Martindale (Instr & Curr Ldrship) and Mate Wierdl (Mathematical Sciences)

The four-hundred-and-eleventh meeting of the University of Memphis Faculty Senate was held Tuesday, October 8, 2013, in the Senate Chambers, Room 261 of the University Center.

10.08.13.01 Call to Order

The meeting was called to order at 2:45 p.m. with a quorum present.

10.08.13.02 Approval of Agenda

The agenda was approved.

10.08.13.03 Approval of Minutes

The minutes of September 3, 2013 were approved.

10.08.13.04 Comments by Guests

1. Amanda L. Clarkson, Director of University Benefits Administration: Director, A. Clarkson reminded us of the deadlines for making changes during the 2014 Annual Open Enrollment/Annual Enrollment Transfer Period for the State of Tennessee and Tennessee Board of Regents (TBR). In particular she alerted us to a new requirement for those of us in the Partnership Plan. We will have to fill out a health screening form. And she discussed the impact of the Affordable Care Act (ACA) on state employees. If the Benefits Department can be of further assistance, please feel free to contact us at benefits@memphis.edu or call 678-3573.
2. Richard L. Irwin, Associate Dean, University College: R. Irwin used a PowerPoint to describe his Adaptive Learning Concept and the market he sees for it in our Greater Memphis area, where there is potential for building corporate partnerships. For more information, contact him at rirwin@memphis.edu, or Tracy P. Robinson at tprobsn@memphis.edu; or call their office at (901) 678-4596. The Faculty Senate (FS) Academic Policies Committee will be asked to discuss and respond to his plan for having University College incorporating this concept into their program.

10.08.13.05 Reports

The following reports were from the Faculty Senate representatives on university level committees and standing committees chairs of the Senate.

1. Procedures in populating and managing special committees: President R. Evans promised to get this document out right away to Faculty Senate standing committee chairs for review, comments, and or changes.
2. Southern Association of College and Schools (SACS) Leadership Team: Our President-Elect, R. Green and representative on the SACS Leadership team will post his report online.
3. TAF (Technology Access Fee Committee)-J. Berman: The Deans' TAF Committee advises the Chief Information Officer (CIO) and the Provost on Information Technology (IT) matters related to academic uses of student TAF; establishes priorities for TAF budget allocations; shall advise on priorities for academic technology initiatives; reviews IT standards, guidelines and policies and oversees all academic software procurements. The Enterprise Systems Advisory Committee advises the CIO on IT matters related to enterprise information systems issues. Our representative J. Berman summarized the committee's current debate over whether TAF fees should go toward individuals' servers or to outside, centralized servers. He also shared his perception that TBR does not understand the need for IT support for graduate research education.
4. Reports from the Standing Committees
 - a. Academic Policies Committee: B. Kedia, chair reported on a motion, Policy on Student Absences for University Related Events, to be considered under new business.
 - b. Academic Support Committee: P. Bradford, chair, had no report

- c. Administrative Policies Committee: L. Petersen, chair reported on a motion to be considered under new business.
- d. Faculty Policies Committee: E. Jacobs, chair, had no report
- e. Library Policies Committee: T. Hrach, chair, had no report
- f. Research Policies Committee: R. Van Arsdale, chair reported on a motion to be considered under new business. **See item #5 under New Business**

10.08.13.06 Old Business

There was no old business to discuss.

10.08.13.07 New Business

The chair of the Committee on Committees, C. Nordbye presented the following faculty nominations for university level committees.

1. Committee on Committees

- a. Dining Services Committee: Terra L. Smith (Education-Health Sport Sciences)
- b. Safety and Security Committee: David C. Burchfield (Public Health)
- c. Southern Association of Colleges and Schools (SACS) faculty representatives to develop a Quality Enhancement Plan (QEP):

Reginald L. Green (Education, Leadership)

Beverly E. Cross (Education, Instruction and Curriculum Leadership)

Jeffery L. Wilson (Education, Leadership)

Adopted by acclimation on October 8, 2013.

- 2. Senate recommendation: “The pay grade status should be increased for the Faculty Senate staff.”

Adopted by acclimation on October 8, 2013.

3. Policy on student classroom absences for University service—Academic Policies Committee: Policy on Student Absences for University Related Events

At the University of Memphis, students are expected to attend all of their scheduled classes. Instructors must communicate any particular attendance requirements of the course to students in writing before or during the first class meeting. A student who misses class assumes responsibility for obtaining lecture notes, make-up examinations, and otherwise compensating for what may have been missed. Student participation in university, college or unit sponsored activities that lead to clear experiential and educational outcomes should share a document with instructor detailing the circumstances for missing the classes and dates on which classes will be missed. Students with documented circumstances should be allowed to make up both assignments and missed examinations. Instructors have discretions to determine what course work, beyond examinations, is available for make-up credit. Absence from classes while representing the University does not relieve students from responsibility for any part of the course missed during the period of absence. Instructors who feel that the required time away from class may be too much to allow a student should consult a student to determine, whether,

through extra effort and tutoring, the student may be able to achieve the learning outcomes of the class. If not, the instructor should recommend that the student withdraw from the course. If at all possible, the recommendation to withdraw from the class should occur before the end of the add/drop period. Students should consult with their academic advisor as soon as they know that a class must be dropped. Students are not automatically dropped from the class(es) if they do not attend. They must officially drop their class(es) by the published deadline to obtain a “W” grade.

The amended version see below:

At the University of Memphis, students are expected to attend all of their scheduled classes. Instructors must communicate any particular attendance requirements of the course to students in writing before or during the first class meeting. A student who misses class assumes responsibility for obtaining lecture notes, make-up examinations, and otherwise compensating for what may have been missed. **In rare cases, students may have extenuating circumstances that make it impossible for them to attend all sessions of a class. These include military orders, court-imposed legal obligations, religious observances, extended illness and participation in** university, college or unit sponsored activities that lead to clear experiential and educational outcomes. **Two weeks prior to the start of the semester but no later than the first day of class or immediately after the student knows of the need to miss class because of one of these extenuating circumstances, the student** should share a document with **the** instructor detailing the circumstances for missing the classes and dates on which classes will be missed. Students with documented **extenuating** circumstances should be allowed to make up both assignments and missed examinations. Instructors have discretions to determine what course work, beyond examinations, is available for make-up credit. Absence from classes ~~while representing the University~~ does not relieve students from responsibility for any part of the course missed during the period of absence. Instructors who feel that the required time away from class may be too much to allow a student should consult a student to determine, whether, through extra effort and tutoring, the student may be able to achieve the learning outcomes of the class. If not, the instructor should recommend that the student withdraw from the course. If at all possible, the recommendation to withdraw from the class should occur before the end of the add/drop period. Students should consult with their academic advisor as soon as they know that a class must be dropped. Students are not automatically dropped from the class(es) if they do not attend. They must officially drop their class(es) by the published deadline to obtain a “W” grade.

Adopted after amendment with 3 abstentions on October 8, 2013.

4. Policy on Space Planning and Utilization—Administrative Policies Committee:

Administrative Policies Committee recommendations: Ranked from highest to lowest priorities, with 1 being the highest priority on allocation of academic office space.

1--Tenured faculty

2--Tenure track faculty

3--Full-time, non-tenure track faculty

4--Emeritus faculty

5--Graduate assistants

6--Part-time faculty

Tabled until next meeting November 12, 2013.

5. Recommendations to the Faculty Senate—Research Policies Committee:

Faculty Senate Research Policies Committee Recommendations to the Faculty Senate

1. The Faculty Senate requests a timeline from the Tennessee Board of Regents for the hiring of the permanent University of Memphis President.
2. The Faculty Senate requests the next president of the University of Memphis have excellent academic credentials and a strong desire to support research.
3. The Faculty Senate requests the University administration actively seek ways to reduce the impediments to research and to evaluate proposed processes/procedures to make sure that they will not impede research.
4. The Faculty Senate requests the Provost have Faculty Senate representation on the implementation teams that will pursue the key issues of the University of Memphis Research Capacity Assessment Taskforce Report of September 2013.

The following is in response to the above recommendations:

Provost Rudd responded to a request brought by the Research Policies Committee to give a time line for the presidential search—ten months.

Senate President R. Evans guaranteed that he would tell the search committee that the faculty Senate wanted a President with full academic credentials and who would emphasize academic and funded research.

Provost Rudd said that he would initiate an Implementation Committee in response to the recommendations of the Research Capacity Assessment Taskforce. He offered to name all the members of the Senate Research Policies Committee to the new committee.

10.08.13.08 Faculty Senate Forum

President R. Evans open the floor to allow for senators to present to the Senate any presentation.

1. Speaking for his department, James F. Williamson (Architecture) urged the Faculty Senate to take a proactive stance to insure that any steps taken to deal with the \$20 million bite from the U of M's budget will be fair and equitable, and that the faculty is not required to shoulder an undue share of the burden. If as his colleagues understand it, cuts have been made in the academic sector's department budgets, adjunct teaching positions, summer courses, and funding for graduate assistants, they believe that other sectors should be cut as well. They see a lack of transparency and feel we deserve to know what cuts have been made in the area of administrative expenses, including staffing, and whether others are likely. Similarly, what cuts in Athletic expenses have been made or are under consideration? Many of us perceive athletics to be a sacred cow, with untouchable budgets that are protected from cutbacks in a time of budget crisis.
2. Prof. Mate Wierdl (Mathematics) distributed the list, which is open to the public, showing all the administrative positions we have at the U of M, the salaries being paid those employees, and

in several cases, data that shows the significant raises given to them this year. In effect, without actually spelling it out, Mate Wierdl urged us to think about what those numbers suggest: that even as the academic sector is losing funds to ease our financial crisis, the administrative sector is bloated and its personnel unduly privileged by what they earn and their raises. For the sake of our institutional integrity, as well as morale, a team including faculty needs to get all the facts immediately, assess them, and make needed changes.

3. Provost M. David Rudd responded that the list did not give the whole picture or tell the whole story. He would be happy to get us more information.

10.08.13.09 Announcements

1. Standing Committees Reconvene on October 29 at 2:40 p.m.
2. Executive Committee Reconvenes on November 5 at 2:40p.m.
3. Faculty Senate Reconvenes on November 12 at 2:40p.m., probably not in the Senate Chambers; upgrades planned for that space may prevent it.
4. The Annual TBR-wide Employee Charitable Giving Campaign will run from October 2 through November 4, 2013. Contributions to this combined campaign benefit three federated organizations, the agencies they represent, and others.
5. Annual Enrollment Transfer Period (AETP) will run from Oct. 1 through Nov. 1. During the AETP, you can make changes, add or cancel the following benefit programs: health, dental, optional special accidental death and dismemberment, EyeMed Vision, and Minnesota Life-Optional Term Life Insurance. For more information you can visit: http://bf.memphis.edu/hr/benefits/aetp_action.php.
6. Let's Grow Garden Expo will be held on Nov. 2 from 9 a.m. to 4 p.m. in the TIGUrS Urban Garden adjacent to the Elma Roane Fieldhouse. The event is open to the public. For more information contact Karyl Buddington at kbudding@memphis.edu. Also let her know if you can contribute something to the "garden jumble" of donated garden-related items for purchase.

10.08.13.10 Adjourn: The meeting was adjourned at 4:30 p.m.