



## Minutes of the Faculty Senate

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

**Date:** 12-03-13

**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), Patti Bradford (Univ College), David C. Burchfield (Public Health), Charles W. Crawford (History), Jill A. Dapremont (Nursing), Maria E. Delavega (Social Work), Michael R. Duke (Anthropology), Richard D. Evans (Fin, Ins, & Real Estate), Michael M. Grant (Instr & Curr Ldrship), Reginald L. Green (Leadership), Eddie Jacobs (Elec & Computer Engr), Wade M. Jackson (Manag Info Systems), Donna R. Jones (Law), Evan T. Jones (Music), , Robert Kozma (Math Sci)Erno Lindner (Biomedical Engr), J. Harvey Lomax (Political Science), Lisa Lucks Mendal (Comm Sci & Disorders) Edwin G. Frank (Univ Libraries), Jiada Mo (Mech Engr) Cedar L. Nordbye (Art), Larry R. Petersen (Sociology), Sandra J. Sarkela (Comm), Steven D. Schwartzbach (Biology), James C. McCutcheon (Crim & Criminal Justice), R. Jeffrey Thieme (Mrktng & Suply Chain Mang), Roy B. Van Arsdale (Earth Sci), Ryan T. Williams (Couns Ed, Psy & Res), James F. Williamson (Architecture)

**Senators Present by Proxy:** Benwari Kedia (Management) Robert R. Taylor, 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), Dipankar Dasgupta ( Computer Sci), Michail Gkolias (Civil Engr), Michael G. Huffman (Health & Sport Sci), Yongmei Wang (Chemistry),

**TBR Representative:** Reginald L. Green (Leadership)

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

**Guests:** David Cox (President Office), M. David Rudd (Provost) Robert R. Marchini (UMAR), Lawrence A. Pivnick (Faculty Ombudsperson), Thomas E. Banning (Past-President), Various faculty members

The four-hundred-and-thirteenth meeting of the University of Memphis Faculty Senate was held Tuesday, December 3, 2013, in the Senate Chambers of the University Center.

### **12.03.13. 01 Call to Order**

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

**12.03.13.02 Approval of Agenda.** The agenda was approved with no objections.

### **12.03.13.03 Approval of Minutes**

The minutes of November 12, 2013 were approved.

### **12.03.13.04 Guests**

1. Henry Kurtz, Special Assistant to the Provost. H. Kurtz had a last-minute conflict and could not attend.
2. M. David Rudd, Provost. First stepping in for H. Kurtz, who was to have updated us on the Responsibility-Centered Management (RCM) initiative, Provost Rudd explained the concept of Responsibility-Centered Management, a financial approach that the U of M has decided to implement, as almost all large universities have done in recent years. The process of making this change will take 2-3 years, and the provost's team is currently working on the logistics of this conversion. Under the current system, all revenue generated by courses goes to the university coffers, and colleges and other units request and receive their funds from the central administration. The new system would have the units keep the revenue generated and make the decisions themselves as to allocations covering costs. A website with more information will soon be available.

The provost also took a few questions, all of which centered on whether or not the faculty would have a meaningful voice in the current process of navigating the budget shortfall. The provost asserted that faculty input in his Ad Hoc Budget Working Group "would make a difference." He was adamant that the cuts should not be across the board again, and that no funds be cut to those areas, such as the health sciences, where we have the greatest potential to grow and yield significant revenue. The campus, UofM budget deadline to TN Board of Regents is March 15, 2014.

### **12.03.13.05 President's Report**

1. Report from Faculty Senate's Ad Hoc Budget Committee: On January 28, this committee will give us their view of the overall shortfall we face and trends that brought us to the state that we are in. The committee is chaired by Martha D. Robinson (Instructor of Management at the Lambuth Campus).
2. Termination of New Hires: There is word circulating in at least one of our U of M academic divisions that the chairs are "preparing to let recent hires in tenure track lines go." The Executive Committee (EC) therefore charged the Faculty Policies Committee with developing language to guide the administration if and when reduction in faculty lines are deemed necessary. This charge will have to be met in time for the January 28 Faculty Senate (FS) meeting.
3. Research Policies Committee's Service on the Team to Follow-Up the University of Memphis Research Capacity Assessment Taskforce Report: President R. Evans, as an ad hoc member representing the Faculty Senate, was present when this committee, convened by Vice-Provost for Research Andrew Meyers, met on December 2, 2013. R. Evans reported that A. Meyers was patently disrespectful in seating "the real members," those staff and faculty chosen by him, in one seating area, and the faculty chosen by the senate in another. More than a clumsy slip of the tongue or a thoughtless lapse in good manners, R. Evans perceived in this slight the mindset that caused the \$9 million loss of research support: the decisions that led to this shrinkage were made by handpicked people, not by faculty who best advocate for the needs of researchers and for systemic change.

4. Classroom Absences Policy Differences: President R. Evans made a report to the senate on the compared alternative drafts of a policy on classroom absences, now called UM1766, Student Absences from Classes, one based on the policy statement recommended in the October 8 Faculty Senate meeting and another by Faculty Athletic Committee, dated November 27. :

**October 8 Faculty Senate meeting recommendation converted to draft UM1766:**

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Policy Statement

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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.

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Purpose

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Attendance requirements should be communicated to students so that they will know the expectations of the instructors.

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Procedures

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**Extenuating Circumstances** In rare cases, students may have extenuating circumstances that make it impossible for them to attend all class sessions. 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. If a student has documented extenuating circumstances, the instructor has the discretion to determine what course work, beyond examinations, is available for make-up credit.

**Responsibility of Students** Absence from classes 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 should consult with the 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.

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Revision Dates

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Oct-23-2013  
(Working Policy Number: 1766)

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**Faculty Athletic Committee November 27, 2013 (chaired by Stanley “Ed” E. Stevens)**

**Implications for Proposed Policy**

Given the findings of this review, there are several revisions that we suggest be made to the draft policy proposed by the Faculty Senate. These changes are highlighted in the text below. Suggested additions are underlined. Suggested deletions are struck through.

University students are expected to attend scheduled classes and satisfy academic objectives as outlined by the instructor. Faculty are responsible for establishing a class attendance policy as well as obligated to communicate that policy at the start of the semester to all registered for the class. ~~In rare cases,~~ Students may have extenuating circumstances that make it impossible for them to attend all class sessions and these absences may be an exception to the class attendance policy set by the instructor. These include military orders, court-imposed legal obligations, religious observances, extended illness, ~~and~~ participation in university, college or unit sponsored activities, and obligations to represent the University 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~~ Before the end of the semester’s deadline for changing courses 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 the dates on which classes will be missed. If a student has documented extenuating circumstances, the instructor has the discretion to determine what course work, beyond examinations, is available for make-up credit.

**Implications for Proposed Policy**

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University students are expected to attend scheduled classes and satisfy academic objectives as outlined by the instructor. Faculty are responsible for establishing a class attendance policy as well as obligated to communicate that policy at the start of the semester to all registered for the class.

This addition is not needed because UM1766 covers these points in the section labeled “Policy Statement”.

~~In rare cases, s-S~~

This deletion is not appropriate because the cases are rare.

Students may have extenuating circumstances that make it impossible for them to attend all class sessions and these absences may be an exception to the class attendance policy set by the instructor.

This addition should not be included because it may be misinterpreted as implying that exceptions to the instructor’s set attendance policy may be mandated by the policy statement. The paragraph following this one of the policy statement makes it clear that this is not the case.

These include military orders, court-imposed legal obligations, religious observances, extended illness, and participation in university, college or unit sponsored activities, ~~and obligations to represent the University that lead to clear experiential and educational outcomes.~~

~~This change is suitable, but only if the obligations to represent the University are approved by the President.~~

*Discussion ensued on the language of the above paragraph.*

*The Faculty Senate move that the language in the above paragraph be modified by deleting the words, “and obligations.....outcomes”. The paragraph now reads:*

These include military orders, court-imposed legal obligations, religious observances, extended illness, and participation in university, college or unit sponsored activities.

*Adopted by voice vote, with 0 nays and 1 abstention on December 3, 2013.*

~~Two weeks prior to the start of the semester, but no later than the first day of class~~ Before the end of the semester’s deadline for changing courses

This change should not be made because it may give the instructor no time to consider alternatives to recommending that the student drop the class immediately.

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 the dates on which classes will be missed. If a student has documented extenuating circumstances, the instructor has the discretion to determine what course work, beyond examinations, is available for make-up credit.

*D. Cox commented he will publish the membership and committee charge of the Faculty Athletic Committee.*

### **12.03.13.06 Reports of Standing Committees**

1. Academic Policies Committee: E. Jones acting chair in B. Kedia, chair stead, had no report.
2. Academic Support Committee: P. Bradford, chair had no report.
3. Faculty Policies Committee: E. Jacobs, chair, had no report.
4. Research Policies Committee: R. Van Arsdale, chair, reported that his committee has taken part in two meetings of the Research Services Implementation Plan team, which is identifying bottlenecks in the pre-award and post-award aspects of grants and contracts.
5. Administrative Policies Committee: L. Petersen, chair, had two motions ready to bring to the floor for a vote under New Business.
6. Library Policies Committee: T. Hrach, chair had no report.

#### **12.03.13.07 Old Business**

Senator D. Burchfield made the following motion on behalf of the Executive Committee; the recommendation, Initiatives on Competency Based Courses for Faculty Senate consideration, was presented.

“The Faculty Senate recommends that the departments who see potential merit in proposed Competency Based Education models use all due diligence in developing courses on a trial basis that can be proven reliable and effective”.

**Adopted by unanimous voice vote on December 3, 2013.**

#### **12.03.13.08 New Business**

**1. Committee on Committees**: C. Nordbye, chair presented the following motions faculty nominations as a slate to our body for approval:

- a. For the provost’s Residency Appeals Committee, Pam Dennis (Associate Prof., Univ. Libraries),
- b. For the president’s Tenure & Promotion Appeals Committee, Sandra H. Utt (Associate Prof., Journalism). Both were elected unanimously.

**Adopted by unanimous voice vote on December 3, 2013.**

In addition, C. Nordbye reported that in the interest of making a rapid response to the provost’s request for faculty representation on his budget working group, he had held an emergency meeting of his committee on Monday, November 25, to review the names of six faculty members who nominated themselves. As there was no time to review the qualifications of these volunteers, and because the Committee on Committees is not authorized to submit nominees directly, it chose to provide the provost’s office with the full (four-person) roster of the Faculty Senate’s Ad Hoc Budget Committee: Martha D. Robinson, Kenneth R. Lambert, Craig J. Langstraat, and Leigh Nanney Hersey. A note attached to this roster explained that other names might be sent once the senate reviewed the list of the self-nominees on December 3.

The outcome of this review was that the following names were approved to serve on the provost’s Ad Hoc Budget Working Group: Kenneth R. Lambert (Accountancy), Martha D. Robinson (Management), and Steven Schwartzbach (Biology). NOTE: S. Schwartzbach will not be able to attend the first meeting due to a scheduling conflict, in his stead President R. Evans will attend the meeting, December 10, 2013.

**Adopted by unanimous voice vote on December 3, 2013.**

## 2. Motions:

a) From the **Administrative Policies Committee**, L. Petersen, chair, presented motions on accounting office efficiency and accountability and improve bicycle rack facilities. (see following):

Accounting Office Efficiency and Accountability (formerly titled, Evaluation of accounting services): “The committee has received concerns from many faculty members regarding the overall efficiency and quality of the work performed by the Accounting office. The complaints mainly revolve around:

- Lack of accountability when mistakes are made
- Accounting processes not performed in a timely manner
- Inconsistencies in the information that faculty receive when interacting with the accounting office

The issues mentioned above mainly reflect personnel and staff-related issues. Other concerns regarding the accounting system are described below:

- The current accounting system does not accurately reflect the financial state of each PI/ department and often leads to inaccurate information relating to the balance available in each index number. This is in part related to the accounting office not processing the purchase orders in a timely manner.
- The PI cannot directly access his/ her updated financial information and this puts extra burden on the office staff that are often the only individuals in each department that actually understand the Banner system.
- The faculty dashboard could be a valuable resource if it was accurate and updated frequently which it unfortunately isn't.

Therefore, the committee recommends that appropriate members of the administration investigate ways to improve the quality of work performed by the accounting office, and, implement a system that is user friendly, and accessible by all faculty.”

Senator F. Sabri introduced the following motion on behalf of the Administrative Policies Committee;

**Motion:** “The Faculty Senate recommends that appropriate members of the administration investigate ways to improve the quality of work performed by the accounting office, and, implement a system that is user friendly, and accessible by all faculty”.

**Adopted by unanimous voice vote on December 3, 2013.**

Improve Bicycle Rack Facilities:  
Recommendation to Improve Bicycle Rack Facilities



The Administrative Policies Committee recommends that the administration increase the number of bicycle racks at The University of Memphis. This fall, the university initiated a new bicycle rental program called Tiger Bike Share (<http://www.memphis.edu/update/sep12/bikeshare.php>). This program allows students and faculty to check out university owned bicycles for transportation to, from, and within The University of Memphis campus. The program, which is part of the university's sustainability plan (<http://www.memphis.edu/bluegoesgreen/sustainabilityplan.php>), currently has a fleet of 50 bikes, with plans for more as the program grows.

Even before the program's initiation there was a need for more bicycle racks on campus. On any given school day, one could find bicycles locked to lampposts, trees, "handicap" rails, and handrails on steps leading to building entrances. The new rental initiative will undoubtedly increase bicycle usage at the university, creating an even greater need for bicycle racks.

Adding bicycle racks is not only consistent with and supportive of the university's sustainability mission, it would give more students and faculty the opportunity to safely secure their bikes on campus and potentially increase campus safety by reducing the number of bicycles locked to handicap rails and rails leading to building entrances.

**Motion not acted upon due to time constraints. Motion will be placed on the agenda for the January 28, 2014 meeting of the Faculty Senate.**

b) From Individual Senators:

Data on Salaries: R. Kozma put forward a general motion. Motion: "Move that the FS request comprehensive data on faculty and administrative salaries." The motion failed, the majority wishing to wait until a more fully developed motion could be produced.

Technology Access Fee (TAF) Not Purchasing Single Software Licenses: M. Grant laid out the problem for faculty whose requests for TAF-funded individual software are being denied. They are being told "that the university lawyers have advised that no single software license purchases will be made with TAF funds." This is more restrictive than TBR policy and deserves to be challenged. To this end, a motion by M. Grant to the Faculty Senate:

Motion: "That the Faculty Senate support use of Technology Access Fee (TAF) funds for purchase of individual statistical and technical software."

**Adopted by unanimous by voice vote on December 3, 2013.**

**12.03.13.09 Announcements:**

1. UofM Association of Retirees (UMAR): Dec. 10, 9:00-noon, annual membership meeting, holiday brunch, awards presentation and silent auction. Silent auction proceeds benefit the UMAR Memorial Scholarship fund. For more information on any UMAR events, please contact Alumni Coordinator Brandon Hoyer at [bhover@memphis.edu](mailto:bhover@memphis.edu) at 901.678.1333
2. Service Award recipients, The deadline for placing your 2013 service award gift order is Tuesday, Dec. 31. To order, go to [www.myawardorder.com/UMEM](http://www.myawardorder.com/UMEM) and enter the login and password information provided in your service award packet.
3. Fall Commencement: Saturday, December 14, 10:00 a.m. and 2:00 p.m. in the FedEx Forum. For more information: [www.memphis.edu/commencement](http://www.memphis.edu/commencement) .



4. The 2013-14 FS Calendar of Meetings: [www.memphis.edu/facultysenate/calendar.php](http://www.memphis.edu/facultysenate/calendar.php)

**12.03.13.10 Adjourn: 4:30 pm**