

Appalachian State University  
Faculty Senate Minutes

**November 12, 2007 (Approved)**

The Faculty Senate meeting was called to order by Chair Marking at 3:20 pm in the William Strickland Conference Room in I.G. Greer on Monday, November 12, 2007. Senators Stallworth and Winn (excused) were not in attendance.

**I. Announcements**

- A. Chair Marking welcomed senators and asked visitors to introduce themselves. Visitors were Dr. Tim Burwell (Academic Affairs), Dr. Bobby Sharp (IRAP), Mr. John Abbott (Belk Library), Ms. Jamie Doran (The Appalachian), and Ms. Janison Dillon (SGA).
- B. Chair Marking called the Senators attention to the website [www.assessmentresults.appstate.edu](http://www.assessmentresults.appstate.edu). Dr. Sharp reported that all Appalachian State freshmen and seniors were given the National Survey of Student Engagement. The response rates for Appalachian State were 32% for freshmen and 38% for seniors, which were higher than the national response rates.
- C. Chair Marking announced that three Deans are currently being evaluated: Dr. Mary Reichel (LIB), Dr. Robert Lyman (A&S), and Dr. Randy Edwards (COB). The members on each respective Dean Evaluation Reading Committee are as follows:

<b>Mary Reichel (LIB)</b>	
Outside Chair	Alexandra Hellenbrand (FL)
Inside Chair	John Abbott (LIB)
Faculty Senator (Chair)	Vicky Grube (ART)
Faculty Member from Inside the College	Glen Ellen Starr Stilling (LIB)

<b>Bob Lyman (CAS)</b>	
Outside Chair	Paul Gaskill (HLES)
Inside Chair	Jim Young (GHY)
Faculty Senator (Chair)	Allan Scherlen (LIB)
Faculty Member from Inside the College	Brad Nash (SOC)

<b>Randy Edwards (COB)</b>	
Outside Chair	Rich Culatta (LRE)
Inside Chair	Stella Anderson (MGT)
Faculty Senator (Chair)	Craig Fischer (ENG)

Faculty Member from Inside the College	Peter Groothuis (ECO)
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**II. Visitors Reports**

- A. Dr. Tim Burwell, Vice Provost for Resource Management, discussed the campus tuition proposals as recommended by the Tuition Committee. (See Appendix A: Campus-Initiated Tuition Recommendation of Sources and Uses.) Dr. Burwell stated that these recommendations were submitted to the Chancellor who will forward them to the Board of Trustees.

**III. Minutes**

- A. Chair Marking asked for a motion to approve the October 8, 2007 Faculty Senate minutes. Senator Malloy moved and Senator Marland seconded. Motion passed. (Vote #1).

**IV. Provost's Report:**

- A. Dr. Aeschleman stated that he has met with the Deans, Human Resources, Athletics, and Cultural Affairs with regards to the motions passed by the Faculty Senate relating to emeritus faculty designation. The Provost will respond to these motions at the next Faculty Senate meeting (December 10, 2007).
- B. Dr. Aeschleman presented the draft of the job description for the Vice Provost for Faculty Affairs (See Appendix B). The Provost provided a spreadsheet that indicated the expenditures for administration per FTE for 16 UNC System universities. Appalachian's expenditures for this item is \$515 per FTE which is the second lowest in the system.

**V. Committee Reports (Committee Chair's name is in caps.)**

Chair Marking stated that she wants committee reports submitted before the next Faculty Senate meeting.

- A. Academic Policies (ARNOLD, Butts, LAMBERT, Stallworth)  
No Report.
- B. Agenda Committee (MARKING, Butts, Marland, Scherlen)  
No Report.
- C. Budget Committee (STRAZICICH, Malloy, McBride, Price, Werts)

No Report.

- D. Campus Planning Committee (W. WILLIAMS, Mitchem, Rardin, Tiller)

No Report.

- E. Committee on Committees (MAMLIN, Marland, Ramey, B. Williams)

No Report.

- F. Faculty Handbook Committee (MARKING, Arnold, Marland, Weitz)

No Report.

- G. Faculty Welfare and Morale Committee (DAVISON, Carpenter, Fischer, Grube, Scherlen)

No Report.

- H. Welfare of Students Committee (ULMER, McKinney, Mines, Winn)

No Report.

- I. Chancellor's Advisory Committee

Chair Marking reminded the Senators that the minutes from the Chancellor's Advisory Committee meeting, held on October 22, 2007, were distributed with the agenda. (See Appendix C).

## VI. Unfinished Business

- A. Senator Arnold provided a brief statement regarding the proposed changes to the UNC Codes 603 and 604, submitted by the Code 603/604 Committee, chaired by NCSU Provost Larry Nielsen, and the resultant recommendations submitted by the Faculty Assembly Executive Committee. Senator Butts moved and Senator McKinney seconded to approve the recommendations as outlined in the Faculty Assembly Executive Committee's proposal. **Motion FS 07-08/11-01** passed. **(Vote #2)**.
- B. In the interest of time, Chair Marking postponed discussion of Item B: Faculty Grievance Procedures until later in the meeting and proceeded to Item C: Constitutional Changes Regarding Faculty Senate Restructuring.

- C. **Motions FS 07-08/11-02 through FS 07-08/11-19** concerning Constitutional changes regarding Faculty Senate restructuring.

Chair Marking asked for a motion to replace a number of previously approved motions (**Motions FS 06-07/03-11-16**) regarding Constitutional changes related to the Faculty Senate restructuring with substitute motions as outlined in Chair Marking's memorandum dated November 8, 2007 entitled "Faculty Senate Restructuring Proposals". Senator McBride moved and Senate Butts seconded. Motion passed. (**Vote #3**).

**Motion FS 07-08/11-02** to change the word "recorder" to "Faculty Senate Chair" in the Bylaws for Article II (Meeting and Voting), Section B in Chapter 1 "Faculty Constitution" of the *Faculty Handbook* (to be consistent with the language in Chapter 1, Article VII Amendments, Section 1). Senator Fischer moved and Senator Marland seconded. Motion passed. (**Vote #4**).

**Approved:** "Written notice of the meetings, with agenda and the text of any proposals then in the hands of the *Faculty Senate Chair* upon which the faculty will be asked to take action attached, shall be sent to each member of the faculty by the *Faculty Senate Chair* at least six days prior to the meeting. In emergency situations, the period of notice may be shorter."

**Motion FS 07-08/11-03** to change Article III (Officers of the Faculty), Section 4 in Chapter 1 of the *Faculty Handbook* (to reflect current practice and clarify job responsibilities. Senator Mamlin moved and Senator Lambert seconded. Motion passed. (**Vote #5**).

**Approved:** "The secretary of the Faculty Senate *is responsible for the accuracy of the motions, resolutions, voting results and major discussion points during the Faculty Senate meetings. All Faculty Senate meetings are recorded electronically and transcribed by the Office Assistant. The secretary is responsible for reviewing the accuracy of the transcribed minutes prior to being submitted to the Faculty Senate for approval. The Faculty Senate minutes are posted on the Faculty Senate website* and distributed to all members of the faculty, administration, and the Board of Trustees. The Faculty Senate minutes are also submitted to the University *Archives to assure preservation and long-term access.*"

Senator Rardin moved and Senator W. Williams seconded a motion to amend the substitute motion to change Article IV (The Faculty Senate), Section 3 in Chapter 1 of the *Faculty Handbook*. Senator Rardin recommended that the motion include the statement "Each department will publish its established procedures for electing Senate representatives and the Faculty Senate webpage will provide a link to each department's procedures." Motion to amend failed. (**Vote #6**).

**Motion FS 07-08/11-04** to approve the substitute motion to change Article IV (The Faculty Senate), Section 3 in Chapter 1 of the *Faculty Handbook* (to reflect **Motion FS 06-07/03-11** that was approved by the Faculty Senate in March, 2007). Senator Marland moved and Senator Malloy seconded. Substitute Motion passed. **(Vote #7)**.

**Approved:** “The Faculty Senate shall consist of one member from each academic department, school, the Library, and five at large representatives. Any unit listed above may choose not to fill its senate seat, in which case the seat will remain empty *for that academic year*. Members of the senate will be chosen as follows...”

**Motion FS 07-08/11-05** to change Article IV (The Faculty Senate), Section 3a in Chapter 1 of the *Faculty Handbook* (to reflect changes to portions of **Motion FS 06-07/03-11** and to address specifics of election procedures). Senator Tiller moved and Senator McBride seconded to approve the substitute motion as indicated on the November 12, 2007 Faculty Senate agenda. Motion passed. **(Vote #8)**.

**Approved:** “By February 1 each academic department, school and the Library will elect, as per established department/unit procedures, one faculty member for any open Senate seat in their respective department/unit (Please refer to Article IV Section 6c regarding vacant positions). If a vacancy has occurred during a senator’s three year term a department/unit may choose not to be represented by not electing a representative. This choice applies for the entire academic year following the election.”

**Motion FS 07-08/11-06** to change Article IV (The Faculty Senate) Section 3b in Chapter 1 of the *Faculty Handbook* to reflect changes to portions of **Motion FS 06-07/03-11**, to address specifics of election procedures, and to revise and combine Section 3b and 3b (1). Senator Werts moved and Senator Tiller seconded. Motion passed. **(Vote #9)**.

**Approved:** “*The five at large seats will be filled by election of faculty from across the university.* Representation to the Appalachian State University Faculty Senate *requires that* a faculty member *hold* one of the following ranks: Lecturer, instructor, assistant professor, associate professor, and professor. Excluded are emeriti faculty and adjunct faculty. *In addition, a faculty member must, according to Section 4.9.3.3 Faculty Handbook, be eligible to serve for the entire academic year.* In the fall semester of each academic year (but prior to November 1) the Director of Institutional Research, Assessment and Planning will *determine the* faculty *eligible to represent and vote in each department and forward that information to the faculty elections officer.*”

**Motion FS 07-08/11-07** to delete Article IV (The Faculty Senate) Section 3b (1) in Chapter 1 of the *Faculty Handbook* which states: “In the fall semester of each academic year (but prior to November 1) the Director of Institutional Research, Assessment and Planning will forward to the faculty elections officer a count of the number of faculty (using the definition of faculty outlined in the preceding paragraph) in each college” since the wording has now been included in Article IV, Section 3b. Senator Ulmer moved and Senator Mitchem seconded. Motion to delete passed. **(Vote #10).**

**Motion FS 07-08/11-08** to delete Article IV (The Faculty Senate) Section 3b (2) in Chapter 1 of the *Faculty Handbook* which states: “The percentage of faculty in each college is to be computed to five decimal places (e.g., .41095 or 41.095%)” since it is no longer relevant (as a result of **Motion FS 06-07/03-11** that was approved by the Faculty Senate in March, 2007). Senator Tiller moved and Senator Fischer seconded. Motion to delete Section 3b (2) passed. **(Vote #11).**

**Motion FS 07-08/11-09** to delete Article IV (The Faculty Senate) Section 3b (3) in Chapter 1 of the *Faculty Handbook* since it is no longer relevant. Section 3b (3) states: “The number of seats to be allocated to each college is computed by multiplying the percentage found in (2) above by eighteen (e.g., .41095 x 18 = 7.40); this calculation is to be rounded to the nearest one hundredth. Each college receives the number of seats given by this calculation (fractions of a seat are ignored). If this sum totals less than eighteen, the remaining seats will be allocated using the fractions of a seat. The college with the highest fraction receives an additional seat; the college with the second highest fraction receives an additional seat. This process continues until exactly eighteen seats are allocated. The faculty elections officer shall communicate each allocation to the deans of the various colleges and their respective elections chairs by December 1.” Senator Mamlin moved and Senator Lambert seconded. Motion to delete Section 3b (3) passed. **(Vote #12).**

**Motion FS 07-08/11-10** to clarify the meaning of “staggered terms” in Article IV (The Faculty Senate) Section 5 in Chapter 1 of the *Faculty Handbook*. Senator Malloy moved and Senator Marland seconded. Motion passed. **(Vote #13).**

**Approved:** “The normally designated term of office for Faculty Senate members is three years. Terms of members will be staggered so that *1/3 of the senate is elected* each year. The at large seats will be elected *accordingly with two openings each year for two years and the fifth vacancy elected in the third year.*”

**Motion FS 07-08/11-11** to change Article IV (The Faculty Senate), Section 6a (1) in Chapter 1 of the *Faculty Handbook* to reflect proposed changes in the election timeline and process. Senator W. Williams moved and Senator Ulmer seconded to delete the words “departmental elections officer” and inserting the words “departmental EOA”. Motion to amend passed. **(Vote #14)**. Senator Mines moved and Senator Marland seconded to amend the Amended Motion by deleting the words “department chair” and inserting the words “head of each academic unit, school or library”. Motion to amend the Amended Motion passed. **(Vote #15)**. Senator Marland moved and Senator Tiller seconded to approve the proposed motion as amended twice. Motion as amended twice passed. **(Vote #16)**.

**Approved Motion as Amended twice:**

By November 1, the vice chair of the Faculty Senate, who is the senate elections officer, shall contact the *head of each academic unit, school, or library who will, according to departmental guidelines, put the senate elections officer in touch with the departmental EOA.*

**Motion FS 07-08/11-12** to approve the substitute motion to change Article IV (The Faculty Senate), Section 6a (2) in Chapter 1 of the *Faculty Handbook* to reflect proposed changes in the election process. Senator Carpenter moved and Senator Rardin seconded to amend the Substitute Motion by deleting the words “election chair” and inserting “departmental EOA”... Motion passed. **(Vote #17)**. Senator McBride moved and Senator B. Williams seconded to Amend the Amended Substitute Motion to read “The senate elections officer shall request that the EOA of each unit provide a mechanism for the election of its Faculty Senate representative”. Motion passed. **(Vote #18)**. Substitute Motion as amended twice passed. **(Vote #19)**.

**Approved Substitute Motion as amended twice:**

The senate elections officer shall request that the *EOA* of each *unit* provide a mechanism for the *election* of *its Faculty Senate representative.*

Chair Marking revisited Motion 10 on the agenda regarding Article IV Section 6a (1) for clarification. Chair Marking stated that the motion should read “By November 1, the vice chair of the Faculty Senate, who is the senate elections officer, shall contact the department or unit head who will, according to department/unit guidelines, put the senate elections officer in touch with the department/unit EOA. Senator McBride moved and Senator Werts seconded. Motion passed. **(Vote #20)**.”

**Motion FS 07-08/11-13** to approve the substitute motion to change Article IV (The Faculty Senate), Section 6a (3) in the *Faculty Handbook* to reflect proposed changes in the election timeline and process. Senator Tiller moved and Senator Fischer seconded to amend the motion by deleting the words “department elections chair” and inserting the words “department/unit EOA” in the third sentence. Motion to Amend passed. **(Vote #21)**. Senator Rardin moved and Senator McBride seconded to Amend the Amended Motion by adding a sentence to the end of this paragraph to state: “The mechanism for the election of the department/unit senate representative shall be on file in the Faculty Senate office.” Motion passed. **(Vote #22)**. Motion as amended twice passed. **(Vote #23)**.

**Approved Motion As Amend Twice:**

Prior to *February 1*, the faculty members of each *department, School and the Library*, shall vote to elect the *Senate representative for their department/unit*. All voting shall be by secret ballot. It shall be the responsibility of the *department/unit EOA* to set the date, time, and place of voting; prepare the ballots; supervise the election; provide for the tabulation of votes; notify all nominees of the election results; and report the results of the election to the senate elections officer. **The mechanism for the election of the department/unit senate representative shall be on file in the Faculty Senate office.**

**Motion FS 07-08/11-14** to approve the substitute motion to change Article IV (The Faculty Senate), Section 6b (1) in the *Faculty Handbook* to reflect changes in the proposed election timeline and process. Senator McBride moved and Senator Mamlin seconded to amend the proposed motion by deleting the words “The five at large seats” and inserting the words “Membership at large”. Motion to Amend the Substitute Motion passed. **(Vote #24)**. Substitute Motion as Amended passed. **(Vote #25)**.

**Approved Substitute Motion as Amended:**

**Membership at large** in the Senate shall be determined by the faculty on the basis of an annual election to be held during the spring term prior to March 1. All voting shall be by secret ballot.

**Motion FS 07-08/11-15** to change Article IV (The Faculty Senate), Section 8 in the *Faculty Handbook* to reflect current practice and clarify job responsibilities. Senator Ulmer moved and Senator Lambert seconded. Senator Marland moved and Senator McBride seconded to amend the proposed motion by deleting the words “to assist in the preparation of detailed records” and inserting the words “to prepare detailed records”. Approved motion to Amend. **(Vote #26)**. Motion as amended passed. **(Vote #27)**.

**Approved Motion as Amended:**

The officers of the Faculty Senate shall consist of a chair, a vice chair, a secretary, and a parliamentarian. These officers, with the exception of the parliamentarian, shall be elected from the total membership of the Senate at the special Senate meeting in April called at the adjournment of the regular April meeting of the Senate. The chair of the faculty shall be an ex-officio member of the Senate and shall serve as liaison officer between the Senate and the Chancellor of the University. It shall be the responsibility of the chair of the Faculty Senate to appoint a parliamentarian. It shall be the responsibility of the vice chair to serve as the faculty elections officer. *It shall be the responsibility of the secretary to prepare detailed records of the deliberations of the Senate.* It shall be the responsibility of the University *Archivist* to preserve copies of all Faculty Senate minutes and the minutes of the general faculty meetings.

**Motion FS 07-08/11-16** to change Bylaws for Article IV (The Faculty Senate), Item A in Chapter 1 of the *Faculty Handbook* to reflect current practice and proposed procedure. Senator Tiller moved and Senator Rardin seconded. Motion passed. **(Vote #28).**

**Approved:**

*At large* nominees for the Faculty Senate will be elected *by plurality* voting. *Faculty will be allowed to vote for the number of at large seats that are vacant that year.* In the event of a tied vote, a special election shall be held to determine which of the nominees shall be elected. In this special election, the slate of nominees will be restricted to the tied nominees in the first election.

**Motion FS 07-08/11-17** to change Bylaws for Article IV (The Faculty Senate), Item B in Chapter 1 of the *Faculty Handbook* to reflect current practice and proposed procedure by deleting the first paragraph. Senator Mitchem moved and Senator Marland seconded to delete the first paragraph in the Proposed Motion. Motion passed. **(Vote #29).**

**Approved:**

In a run-off election those nominees receiving the largest pluralities will be elected except that whenever a tie vote occurs with reference to the last position(s) to be filled, the Faculty Senate will by majority vote of its total membership determine the winner.

**Motion FS 07-08/11-18** to delete Bylaws for Article IV (The Faculty Senate), Item C in Chapter 1 of the *Faculty Handbook* since it is no longer relevant. Senator Malloy moved and Senator Lambert seconded. Motion to delete passed. **(Vote #30).**

**Motion FS 07-08/11-19** to change the alphabetical lettering for Bylaws for

Article IV (The Faculty Senate), Item D (change to Item C) and Item E (change to Item D), to reflect the deletion of Item C. Senator McBride moved and Senator Mamlin seconded. Motion passed. **(Vote #31)**.

**Approved Item C:**

If a run-off election is required, the candidates for the position(s) to be filled in that election will be announced promptly after the initial election. A run-off election must be held within one calendar week of the initial election. The senate elections officer will furnish the faculty with the election results, including the number of votes received by each nominee, within three days of the final election.

**Approved Item D:**

Any faculty member may contest an election with the Faculty Senate by notifying the person responsible within forty-eight hours of the notification of results. All appeals must be heard before the proper body of the Senate. The disposition of all appeals must be reported to the Senate and published in the Senate minutes. No election will be considered final until all

- D. **Motions FS 07-08/11-20 through FS 07-08/11-25** *Faculty Handbook* changes regarding Faculty Senate restructuring.

**Motion FS 07-08/11-20** to change Section 7.1.1 of the *Faculty Handbook* to reflect restructuring of the Faculty Senate (as previously approved by Faculty Senate in **Motion FS 06-07/03-11**). Senator Marland moved and Senator Malloy seconded. Motion passed. **(Vote #32)**.

**Approved:**

*The Faculty Senate is composed of faculty elected by academic departments/units or by the faculty at large.* For a description of the procedures relating to the election of Faculty Senate members, see Article IV, Section 3. of the Faculty Constitution (Chapter 1 in the *Faculty Handbook*).

**Motion FS 07-08/11-21** to add Section 7.1.2 to the *Faculty Handbook* to reflect **Motion FS 06-07/03-15** (which was previously approved by the Faculty Senate). Senator Malloy moved and Senator Marland seconded. Motion passed. **(Vote #33)**.

**Approved:**

*The Chancellor of the University shall meet with the Faculty Senate at its first and last meetings of the academic year. At the first meeting, the Chancellor shall review administrative plans and goals for the upcoming year. At the last meeting, the Chancellor shall review administrative accomplishments and on-going initiatives.*

**Motion FS 07-08/11-22** to add Section 7.1.3 to the *Faculty Handbook* to reflect

**Motion FS 06-07/03-16** (which was previously approved by the Faculty Senate) and to delete the word “elected” in order to include the parliamentarian, who is appointed. Senator W. Williams moved and Senator Lambert seconded. Motion passed. **(Vote #34)**.

**Approved:**

The Faculty Senate Executive Committee, consisting of the officers and the committee chairs, shall meet with the Provost at least once during each semester to discuss mutual concerns.

**Motion FS 07-08/11-23** to add Section 7.1.4 to the *Faculty Handbook* to reflect **Motion FS 06-07/03-17** (which was previously approved by the Faculty Senate) and to reflect inclusion of parliamentarian on the Agenda Committee. Senator Werts moved and Senator Fischer seconded. Motion passed. **(Vote #35)**.

**Approved:**

The Agenda Committee shall be defined as the officers of the Faculty Senate and shall meet at least once prior to each regularly scheduled Senate meeting to formulate and approve (by a vote of the members in attendance) the agenda for each upcoming Senate meeting.

**Motion FS 07-08/11-24** to add Section 7.1.5 to the *Faculty Handbook* to reflect **Motion FS 06-07/03-14** and to clarify proposed responsibility of election of officers. Senator Malloy moved and Senator Strazicich seconded. Motion passed. **(Vote #36)**.

**Approved:**

At the last Senate meeting of the academic year, the Senate shall elect the officers, *with the exception of the parliamentarian*, for the following year, chosen from a minimum of two names for each position nominated from the floor. Candidates must give permission before their names are placed in nomination. Officers may be reelected each year for the duration of their tenure on the Senate. *The Committee on Committees will solicit names; oversee the voting and the election process for the following year's nominations of officers.*

**Motion FS 07-08/11-25** to add Section 7.2.6 i to the *Faculty Handbook* to reflect the addition of Section 7.1.5 and to reflect additional Committee on Committees responsibility. Senator Malloy moved and Senator Mamlin seconded. Motion passed. **(Vote #37)**.

**Approved:**

i. *will solicit names; oversee the voting and the election process for the following year's nominations of senate officers.*

- E. **Motions FS 07-08/11-26 through FS 07-08/11-43** to revise Chapter III “Faculty Personnel Policies and Tenure Regulations of Appalachian State University” in the *Faculty Handbook* regarding Faculty Grievance Procedures.

**Motion FS 07-08/11-26** to add Section 3.9.3.5.1 to the *Faculty Handbook* to reflect proposed procedure. Senator Tiller moved and Senator Ulmer seconded. Motion passed. (**Vote #38**).

**Approved:**

**3.9.3.5.1      *The Grievance Procedure***

*The first step in the grievance procedure is to meet with a representative of the Grievance Assistance Committee (GAC). The GAC representative will notify the chair of the Faculty Grievance Hearing Committee (FGHC) of this initial contact. Before any grievance petition is submitted, the grievant must show evidence that she or he has met with the respondent(s) in an attempt to reach resolution, as specified in the paragraph below. All documents generated pursuant to the initiation of a grievance and by any person at any subsequent stage of the grievance process become confidential personnel records and are protected as such under the applicable state statute(s).*

*The grievance procedure stops at this point unless the respondent(s) fails to abide by the terms specified in the resolution. Under this circumstance, if the grievant has performed (or was ready and willing to perform) those of his or her obligations under the resolution that were preconditions to respondent's performance, the grievant may include the resolution attempt as part of his or her petition to the FGHC for redress. If there is no agreement, the non-resolution will be noted in writing, signed by the parties, and distributed as above.*

**Motion FS 07-08/11-27** to revise Section 3.9.3.5 of the *Faculty Handbook* as proposed and renumber. Senator McBride moved and Senator Ulmer seconded. Motion passed. (**Vote #39**).

**Approved:**

*3.9.3.5.2 If resolution of the matter is not achieved through informal discussion as required in 3.9.3.5.1, above, the grievant will submit her or his written petition for redress to the chair of the FGHC, accompanied by a copy of the document indicating that the initial meeting required by 3.9.3.5.1, above, was held.*

*The petition will specifically name the respondent(s) against whom the grievance is directed and will set forth in full detail the nature of the grievance.*

*It is essential that the grievant, at this stage, state her or his case as completely as possible, since this document will establish the issues to be considered by the FGHC and may not be altered or amended at a later date, except to add specific claims based on events that had not occurred or evidence that was not available on the date of the original filing.*

**Motion FS 07-08/11-28** to change Section number 3.9.3.5 (a) to 3.9.3.5.2 (a) and to change Section number 3.9.3.5 (b) to 3.9.3.5.2 (b) in the *Faculty Handbook*. Senator Lambert moved and Senator Fischer seconded. Motion passed. **(Vote #40)**.

**Motion FS 07-08/11-29** to change Section number 3.9.3.5 (c) to 3.9.3.5.2 (c) in the *Faculty Handbook* and revise as proposed. Senator Ulmer moved and Senator Werts seconded. Motion passed. **(Vote #41)**.

**Approved:**

*(c) identify the University policy or practice, or state or federal law that allegedly was violated to the grievant's detriment;*

**Motion FS 07-08/11-30** to change Section number 3.9.3.5 (d) to 3.9.3.5.2 (d) and to change Section number 3.9.3.5 (e) to 3.9.3.5.2 (e) in the *Faculty Handbook*. Senator McBride moved and Senator Werts seconded. Motion passed. **(Vote #42)**.

**Motion FS 07-08/11-31** to revise Section 3.9.3.6 in the *Faculty Handbook* as proposed. Senator Mitchem moved and Senator B. Williams seconded. Senator B. Williams moved and Senator Ulmer seconded to amend the motion by deleting the words “facts alleged” and inserting “allegations”. Motion passed. **(Vote #43)**. Senator Tiller moved and Senator Marland seconded to insert the word “based” after the word “matter”. Motion passed. **(Vote #44)**. The motion as amended twice passed. **(Vote #45)**.

**Approved as Amended Twice:**

*The FGHC will review the petition and, by a vote of the majority of the committee membership, decide whether the petition sets forth sufficient grounds to warrant acceptance of the matter based on the allegations.. The FGHC shall grant a hearing if it determines:*

Senator Marland moved and Senator Price seconded to postpone voting on the motion to revise Section 3.9.3.6 and Section 3.9.3.6 (a) in the *Faculty Handbook* since there were unanswered questions about why the phrase “state or federal law” was not included in the proposed motion. Motion to postpone passed. **(Vote #46)**.

Current:

(a) that the request does contain a contention that a right or entitlement of the faculty member, conferred by University policy or state or federal law, has been abridged; and

Proposed:

(a) that the request does contain a contention that a right or entitlement of the faculty member, conferred by University policy *or practice*, has been abridged; and

*If the committee votes not to consider the grievance, the matter is closed.*

**Motion FS 07-08/11-32** to add Section 3.9.3.7 to the *Faculty Handbook* as proposed. Senator Arnold moved and Senator Marland seconded. Motion passed. (Vote #47).

*If a majority of the FGHC votes to accept the petition, the chair of the FGHC is responsible for providing a copy to the respondent(s) within 5 working days of its receipt. At this point, the parties to the grievance are required to take part in formal mediation arranged on their behalf by the FGHC chair and the Associate Vice-Chancellor for Academic Affairs.*

*Appalachian State University will pay the costs of bringing a mediator to campus to conduct the mediation sessions in an effort to find a mutually agreeable resolution to the conflict. The mediator must have completed specialized mediation training and be certified by the North Carolina Office of State Personnel, the UNC General Administration, or the North Carolina Administrative Office of the Courts. The mediator, found acceptable and agreed to by both parties, should not be a member of the Appalachian State University community, although outside mediators from the community or other UNC campuses may be considered.*

*Mediation does not entail findings of fact or involve other evidentiary procedures. Attorneys are prohibited from participating in the process or acting as observers, although they may play an advisory role, similar to that provided for by UNC Policy Manual 300.3.2. The mediation is to be limited to the grievant, the respondent(s) and the mediator, although the parties have the right to consult with others during recesses and before committing to any agreement. Any time limit adopted by a UNC constituent institution or prescribed by Board of Governors Policy concerning the formal resolution of UNC Code Section 607 grievances will be suspended for the duration of a mediation process being conducted pursuant to this policy. However, the parties are encouraged to use their best efforts to complete mediation within 20 days.*

*Mediation procedure described above modified from*

<http://www.northcarolina.edu/content.php/hr/policies/SPADis/Appeals.htm>. *See also Inside North Carolina: a guide to state employment, p. 24, NC Office of State Personnel (June 2007); UNC Office of the President, Employee Mediation and Grievance Policy and Procedure, Ann W. Lemmon (January 2005).*

**Motion FS 07-08/11-33** to add Section 3.9.3.7.1 to the *Faculty Handbook* as proposed. Senator McBride moved and Senator Malloy seconded. Motion passed. (**Vote #48**).

*If a mutually agreeable resolution is reached through mediation, a written statement will be produced by the mediator detailing the agreement and will be signed and dated by all parties to the mediation. Any agreement proposing to obligate Appalachian State University must also be signed by an appropriate and properly authorized university official. Copies will be provided to the parties specified in 3.9.3.5.1, above. At this point, the FGHC chair will be notified by the mediator by an unelaborated written statement that the mediation was successful, and the grievance will come to an end.*

**Motion FS 07-08/11-34** to delete Section 3.9.3.7 and to add Section 3.9.3.7.2 to the *Faculty Handbook* as proposed. Senator Malloy moved and Senator McKinney seconded. Motion passed. (**Vote #49**).

**Approved adding Section 3.9.3.7.2:**

*If mediation fails, no record of the mediation will be released other than an unelaborated written statement from the mediator to the chair of the FGHC that mediation was attempted and was unsuccessful. Copies of the unelaborated written statement will be provided to the parties specified in 3.9.3.5.1, above. Under no circumstances may the mediator be called as a witness in any subsequent proceeding, nor may any statements made during mediation be used against either party in a formal grievance hearing or any other forum. The mediator will dispose of any documents used in the process.*

*At this point, the grievant must decide whether to pursue a formal grievance hearing. Since the FGHC has already determined that the grievant's petition merits the committee's consideration, the grievant's written notification to the FGHC chair of a desire to proceed to a formal grievance hearing will be automatically granted. The grievant may end the process at any time from this point forward.*

**Motion FS 07-08/11-35** to add Section 3.9.3.8 to the *Faculty Handbook* as proposed. Senator McBride moved and Senator Malloy seconded. Motion passed. (**Vote #50**).

*The FGHC, as a committee constituted solely of faculty and charged with*

*hearing disputes arising out of a faculty member's relationship with the university, shall determine any and all policies and procedures, not inconsistent with any restrictions in Section 607 of the UNC Code and Article VI, Sections 1 and 3 of the Faculty Constitution, necessary to carry out its responsibilities in the conduct of a grievance hearing.*

*The FGHC will be composed of nine (9) members elected by the faculty at-large: three (3) members from each of the ranks of Professor, Associate Professor and Assistant Professor. Five (5) members of the FGHC, with each rank represented on the hearing panel, will conduct hearings. At least two (2) members must be of the same rank as the grievant; the other members of the hearing panel may be apportioned in any manner consistent with the foregoing requirements of this section. If the grievant is from any rank other than those specified by 3.4.2.5, 3.4.2.6 and 3.4.2.7, or holds a part-time faculty appointment, all professorial ranks must be represented on the hearing panel.*

*Nomination and election shall follow procedures for other at-large faculty elections. The term of office of a member of the FGHC shall be three years; with the exception that the first election shall be for staggered terms, with three persons, one from each rank, to be elected to three-year terms, three persons, one from each rank, to be elected to two-year terms, and three persons, one from each rank, to be elected to a one-year term. As the respective terms of the first group of committee members expire, their successors shall be elected to regular three-year terms.*

**Motion FS 07-08/11-36** to revise contents of Section 3.9.3.7 and change Section number to 3.9.3.9 in the *Faculty Handbook*. Senator McBride moved and Senator Lambert seconded. Motion passed. **(Vote #51)**.

**Approved:**

*While both grievant and respondent(s) may consult with attorneys at any stage of the process, attorneys may not participate as advocates or advisors during the grievance hearing, although an attorney may serve as a party's observer. The respondent's attorney(s) may observe only if the grievant chooses to have her/his attorney observe. Presence at the hearing is limited to the members of the FGHC, the grievant, the respondent(s) and one observer each for the grievant and all respondents. Before the hearing begins the grievant may consult with a member of the GAC who may also act as the grievant's observer and advisor during recesses.*

*The hearing shall begin with presentation by the faculty member of evidence designed to support the faculty member's contentions. The presentation shall be limited to those matters specified in the request for a hearing on which the FGHC based its agreement to conduct the hearing or to such other matters specified in 3.9.3.5.2. FGHC members may question all witnesses presented by*

*any party, the grievant and the respondent(s). At the conclusion of the hearing, the FGHC shall meet in closed session to consider the matter. The FGHC may consider only such evidence as was presented at the hearing and need consider only the evidence offered that it considers fair and reliable. The burden is on the aggrieved faculty member to satisfy the FGHC, by a preponderance of the evidence, that her or his contention is true. After the conclusion of the hearing, the FGHC shall complete its deliberations and produce its decision within twenty (20) working days.*

**Motion FS 07-08/11-37** to revise contents of Section 3.9.3.9 and change Section number to 3.9.3.10 in the *Faculty Handbook*. Senator Werts moved and Senator Fischer seconded. Motion passed. **(Vote #52)**.

**Approved:**

*If the FGHC determines that the grievant's contention has not been established, it shall, by a written statement explaining the FGHC's reason(s), so notify the faculty member, the respondent(s), and the Provost and Executive Vice Chancellor. The FGHC's decision, as a determination of a body of the grievant's peers, shall be final.*

**Motion FS 07-08/11-38** to add Section 3.9.3.11 to the *Faculty Handbook*. Senator McBride moved and Senator Lambert seconded. Motion passed. **(Vote #53)**.

**Approved:**

*If the FGHC concludes that the grievant's contention has been established; it shall provide notice and its recommendations for corrective action to the faculty member, the respondent(s), and the Provost and Executive Vice Chancellor.*

**Motion FS 07-08/11-39** to add Section 3.9.3.12 to the *Faculty Handbook*. Senator Mitchem moved and Senator Tiller seconded. Motion passed. **(Vote # 54)**.

**Approved:**

*If the Provost and Executive Vice Chancellor intends to reject the recommendation of the FGHC, the Provost and Executive Vice Chancellor shall communicate in writing that intention to the grievant and to the FGHC chair along with her or his written reasons and provide an opportunity for written response before taking final action. The grievant may consult with the GAC regarding the Provost and Executive Vice Chancellor's decision.*

**Motion FS 07-08/11-40** to add Section 3.9.3.13 to the *Faculty Handbook*. Senator Ulmer moved and Senator Strazicich seconded. **(Vote #55)**.

*If the Chancellor concurs in a recommendation of the FGHC that is favorable*

*to the grievant, the decision shall be final. If the Chancellor declines to accept a committee recommendation that is favorable to the faculty member, the faculty member may appeal the Chancellor's decision.*

**Motion FS 07-08/11-41** to add Section 3.9.4.1 to the *Faculty Handbook*. Senator Tiller moved and Senator Lambert seconded. Motion passed. **(Vote #56)**.

*In the case of a decision adverse to the faculty member, the line of appeal is as prescribed by Section 607 of The Code, and shall be guided by the following procedure:*

**Motion FS 07-08/11-42** to revise the contents of Section 3.9.4(a) and renumber as Section 3.9.4.1(a) in the *Faculty Handbook*. Senator Ramey moved and Senator Ulmer seconded to amend the motion by inserting the words “of the Board of Trustees, called Trustees Appeals Committee,” after the words “standing committee of five (5) members” in the second sentence. Motion passed. **(Vote #57)**. Motion as amended passed. **(Vote #58)**.

**Approved:**

(a) A grievant dissatisfied with the Chancellor's disposition of a grievance must file written notice of appeal with the Board of Trustees, by submitting such notice to the Chancellor, within ten (10) working days after the grievant's receipt of the decision by certified mail, return receipt requested. *The appeal to the Board of Trustees shall be to a standing committee of five (5) members of the Board of Trustees, called Trustees Appeals Committee, to be selected and agreed upon by the Chair of the Board of Trustees and the Chair of the Faculty Senate. The immediate Past Chair of the Faculty Senate may advise the current Chair if the Chair feels that it is necessary.* The appeal shall be transmitted through the Chancellor and be addressed to the Chair of the Board of Trustees. *The Board of Trustees Appeals Committee shall base its consideration of the appeal upon the written record of the grievance. The Board of Trustees Appeals Committee will issue its decision within 120 calendar days after receipt by the Chancellor of the notice of appeal. The decision of the Board of Trustees Appeals Committee is final.*

**Motion FS 07-08/11-43** to delete Section 3.9.4(b), Section 3.9.4.3, Section 3.9.4.3(a), and Section 3.9.4.3(b) in the *Faculty Handbook*. Senator Malloy moved and Senator Mamlin seconded. Motion passed. **(Vote #59)**.

**VII. New Business**

A. None.

Chair Marking asked for a motion to adjourn the meeting. Senator Lambert moved and Senator Werts seconded. Motion passed. **(Vote #60)**. The meeting was adjourned at 6:20 pm.



**Faculty Senate Meeting November 12, 2007**  
**FACULTY PRESENT AND VOTING SHEET**

Y = Yes    N = No    A = Abstain

SENATORS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Arnold, Chip	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Butts, Jeff	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Carpenter, Ellen	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Davison, Beth	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Fischer, Craig	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Grube, Vicky	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Lambert, Monica	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Malloy, Mark	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Mamlin, Nancy	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Marland, Eric	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y		Y
McBride, Jeff	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
McKinney, Harold	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Mines, Diane	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Mitchem, Pam	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Price, Jammie	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Ramey, Michael	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Rardin, Patrick	Y	Y	Y	Y	Y	A	Y	Y	Y	Y	Y	Y	Y	Y	Y
Scherlen, Allan	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Stallworth, Lynn	A	B	S	E	N	T									
Strazicich, Mark	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Tiller, Jeff	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Ulmer, Connie	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Werts, Margaret	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Williams, Betsy	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Williams, Wayne	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
Winn, Wendy	E	X	C	U	S	E	D								

<b>SENATORS</b>	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Arnold, Chip	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Butts, Jeff	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y
Carpenter, Ellen	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y					
Davison, Beth	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Fischer, Craig	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Grube, Vicky	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Lambert, Monica	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Malloy, Mark	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Mamlin, Nancy	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Marland, Eric	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
McBride, Jeff	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
McKinney, Harold	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Mines, Diane	A	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Mitchem, Pam	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Price, Jammie	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Ramey, Michael	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Rardin, Patrick	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Scherlen, Allan	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Stallworth, Lynn															
Strazicich, Mark	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Tiller, Jeff	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Ulmer, Connie	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y
Werts, Margaret	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Williams, Betsy	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Williams, Wayne	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Winn, Wendy															

<b>SENATORS</b>	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
Arnold, Chip	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Butts, Jeff	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Carpenter, Ellen															
Davison, Beth	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Fischer, Craig	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Grube, Vicky	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Lambert, Monica	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Malloy, Mark	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Mamlin, Nancy	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Marland, Eric	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
McBride, Jeff	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
McKinney, Harold	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Mines, Diane	Y	Y	Y	Y	Y	Y	Y								
Mitchem, Pam	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Price, Jammie	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Ramey, Michael	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Rardin, Patrick	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Scherlen, Allan	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Stallworth, Lynn															
Strazicich, Mark	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Tiller, Jeff	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Ulmer, Connie	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Werts, Margaret	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Williams, Betsy	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Williams, Wayne	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Winn, Wendy															

<b>SENATORS</b>	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
Arnold, Chip	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Butts, Jeff	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Carpenter, Ellen															
Davison, Beth	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Fischer, Craig	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Grube, Vicky	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Lambert, Monica	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Malloy, Mark	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Mamlin, Nancy	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Marland, Eric	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
McBride, Jeff	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
McKinney, Harold	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Mines, Diane															
Mitchem, Pam	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Price, Jammie	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Ramey, Michael	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Rardin, Patrick	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Scherlen, Allan	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Stallworth, Lynn															
Strazicich, Mark	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Tiller, Jeff	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Ulmer, Connie	Y	Y	Y	A	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Werts, Margaret	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Williams, Betsy	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Williams, Wayne	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Winn, Wendy															

Vote Number	Action
1	To approve the October 8, 2007 Faculty Senate minutes.
2	<b>Motion FS 07-08/11-01</b> to approve the recommendations as outlined in the Faculty Assembly Executive Committee’s proposal.
3	A motion to replace a number of previously approved motions regarding Constitutional changes related to the Faculty Senate restructuring with substitute motions as outlined in Chair Marking’s memorandum dated November 8, 2007.
4	<b>Motion FS 07-08/11-02</b> to change word “recorder” to “Faculty Senate Chair” in the Bylaws for Article II, Section B in Chapter 1.
5	<b>Motion FS 07-08/11-03</b> to change Article III, Section 4 in Chapter 1 of the <i>Faculty Handbook</i> to reflect current practice and clarify job responsibilities.
6	A motion to amend the substitute motion to include an additional statement.
7	<b>Motion FS 07-08/11-04</b> to change Article IV, Section 3 in Chapter 1.
8	<b>Motion FS 07-08/11-05</b> to change Article IV, Section 3a in Chapter 1.
9	<b>Motion FS 07-08/11-06</b> to change Article IV, Section 3b in Chapter 1.
10	<b>Motion FS 07-08/11-07</b> to delete Article IV, Section 3b(1) in Chapter 1.
11	<b>Motion FS 07-08/11-08</b> to delete Article IV, Section 3b(2) in Chapter 1.
12	<b>Motion FS 07-08/11-09</b> to delete Article IV, Section 3b(3) in Chapter 1.
13	<b>Motion FS 07-08/11-10</b> to clarify the meaning of “staggered terms” in Article IV, Section 5 in Chapter 1.
14	A motion to amend the motion to change Article IV, Section 6a(1) in Chapter 1 by deleting the words “departmental elections officer” and inserting “departmental EOA” in Article IV, Section 6a(1) in Chapter 1.
15	A motion to amend the amended motion by deleting the words “department chair” and inserting “head of each academic unit, school or library”.
16	<b>Motion FS 07-08/11-11</b> as amended twice to change Article IV, Section 6a(1) in Chapter 1.
17	A motion to amend the substitute motion to change Article IV, Section 6a(2) in Chapter 1 by deleting the words “election chair” and inserting “departmental EOA”.
18	A motion to amend the amended substitute motion to read “The senate elections officer shall request that the EOA of each unit provide a mechanism for the election of its Faculty Senate representative”.
19	<b>Motion FS 07-08-11-12</b> as amended twice to change Article IV, Section 6a(2) in Chapter 1.
20	A motion to revisit Motion 10 on the agenda regarding Article IV, Section 6a(1) for clarification. The motion should read “By November 1, the vice chair of the Faculty Senate, who is the senate elections officer, shall contact the department or unit head who will, according to department/unit guidelines, put the senate elections officer in touch with the department/unit EOA.”

21	A motion to amend the motion to change Article IV, Section 6a(3) by deleting the words “department elections chair” and inserting “department/unit EOA”.
22	A motion to amend the amended motion by adding the sentence “The mechanism for the election of the department/unit senate representative shall be on file in the Faculty Senate office”.
23	<b>Motion FS 07-08/11-13</b> as amended twice to change Article IV, Section 6a(3).
24	A motion to amend the motion to change Article IV, Section 6b(1) by deleting the words “The five at large seats” and inserting “Membership at large”.
25	<b>Motion FS 07-08/11-14</b> as amended to change Article IV, Section 6b(1).
26	A motion to amend the motion to change Article IV, Section 8 by deleting the words “to assist in the preparation of detailed records” and inserting “to prepare detailed records”.
27	<b>Motion FS 07-08/11-15</b> as amended to change Article IV, Section 8.
28	<b>Motion FS 07-08/11-16</b> to change Bylaws for Article IV, Item A in Chapter 1.
29	<b>Motion FS 07-08/11-17</b> to change Bylaws for Article IV, Item B in Chapter 1 by deleting the first paragraph.
30	<b>Motion FS 07-08/11-18</b> to delete Bylaws for Article IV, Item C in Chapter 1 since it is no longer relevant.
31	<b>Motion FS 07-08/11-19</b> to change alphabetical lettering for Bylaws for Article IV, Item D and Item E.
32	<b>Motion FS 07-08/11-20</b> to change Section 7.1.1 of the <i>Faculty Handbook</i> to reflect restructuring of the Faculty Senate.
33	<b>Motion FS 07-08/11-21</b> to add Section 7.1.2 to the <i>Faculty Handbook</i> .
34	<b>Motion FS 07-08/11-22</b> to add Section 7.1.3 to the <i>Faculty Handbook</i> .
35	<b>Motion FS 07-08/11-23</b> to add Section 7.1.4 to the <i>Faculty Handbook</i> .
36	<b>Motion FS 07-08/11-24</b> to add Section 7.1.5 to the <i>Faculty Handbook</i> .
37	<b>Motion FS 07-08/11-25</b> to add Section 7.1.6i to the <i>Faculty Handbook</i> .
38	<b>Motion FS 07-08/11-26</b> to add Section 3.9.3.5.1 to the <i>Faculty Handbook</i> .
39	<b>Motion FS 07-08/11-27</b> to revise Section 3.9.3.5 of the <i>Faculty Handbook</i> .
40	<b>Motion FS 07-08/11-28</b> to change Section number 3.9.3.5(a) to 3.9.3.5.2(a) and to change Section number 3.9.3.5(b) to 3.9.3.5.2(b) in the <i>Faculty Handbook</i> .
41	<b>Motion FS 07-08/11-29</b> to change Section number 3.9.3.5. (c) to 3.9.3.5.2 (c) in the <i>Faculty Handbook</i> .
42	<b>Motion FS 07-08/11-30</b> to change Section number 3.9.3.5(d) to 3.9.3.5.2(d) and to change Section number 3.9.3.5(e) to 3.9.3.5.2(e) in the <i>Faculty Handbook</i> .
43	A motion to amend the motion to revise Section 3.9.3.6 by deleting the words “facts alleged” and inserting “allegations”.
44	A motion to amend the amended motion by inserting the word “based” after

	the word “matter” in Section 3.9.3.6.
45	<b>Motion FS 07-08/11-31</b> to revise Section 3.9.3.6 as amended.
46	A motion to postpone voting on the motion to revise Section 3.9.3.6 and Section 3.9.3.6(a) in the <i>Faculty Handbook</i> .
47	<b>Motion FS 07-08/11-32</b> to add Section 3.9.3.7 to the <i>Faculty Handbook</i> .
48	<b>Motion FS 07-08/11-33</b> to add Section 3.9.3.7.1 to the <i>Faculty Handbook</i> .
49	<b>Motion FS 07-08/11-34</b> to delete Section 3.9.3.7 and to add Section 3.9.3.7.2 to the <i>Faculty Handbook</i> .
50	<b>Motion FS 07-08/11-35</b> to add Section 3.9.3.8 to the <i>Faculty Handbook</i> .
51	<b>Motion FS 07-08/11-36</b> to revise contents of Section 3.9.3.7 and change Section number to 3.9.3.9 in the <i>Faculty Handbook</i> .
52	<b>Motion FS 07-08/11-37</b> to revise contents of Section 3.9.3.9 and change Section number to 3.9.3.10 in the <i>Faculty Handbook</i> .
53	<b>Motion FS 07-08/11-38</b> to add Section 3.9.3.11 to the <i>Faculty Handbook</i> .
54	<b>Motion FS 07-08/11-39</b> to add Section 3.9.3.12 to the <i>Faculty Handbook</i> .
55	<b>Motion FS 07-08/11-40</b> to add Section 3.9.3.13 to the <i>Faculty Handbook</i> .
56	<b>Motion FS 07-08/11-41</b> to add Section 3.9.4.1 to the <i>Faculty Handbook</i> .
57	A motion to amend the motion to revise Section 3.9.4(a) and renumber as Section 3.9.4.1(a) in the <i>Faculty Handbook</i> by inserting the words “of the Board of Trustees, called Trustees Appeals Committee”.
58	<b>Motion FS 07-08/11-42</b> to revise Section 3.9.4(a) as amended.
59	<b>Motion FS 07-08/11-43</b> to delete Section 3.9.4(b), Section 3.9.4.3, Section 3.9.4.3(a), and Section 3.9.4.3(b) in the <i>Faculty Handbook</i> .
60	A motion to adjourn the meeting.

**Appendix A**

**Appalachian State University  
Campus-Initiated Tuition  
Recommendation of Sources and Uses  
2008-09**

2008-09		
<b>Source:</b>		<b>2008-09</b>
Estimated annual FTE		14,110
Campus-Based Tuition Increase %		1.9 % In-state
		3% Out-of-State
<b>Revenue</b>		<b>\$939,243</b>
<b>Uses:</b>	<b>PCT</b>	
Financial Aid "Hold Harmless" provision	25%	\$234,811
Faculty Salary Equity	50%	\$469,622
Other Academic and Student Support:	25%	
Academic Advising Positions (3@ \$40,000 + Benefits)		\$154,374
International Education Advising (\$50,000 + Benefits)		\$63,359
General Operating		\$17,077
<b>Total Uses</b>		<b>\$939,243</b>

Budgeted FY 2007-08 FTE	2007-08 Tuition	% Increase	Projected Increase in Rate	New Revenue Generated	New Tuition Rate		Rate Increase	Revenue
<b>UG Non Res:</b>								
929	\$ 11,963	1.0%	\$ 119.63	\$ 111,136.27	\$ 12,083			
929	\$ 11,963	2.0%	\$ 239.26	\$ 222,272.54	\$ 12,202			
929	\$ 11,963	3.0%	\$ 358.89	\$ 333,408.81	\$ 12,322		\$359	\$333,511
929	\$ 11,963	4.0%	\$ 478.52	\$ 444,545.08	\$ 12,442			
929	\$ 11,963	5.0%	\$ 598.15	\$ 555,681.35	\$ 12,561			
929	\$ 11,963	6.0%	\$ 717.78	\$ 666,817.62	\$ 12,681			
929	\$ 11,963	6.5%	\$ 777.60	\$ 722,385.76	\$ 12,741			
<b>UG Res:</b>								
11783	\$2,221	1.9%	\$ 42.20	\$ 497,230.82	\$2,263		\$42	\$494,886
<b>GR Res:</b>								
1264	\$ 2,593	1.9%	\$ 49.27	\$ 62,273.49	\$2,642		\$49	\$61,936
<b>GR Non Res:</b>								
134	\$12,176	1.0%	\$ 121.76	\$ 16,315.84	\$12,298			
134	\$12,176	2.0%	\$ 243.52	\$32,631.68	\$12,420			
134	\$12,176	3.0%	\$ 365.28	\$ 48,947.52	\$12,541		\$365	\$48,910
134	\$ 12,176	4.0%	\$ 487.04	\$ 65,263.36	\$12,663			
134	\$ 12,176	5.0%	\$ 608.80	\$ 81,579.20	\$12,785			
134	\$ 12,176	6.0%	\$ 730.56	\$ 97,895.04	\$12,907			
134	\$ 12,176	6.5%	\$ 791.44	\$ 106,052.96	\$12,967			
								\$939,243

## **Appendix B**

### **Vice Provost for Faculty Affairs (Draft Job Description)**

#### Responsibilities:

- 1) Supervise the Director of the Hubbard Center for Faculty Development (Expand role to include scholarship and service; a strong administrative internship program).
- 2) Work closely with Senate and administrators on faculty academic development initiatives (e.g., OCSA; international exchanges; support for sponsored program activities).
- 3) Work with Senate, Provost, Deans, Associate Vice Chancellors, and Department Chairs to develop policy best practices (e.g., promotion and tenure; merit; workload; criteria, processes, and procedures/instruments for faculty evaluation).
- 4) Work closely with Senate and administrators on faculty support services (e.g., trailing spouses; domestic partner benefits; housing; child care; flexible schedules).
- 5) Communication liaison (e.g., maintain communication website; member of Senate Executive Committee; Faculty Handbook contact, editor).

## **Appendix C**

Chancellor's Advisory Meeting with Faculty Senate: October 22, 2007

Submitted by Betsy Williams

Present: Chancellor Ken Peacock; Provost and Executive Vice-Chancellor Stan Aeschleman; Martha Marking, Faculty Senate Chair; Chip Arnold; Mark Malloy; Eric Marland; Connie Ulmer; Betsy Williams; and Wayne Williams.

Following are a list of the questions provided and a summary of the answers given:

### **1. What are the current plans for the Education building?**

The Administration finds few alternatives to the present plan to build on the property at the corner of College and King Streets. The building plans are complete and that piece of property is the only place to put the building unless another building is torn down, which is more costly.

The new Reich College of Education (RCOE) building is part of a ten year plan developed by a former Chancellor and Board of Trustees. The original plan was to raze East Residence Hall, but the RCOE objected to that location. Moreover, it is cheaper to renovate East and continue using it as a much-needed residence space than to build a new residence hall.

The current thought regarding Edwin Duncan Hall (currently in a flood plain) is to create green space along Kraut Creek and add additional parking on the rest of the lot.

### **2. What is the University planning to do regarding already problematic traffic issues in the area of the proposed College of Education building?**

A "Daniel Boone Parkway" around Boone is being proposed by DOT, and DOT is willing to help ASU get access to Highway 105 through the "Mormon Church Property" just below the Broyhill Inn and Conference Center. Some of said property is being considered for more student housing as well.

The Administration is proposing that a traffic study be made to consider plans about traffic on and around campus. The University is considering building another parking deck next to the existing parking lot behind the Holmes Convocation Center as it already owns the house and the buffer zone around the house.

The Chancellor commented in answer to a question that was posed regarding limiting cars of freshman on campus. He felt that it would be difficult or impossible to limit these vehicles due to the lack of comprehensive public transportation in the area and not enough on-campus housing.

### **3. What is the logic of the new General Education program?**

The assumption was made that the question was asking why the new General Education program was deemed necessary. The Provost reported that the empirical evidence collected indicated that the present General Education program is ineffective and cumbersome and falls short of current standards in higher education, providing little value-added content for students. The current recommendations of the General Education Task Force are right on target with programs at other institutions of higher education.

The concern now is how Appalachian gets from point A to point B, i.e. what resources are needed, how programs can be assessed, and the impact on courses in the majors. The Administration believes that generating competent students who have transferable skills for life-long learning and work is more important than teaching content in the major.

It is expected that the first phase of the program will be implemented in the Fall of 2009, and the rest of the program will have to come gradually and be department-driven. There must be assessment of cognitive change, and student assessment must show value-added content and measureable learning outcomes. The Provost added that this trend is not a fad and is not going away; it is a hard and fast reality in higher education. The positive side is that the program promotes liberal education values: the ability to write, communicate, and get along with a diverse population and a variety of life situations.

A question was posed about the participation of tenure-track faculty in the General Education program. The Provost replied that it will be problematic if the tenure-track faculty does not support and get involved in the program. He suggested that as motivation increases at the departmental level; credit hours will drive the number of faculty provided for the program.

**4. Could you provide us with any information about the departmental composition of the suggested College of Health Professions?**

The Chancellor distributed a list developed by AHEC, the Area Health Education Center, of ASU's potentially eligible programs for inclusion in this new college, but added that funding is needed to pull it all together, even though Appalachian has many potential programs to consider. Programs that will definitely be considered are; Nursing, Social Work, and some of the HLES concentrations. ASU currently has 18 Health Care profession programs, more than the other schools in the UNC system, except for ECU and UNC-Charlotte.

**5. Family & Consumer Sciences Department and the College of Fine and Applied Arts are being reorganized. Faculty just found out about this from their Dean. We would appreciate any information about this and why such a short turn-around for some.**

The Chancellor replied that there is not much information yet available. He didn't know why the Dean did not share the information with this department and college earlier. He suggested that it is a huge decision and the issues were more complicated than initially

thought. There is a component of the TEC that would like to be considered as a separate unit. He wants to meet with the TEC faculty, and Design faculty in particular, to listen to their concerns.

**The Chancellor then distributed documents for input from the Senate and the faculty at large on the following issues:**

1. Senate Bill 1353: An Act Providing for a Review of the Personnel Act to Employees of the University of North Carolina (Appendix CA1).
2. UNC Tomorrow Faculty Listening Forums

The Chancellor urged all faculty to attend the forum on October 31 at 9:20 in the Blue Ridge Ballroom of the Student Union. The purpose is to get faculty comments about how the UNC system can best meet the future needs of North Carolinians (Appendix?).

3. SCH-Change Funding Model

A funding model based on the baseline funding practices of the UNC system was distributed to demonstrate that Appalachian is not getting their fair share of state monies (Appendix CA2).

4. Appalachian State University Tuition (Appendix CA3)

Document in answer to the UNC system which is encouraging institutions to refrain from increasing student tuition beyond the 2% benchmark.