

Appalachian State University
Faculty Senate Minutes

October 13, 2008 (Approved)

The Faculty Senate meeting was called to order by Chair Ramey at 3:18 pm in the William Strickland Conference Room in I.G. Greer on Monday, October 13, 2008. Senator Sanders was excused. Senators Geary, Mamola, and M. Williams were not in attendance.

I. Announcements:

- A. Chair Ramey welcomed senators and asked visitors to introduce themselves. Visitors were Dr. Tim Burwell (Academic Affairs), Dr. Kate Brinko (Hubbard Center), Dr. Andrew Koch (Gvmt/Justice Studies), Mr. Dan Meyer (Boone Chamber of Commerce), Ms. Lori Inman (Boone Chamber of Commerce), and Mr. Ben Henderson (Boone Chamber of Commerce).
- B. Chair Ramey called the Senators' attention to the minutes from the Chancellor's Advisory Board meeting held on September 22, 2008 (**Appendix A**). Senators Price, B. Williams, Wangler, Brown, Duryea, and Chair Ramey attended the meeting with Dr. Aeschleman and Chancellor Peacock.
- C. Chair Ramey announced that two open forums to discuss the proposed changes to Article II, Sections 2 and 3 of the Faculty Constitution have been scheduled for Monday, November 3 and 17, 2008 at 3:30 pm in Linville Falls, Student Union. All interested parties are invited to attend.
- D. Chair Ramey shared information about the September 19, 2008 Faculty Assembly meeting in Chapel Hill which was attended by Chair Ramey, Dr. Chip Arnold (ENG), Dr. Sandie Gravett (P&R), and Dr. Susan Staub (ENG).
- E. Chair Ramey mentioned that he met with Provost Aeschleman, Dr. Tony Carey (Vice Provost for Faculty Affairs), and Dr. Mark Ginn (Council of Chairs) to discuss updating the Faculty Handbook in lieu of new state regulations.
- F. Senator W. Williams (Parliamentarian) shared basic information about Robert's Rules of Order (**Appendix B**).

II. Visitors' Reports:

- A. Mr. Ben Henderson (Boone Chamber of Commerce) attended the meeting with his colleagues, Ms. Inman and Mr. Meyer, to present a Certification of Appreciation to Appalachian State University for our contributions to the High Country.

III. Minutes:

- A. Chair Ramey asked for a motion to approve the September 8, 2008 Faculty Senate minutes. Senator Ulmer moved and Senator Van Devender seconded. Motion passed. **(Vote #1)**.

IV. Provost's Report:

- A. Dr. Aeschleman reported that the Board of Trustees approved the Faculty Senate motions regarding the administrative review process, emeritus status, and faculty personnel files during their Spring 2008 meeting. The university's strategic plan was also approved. Dr. Aeschleman discussed the recent budget cuts.
- B. Dr. Carey discussed the Revised Supplemental Pay Policy (**Appendix C**) indicating the revisions to Section D: Distance Education Instruction. In his memorandum to Dr. Ramey dated September 9, 2008 he stated "Whereas the original policy allowed compensation for the development of on-line courses but not for the regular teaching of them, the revised policy that is hereby submitted to the Senate provides for compensation to be paid for the offering of on-line distance education courses that meet the established criteria." Senator Rardin moved and Senator Short seconded to approve the Revised Supplemental Pay Policy. **Motion FS 08-09/10-01** passed. **(Vote #2)**.

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

- A. Academic Policies (REESMAN, Marland, Miller, Stallworth, Waring)
Chair Ramey announced that Senator Reesman is the chair of this committee.
- B. Budget Committee (WERTS, Geary, Newmark, Roggenkamp, Van Devender)
Chair Ramey announced that Senator Werts is the chair of this committee.
- C. Campus Planning Committee (RARDIN, Brown, Mitchem, Pombo, Scharer)
Chair Ramey announced that Senator Rardin is the chair of this committee.
- D. Committee on Committees (PRICE, Duryea, Sherman, Stoddard, B. Williams)
Chair Ramey announced that Senator Price is the chair of this committee. Chair Ramey commented that he received a memorandum from the chairs of the Core Curriculum and AP&P Committees requesting that the Faculty Senate dissolve the Core Curriculum Committee and transfer its authority to the AP&P Committee. This matter will be on the November 10, 2008 Faculty Senate Agenda.

- E. Faculty Handbook Committee (RAMEY, W. Williams, Fischer, Gates, Marking, Carey)

Chair Ramey stated that the Faculty Handbook Committee is charged with recommending changes to the OCSA sections of the *Faculty Handbook* (Section 4.9.2) to reconcile with current practice and proposed changes to the International Scholarly Assignment Program.

- F. Faculty Welfare and Morale Committee (DAVISON, Carpenter, Horst, Wangler)

Chair Ramey announced that Senator DAVISON is the chair of this committee and serves on the Faculty and Staff Benefits Committee. This committee is charged with reviewing the Recruitment and Selection Procedures for Faculty and Non-Faculty EOA Positions document presented by Ms. Linda Foulsham (Director of AA/EEO Compliance) at the September 8, 2008 Faculty Senate meeting and the changes to Section D of the Revised Supplemental Pay Policy. Chair Ramey announced that Senator Horst is the Faculty Senate liaison with the Non-Tenure Track Faculty committee and that a nomination has been received, pending confirmation, for a faculty member to serve on the AP&P committee.

- G. Welfare of Students Committee (WINN, Mamola, Sanders, Short, Ulmer, M. Williams)

Chair Ramey announced that Senator Winn is the chair of this committee. This committee is charged with reviewing a SGA motion regarding the Religious Holiday Policy in the *Faculty Handbook* and establishing a University Religious Holiday Calendar.

VI. Unfinished Business

- A. A lengthy discussion ensued regarding (**Appendix D**) the proposed online Annual Faculty Activity Report (**Motion FS 07-08/04-28-01**). Dr. Carey remarked that the College of Business is currently using this online form. He added that campus wide utilization of this electronic form will be mandatory effective January 2010. Senators voiced their concerns which included: who will have access to the online form, who will have the authority to change or enter additional information, will faculty members be informed when someone else has accessed their form and/or made changes, will students' evaluations be included on the form, will the form be password protected, could this form include an "other" category, does the term "workload" mean proposed, actual, or estimated, is there a method for including faculty objections to changes on their annual reports, a procedure should be developed for adjudicating potential disagreements concerning the information included on the form, could this form be changed by departments according to their individual needs, and privacy right issues. Senator W. Williams moved and Senator Van Devender seconded to take **Motion**

FS 07-08/04-28-01 (concerning online Annual Faculty Activity Report) from the table. **Motion FS 08-09/10-02** passed. **(Vote #3)**. Senator Rardin moved and Senator Waring seconded to postpone voting on the proposed online Annual Faculty Activity Report form until the next scheduled Faculty Senate meeting. Motion passed **(Vote #4)**. Senator Raichle moved and Senator Scharer seconded to establish a subcommittee, composed of 6 faculty members, to look into the implementation of online annual faculty activity reporting. Senator Raichle withdrew his motion with the consent of Senator Scharer after Senator Rardin suggested that the Faculty Handbook Committee would be the appropriate entity to look into the implementation of faculty annual reporting. Senator Raichle moved and Senator Wangler seconded to charge the Faculty Handbook Committee with looking into the implementation of faculty annual reporting. Motion passed. **(Vote #5)**. Senator Rardin amended the motion by stating that “the Faculty Handbook Committee be charged with establishing policies and procedures governing the online Annual Faculty Activity Report. **Motion FS 08-09/10-03** as amended passed. **(Vote #6)**.”

- B. Chair Ramey utilized a Power-Point presentation to familiarize the Faculty Senate with background information regarding the voting rights document, entitled “Recommendations for Changes to Voting, Committee and Other Policies Related to Faculty Decision-Making”, that was passed by the 2007-2008 Faculty Senate (**Motion FS 07-08/04-28-02**) on April 28, 2008 (First Session). Changes to the Faculty Constitution require a vote by the full faculty. During the January 2009 General Faculty Assembly changes to Article II Meeting and Voting, Sections 2 and 3, in the Faculty Constitution will be presented for a vote. Open forums to discuss these Constitutional changes have been scheduled for November 3 and 17, Linville Falls, Student Union.

VII. New Business

VIII. Adjournment

Chair Ramey asked for a motion to adjourn the meeting. Motion passed. **(Vote #7)**. The meeting was adjourned at 5:45 pm.

Appalachian State University
FACULTY PRESENT AND VOTING SHEET for October 13, 2008

Y = Yes N = No A = Abstain

SENATORS	1	2	3	4	5	6	7
Rob Brown	Y	Y	Y	Y			
Ellen Carpenter	Y	Y					
Beth Davison	Y	Y	Y				
Lynn Duryea *							
Craig Fischer			Y	Y	Y	Y	
John Geary	A	B	S	E	N	T	
Rene Horst	Y	N					
Claire Mamola	A	B	S	E	N	T	
Eric Marland	Y	A	Y				
Ray Miller	Y	Y	Y	Y	Y	Y	Y
Pam Mitchem	Y	Y	Y	Y	Y	Y	Y
Patricia Napiorski	Y	Y	Y				
Adam Newmark	Y	Y	Y	Y			
Monica Pombo	Y	Y	Y				
Jammie Price	Y	Y	Y	Y	Y	Y	Y
Brian Raichle	Y	Y	Y	Y	Y	Y	Y
Patrick Rardin	Y	Y	Y	Y	Y	Y	Y
Karen Reesman	Y	Y	Y	Y	Y	Y	Y
Susan Roggenkamp	Y	Y	Y	Y	Y	Y	Y
Robert Sanders	E	X	C	U	S	E	D
Katherine Scharer	A	Y	Y	Y	Y	Y	Y
Jim Sherman	Y	Y	Y	Y	Y	Y	Y
Glenda Short	Y	Y	Y	Y	Y	Y	Y

SENATORS	1	2	3	4	5	6	7
Lynn Stallworth	Y	Y	Y	Y			
Jim Stoddard	Y	Y	Y	Y	Y	Y	Y
Connie Ulmer	Y	Y	Y	Y	Y	Y	Y
Wayne Van Devender	Y	Y	Y	N	Y	Y	Y
Kim Wangler	Y	Y	Y	Y	Y	Y	Y
Doug Waring	Y	Y	Y	Y	Y	Y	Y
Margaret Werts	Y	Y	Y	Y	Y	Y	Y
Betsy Williams	Y	Y	Y	Y	Y	Y	Y
Maury Williams	A	B	S	E	N	T	
Wayne Williams	Y	Y	Y	Y	Y	Y	Y
Wendy Winn	Y	Y	Y				

* Voting Sheet not submitted.

Vote Number	Action
1	Motion to approve September 8, 2008 minutes. Motion passed.
2	Motion to approve the Revised Supplemental Pay Policy. Motion FS 08-09/10-01 passed.
3	Motion to take Motion FS 07-08/04-28-01 from the table. Motion FS 08-09/10-02 passed.
4	Motion to postpone voting on the proposed online Annual Faculty Activity Report form until the next Faculty Senate meeting. Motion passed.
5 and 6	Motion to charge the Faculty Handbook Committee with looking into the implementation of faculty annual reporting. Motion passed (Vote #5). Amended motion: The Faculty Handbook Committee be charged with establishing policies and procedures governing the online Annual Faculty Activity Report. Motion FS 08-09/10-03 as amended passed (Vote #6).
7	Motion to adjourn. Motion passed.

**Minutes of Chancellor Advisory Board Meeting
September 22, 2008, 3:00 pm**

Faculty Senators attending: Rob Brown, Lynn Duryea, Jammie Price, Michael Ramey, Kim Wangler, and Betsy Williams.

Faculty Senators posed a list of questions to the Administration represented by Chancellor Peacock and Dr. Stanley Aeschleman, Provost and Executive Vice Chancellor.

1. Several faculty and departments have raised continued questions about the “reorganization” now that the School of Music has been declared to remain intact as is. Specifically:
 - What is the process and time line?
 - Who will be in on the discussions?
 - How will the other departments, not yet mentioned, be integrated/located? Such as Communication and Technology?
 - What is the possibility of another Dean position?
 - What does the Chancellor see as possible combinations of programs in “the arts” and “design”?

Answers: The departments not yet mentioned in the reorganization plan will remain intact within the college until a new Dean is selected. A Search Committee and Task Force are to be formed. HLES, Nursing, and Nutrition will go to the new Health Sciences College. A search is underway for a Dean of the College of Arts and Sciences, the School of Music, and a founding dean for the Arts Program. Possibilities for the other units/departments include forming Centers, or Departments, or Colleges with the Performing Arts.

What is a logical mid-management position? We need more infrastructure here. We need a strong program to encourage professors to gain administrative/leadership qualities.

2. Should (Are) Athletics goals and plans be included in the University’s Strategic Plan?

Answer: The University’s Strategic Plan focuses on the Academic vision of the University.

3. What are your thoughts/opinions on “engagement” and our campus response to UNC Tomorrow Phase II items regarding our “policies” on engagement as part of P&T?

Answer: Our University Strategic Plan already addresses many of the proposals of the UNC Tomorrow Phase II. So we are ahead of the game. We should make sure that our P&T requirements enable our campus to take part in this initiative of the UNC system, and we need to have a process in place to ensure that public service by the faculty is rewarded. Engagement in the context of UNC Tomorrow basically means “applied research.”

4. What would be your thoughts on the best process to formulate an updated workload process for ASU?

Answer: (not discussed at Advisory session); from Chair Ramey: The workload section of the handbook is in need of updating to better reflect the current workloads of faculty. The best way to initiate what will be a large and very important task is still under consideration, but the Faculty Senate will be a leading driver in the process.

Robert's Rules of Order—Points of Information

- **Main Motion:** Brings new business (the next item on the agenda) before the assembly. **Stated as, “I move.”**
- **Amend:** Inserting or striking out words or paragraphs. **Stated as, “I move to amend the motion by...”**
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own).
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor, or substituting whole paragraphs or resolutions.
- **Limit Debate:** Closing debate at a certain time or limiting to a certain period of time.
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time.
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed.
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session.
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending.
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table.
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Division of Assembly:** “I call for a division.” Requires that a vote be taken by standing. (no second and no vote).
- **Reconsider:** Can be made only by someone on the prevailing side who has changed position or view.
- **Previous Question:** Closes debate if successful - may be moved to "Close Debate" if preferred (2/3 vote).
- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary (no second).
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result or raise a point of order (no second).
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question." (no second).
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules) (no second).
- **Point of Order:** Infraction of the rules or improper decorum in speaking. Must be raised immediately after the error is made (no second)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all

paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.

- **Object to Consideration:** Objection must be stated before discussion or another motion is stated.
- **Informal Consideration:** Move that the assembly go into "**Committee of the Whole**" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified (2/3 vote).

September 9, 2008

To: Dr. Michael Ramey, Faculty Senate Chair

From: Dr. Tony Carey, Vice Provost for Faculty Affairs



Subject: Revised Supplemental Pay Policy

Per your request, this memorandum provides some contextual information for understanding the revisions made in the "Policy on Supplemental Compensation," which was originally approved by the Board of Trustees in 2006.

Experience with the policy as originally formulated suggested that provisions regarding compensation for distance education courses required modification to reflect more adequately the university's interest in promoting on-line education where appropriate. Accordingly, the policy has been revised in section "D. Distance Education Instruction" to define distance education more clearly and to expand opportunities for faculty compensation for teaching on-line courses. Whereas the original policy allowed compensation for the development of on-line courses but not for the regular teaching of them, the revised policy that is hereby submitted to the Senate provides for compensation to be paid for the offering of on-line distance education courses that meet the established criteria.

The remaining sections of the policy are unchanged.

Supplementary Pay Policy Section D Current:

D. Distance Education Instruction

Supplemental compensation for teaching distance education courses for credit is limited to additional travel-related duties and time commitment associated with instructing students at a remote location and not for duties that a faculty member would typically provide for courses offered on campus. The compensation offered per course is a specified percentage of the faculty member's 9-month equivalent salary based on the distance of the remote location from Boone as outlined in the table below.

Distance to Remote Location	Percentage of 9-Month Equivalent Salary
Under 20 miles	0%
20 – 40 miles	2%
41 – 60 miles	3.5%
Over 60 miles	4.5%

This additional compensation applies to both in-load and overload courses, but may not be applied to courses taught solely on-line. However, faculty may be compensated for the development of an on-line course. Additional compensation applies

Supplementary Pay Policy Section D Proposed Changes:

D. Distance Education Instruction

Supplemental compensation for teaching distance education courses for credit is limited to additional travel-related duties and time commitment associated with instructing students at a remote location and not for duties that a faculty member would typically provide for courses offered on campus. This additional compensation applies to both in-load and overload courses, but will not be provided for distance education courses when there are equivalent campus courses that inherently involve travel for which additional compensation is not awarded to faculty. Examples of courses in which travel is required but no supplemental compensation is offered include internships, student teaching, study abroad or other field-based courses. This policy does not apply to on-line courses offered on the Boone campus. Additional compensation applies for courses taught on an overload basis as per the guidelines for overload instruction.

For courses that are taught on-line with minimal face-to-face interaction, the compensation will be 5% of the faculty member's 9-month equivalent salary. For the purpose of this policy, a course will be considered on-line if the face-to-face interaction within the course consists of no more than 10% of the contact time normally associated with the course if it was delivered in a face-to-face manner. This category excludes courses that are delivered through synchronous electronic delivery methods, such as NCIH.

For all other distance education courses that qualify for compensation, the compensation offered per course is a specified percentage of the faculty member's 9-month equivalent salary based on the distance of the remote location from Boone as outlined in the table below.

Distance to Remote Location	Percentage of 9-Month Equivalent Salary
Under 20 miles	0%
20 – 40 miles	2%
41 – 60 miles	3.5%
Over 60 miles	4.5%

MEMORANDUM TO: Faculty Senate

FROM: James Denniston

DATE: April 18, 2008

SUBJECT: Faculty Annual Report Form Modifications

Last fall, the faculty senate formed an ad hoc committee to study the revision of the Faculty Annual Report (Motion FS 07-08/12-01). Committee membership consisted of Dr. Jim Denniston (chair), Dean Harbinson, and Senators Mamlin, Stallworth, and Williams. Over the course of the Spring 2008 semester, the Faculty Annual Report Committee met on four occasions to discuss both the revision of the faculty annual report and to recommend modifications to the on-line faculty activity reporting database. The committee recommends adoption of the revised Faculty Annual Report (see attached).

The revised report is designed to both standardize faculty activity reporting and to minimize faculty time and effort in generating the annual report. Faculty Annual Reports will be generated by the Activity Insight database that is being customized for use at Appalachian. The use of a standardized form will ensure consistent reporting of activities across faculty. The proposed annual report will consist of six sections: 1) Teaching; 2) Research & Creative Activities; 3) Faculty Development; 4) Administrative Assignments; 5) Service and Community Connections; and 6) Awards & Honors. For each category, a sum of activities completed and a listing of individual activities will be provided. These data will be pulled from the database into the report form, thereby minimizing faculty effort in generating the annual report.

The proposed annual report form does not include sections for self-evaluation, student evaluations of teaching, grade distributions, major concerns/goals, or planning for the following academic year. These sections were omitted from the annual report as the committee felt that these reflective statements and evaluation of instruction should be discussed and evaluated at the departmental level. Our committee recommends that each department develop a short form that would facilitate review of these items in the faculty member's annual meeting with his/her department chairperson.

comments appear in red italicized font

ANNUAL FACULTY ACTIVITY REPORT
(Report Start Date - Report End Date)

Faculty Name: _____	Rank: _____
College: _____	Department: _____
Tenure Status: _____	

Workload Information

Workload: ___% teaching; ___ % research; ___ % service; ___ % administrative
_____% FTE

I. TEACHING

A. Scheduled Teaching

Number of courses taught: _____

Number of credit hours generated: _____

List of all courses taught during review period (see table below)

[Semester] [Year]

Course & Section	New Course Preparation?	New Format for Existing Course?
[Course Prefix] [Course Number]-[Section Number]	New course preparation?	New format for existing course?

B. Pedagogical innovations (e.g., international issues, computer applications, ethical analysis, new classroom techniques, etc.) that were introduced this year

C. New teaching material developed and/or implemented this year (e.g., cases, CDs/DVDs, course modules, instructor manuals, test banks, or simulations)

D. Activities that enhanced student learning and/or student contact with the community (e.g., guest speaker, outside projects, field trips, field projects, etc.)

E. Mentoring

List of all records from directed student learning except internships

F. Internships

List internships from directed student learning section of database

G. Academic Advising

a. Number of undergraduates students advised _____

b. Number of graduate students advised _____

c. Hours devoted to advising over the course of the year _____

H. Other

List all other activities from student advising and directed student learning that were not included in above sections

II. Research and Creative Endeavors

A. Refereed Publications: _____ *(count of 1-3)*

1. Journal Articles

List all articles and include ranking in listing

2. Books and Chapters in Books

List all peer-reviewed books and chapters; include ranking

3. Other peer-reviewed scholarly products

List all activities not listed above – include ranking

B. Refereed Artistic and Professional Performances & Exhibits: _____ *(count of 1 and 2)*

1. Exhibitions and Performances

List all activities from these categories

2. Compositions

List all activities from these categories

C. Non-Refereed Publications: _____ *(count of 1 and 2)*

1. Intellectual Contributions

List all contributions; include ranking

2. Artistic and Professional Performances & Exhibits

List all contributions; include scope

D. Presentations (not published in proceedings): _____ *(count)*

List all presentation; include scope and peer-review status

E. Contracts, Grants, and Sponsored Research: _____ (count)

List all contracts/grants and include organization level (local, state, federal, etc.) and amount

F. Other Scholarly Activities: _____ (count of 1-4)

1. Newspaper articles/editorials

List all

2. Media Contributions

List all

3. Intellectual Property

List all

4. Other Publications

List of all other activities not reported above

G. Scholarly Works in Progress

List of all works in progress

III. Faculty Development: _____ (count of 1-5)

A. Seminars Attended

List all

B. Continuing Education

List all

C. Faculty Internship

List all

D. Other Faculty Development Activities

List all other activities not reported above

E. Professional Certifications

List all

IV. ADMINISTRATIVE ASSIGNMENTS

List all from Administrative Assignments page

V. SERVICE & COMMUNITY CONNECTIONS: _____ (*count of A-F*)

A. Department Service

List all

B. College Service

List all

C. University Service

List all

D. Workshops & Guest Lecturing (internal to ASU)

List all

E. Professional Service

List all

F. Community Connections:

1. Consulting/board of directors –

List all

2. External Connections and Partnerships –

List all

3. Media Contributions

List all

4. Workshops & Guest Lecturing (external to ASU)

List all

5. Professionally Related Community Service

List all

VI. HONORS/AWARDS/RECOGNITIONS: _____ (*count & list below*)