

Appalachian State University
Faculty Senate Agenda
November 10, 2008 3:15 p.m.

William Strickland Conference Room - 224 I.G. Greer

NOTE: All Faculty Senate meetings are recorded.

I. Announcements

- A. Welcome and Introduction of Faculty Senators and Visitors.
- B. Chancellor Advisory Meeting scheduled for Monday, December 1, 2008 at 3:00 pm, B.B. Dougherty Building, Chancellor's Conference Room, 4th floor. Need volunteers to attend. Please submit questions or concerns to facsen@appstate.edu by Friday, November 21.
- C. Campus Forum to discuss "Craft Model" for Personnel Decisions to be held on Monday, November 17, 2008 at 3:30 pm in the Linville Falls Room of the Plemmons Student Union. The November 3 forum has been cancelled.

II. Visitors Reports

- A. Dr. Lorin Baumhover, Chief of Staff.
- B. Faculty and staff led Early Intervention Program for Students: Dr. Susan Weinberg (ENG), Ms. Judy Haas (Student Conduct), Dr. Dan Jones (Counseling Center), and Dr. Kurt Michael (PSY).

Early Intervention Team Description

(From September 11, 2008 draft of Safety Council Report)

ASU faculty and staff are in the process of developing an "Early Intervention Team" (EIT) whose purpose will be to identify and perform interventions with students who are exhibiting evidence of at-risk behavior, but whose behavior has not triggered intervention by the police, Office of Student Conduct, Dean of Students, or other formal disciplinary bodies. A diverse team of faculty and staff will be trained to accept and evaluate information from faculty, staff, and students about individuals whose behavior raises concerns (for example, faculty concerns about students sleeping in class or poor attendance, peers' concerns about substance abuse, or staff concerns about observed behavior). Susan Weinberg, Associate Professor of English, will serve as the team's leader. Consultants to the EIT will include Susie Greene, Judy Haas, Dan Jones, and Kurt Michael. The team will be trained to intervene or provide appropriate referrals for students about whom multiple and significant concerns have been raised. This model has been successfully used in the independent high school world, and it will both address early signs of at-risk behavior and provide faculty and staff--especially

teaching faculty--with an avenue for addressing such behavior. A consultant to the process (Maurice Soulis) was hired in the fall of 2007 to help conceptualize and develop the EIT. Ideally, the program will be implemented during the spring or fall of 2009. It will be housed in University College in Academic Affairs, with close links to the Dean of Student's office in Student Development.

III. Minutes

- A. Approval of October 13, 2008 Faculty Senate Minutes. Available online at: <http://www.facsen.appstate.edu/Minutes/documents/FacultySenateMinutesOctober132008Unapproved.pdf>

IV. Provost's Report

V. Committee Reports and Updates (Committee Chairs are in capital letters)

- A. Academic Policies (REESMAN, Marland, Miller, Stallworth, Waring)
- B. Agenda Committee (RAMEY, Carpenter, Price, W. Williams)
- C. Budget Committee (Geary, Newmark, Roggenkamp, Van Devender, WERTS)
- D. Campus Planning Committee (Brown, Mitchem, Pombo, RARDIN, Scharer)
- E. Committee on Committees (PRICE, Duryea, Sherman, Stoddard, B. Williams)

A motion to approve Dr. James Ivory (ENG) to serve on the AP&P Committee for a three year term (2011).

- F. Faculty Handbook Committee (RAMEY, W. Williams, Fischer, Gates, Marking, Carey)
 - 1. A motion to approve changes to Chapter III (Faculty Personnel Policies and Tenure Regulations), **Section 3.1** of the *Faculty Handbook*, which deals with equality of opportunity, to reflect the protected class changes that have been made to the university's EEO policy (**Motion FS 07-08/03-01** to add gender identity, gender expression, political affiliation, and sex to the university's EEO policy).

Current Section 3.1:

Appalachian State University is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees on the basis of race, color, national origin, religion, gender, age, disability, or sexual orientation. Appalachian also actively promotes diversity among students and employees.

Proposed Section 3.1:

Appalachian State University is committed to **providing equal opportunity in education and employment to all applicants, students, and employees. The university does not discriminate in access to its educational programs and activities, or with respect to hiring or the terms and conditions of employment,** on the basis of race, color, national origin, religion, **creed, sex, gender identity and expression, political affiliation,** age, disability, **veteran status,** or sexual orientation. **The university** actively promotes diversity among students and employees.

2. A motion to approve updating the **Equal Employment Opportunity Policy**, as it does not reflect the most current policy changes regarding protected classes, included in Appendix E (Selected Policies, Procedures, and Forms) of the *Faculty Handbook*, so that each occurrence of the protected classes reads “race, color, national origin, religion, creed, sex, gender identity and expression, political affiliation, age, disability, veteran status, or sexual orientation”.
3. A motion to approve changes to **Section 9.5** (Faculty Responsibility During Fire or Other Emergencies) of the *Faculty Handbook* to reflect practice and/or current regulations (based on conversations with Dr. Evan Rowe, Environment, Health/Safety Manager, and Mr. David Larry (Assistant University Attorney)).

Current Section 9.5:

In the event of a fire or other emergency in a building, each faculty member is responsible for directing the orderly evacuation of students under her/his supervision. Faculty should also participate in any emergency planning within their building or department. Faculty are also expected to observe University policies and procedures in the event of a disaster or other emergency situation on campus. Refer to Section 9.5.1 below, and to the *Appalachian State University Resource Manual*, the *Emergency Evacuation and Fire Prevention Plan* (Procedure 2, Safety & Workers’ Compensation Section), and the *Emergency Information Handbook/Flipcharts*.

Proposed Section 9.5:

In the event of a fire or other emergency in a building, each faculty member is responsible for directing the orderly evacuation of students under her/his supervision. Faculty should also participate in any emergency planning within their building or department. Faculty are also expected to observe University policies and procedures in the event of a disaster or other emergency situation on

campus. Refer to Section 9.5.1 below, and to the *Appalachian State University Resource Manual*, **and** the *Emergency Evacuation and Fire Prevention Plan* (Procedure 2, Safety & Workers' Compensation Section).

4. A motion to revise the last sentence of the seventh paragraph in **Section 9.5.1** (Emergency Evacuation Procedures) of the *Faculty Handbook* to reflect practice and/or current regulations (based on conversations with Dr. Evan Rowe, Environment, Health/Safety Manager, and Mr. David Larry (Assistant University Attorney)).

Current Statement:

Updated Fire Evaluation Procedures are routinely distributed to all departments for employee review and use and may be found in the *Appalachian State University Resource Manual*, and in the *Emergency Evacuation and Fire Prevention Plan* (Procedure 2, Safety & Workers' Compensation Section).

Proposed Statement:

Updated Fire Evaluation Procedures are routinely distributed to all departments for employee review and use and may be found in the *Appalachian State University Resource Manual*, in the *Emergency Evacuation and Fire Prevention Plan* (Procedure 2, Safety & Workers' Compensation Section), **and on the Safety & Workers' Compensation Office web site at www.safety.appstate.edu**.

5. A motion to revise **Section 9.6** (Employee Safety) of the *Faculty Handbook* to reflect practice and/or current regulations (based on conversations with Dr. Evan Rowe, Environment, Health/Safety Manager, and Mr. David Larry (Assistant University Attorney)).

Current Section 9.6

The University distributes an *Employee Safety Handbook* designed to acquaint faculty and staff with safety and health rules, regulations, and practices at new employee orientation sessions. Safety policies and procedures are also contained in the *Appalachian State University Resource Manual*. Additional safety and health bulletins are distributed to campus departments at the appropriate times from the Office of Business Affairs and/or from the Safety & Workers' Compensation Office. In addition, the Occupational Safety and Health Act of North Carolina (OSH Act) specifies that ALL employees of ALL employers, including State agencies, are covered under the Act pursuant to NCGS 95-127 (9) and (10), NCSG 95-128, NCGS 95-129, and NCGS 95-130.

For EMERGENCY MEDICAL TRANSPORTS, call 9-911. ALL requests for non-emergency medical transports should be made to the University Police Department at 262-2150. The Police Telecommunicator will ask for your name,

location, phone number and the reason for transport, and will determine whether an ambulance is needed. NOTE: Transports by University Police will NOT be made without dispatch from the University Police Department.

Questions concerning the necessity of filing accident reports, Workers' Compensation procedures or other safety related matters should be addressed to the Safety and Workers' Compensation Office at 262-4007.

It should also be noted that employees have legal rights regarding such issues as asbestos, indoor air quality and other safety and industrial hygiene related issues. For more information, contact the University Industrial Hygienist at 262-6838. The University distributes an Employee Safety Handbook designed to acquaint faculty and staff with safety and health rules, regulations, and practices at new employee orientation sessions.

Proposed Section 9.6:

The NC State Employees' Safety and Health Handbook is available on the Safety and Workers' Compensation Office website at www.safety.appstate.edu, under the Workplace Safety heading. Safety policies and procedures are also contained in the *Appalachian State University Resource Manual*. Additional safety and health bulletins are distributed to campus departments at the appropriate times from the Office of Business Affairs and/or from the Safety & Workers' Compensation Office. In addition, the Occupational Safety and Health Act of North Carolina (OSH Act) specifies that ALL employees of ALL employers, including State agencies, are covered under the Act pursuant to NCGS 95-127 (9) and (10), NCSG 95-128, NCGS 95-129, and NCGS 95-130.

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It should also be noted that employees have legal rights regarding such issues as asbestos, indoor air quality and other safety and industrial hygiene related issues. For more information, contact the University Industrial Hygienist at 262-6838.

6. A motion to revise the first paragraph in **Section 9.6.1** (Workers' Compensation) of the *Faculty Handbook* to reflect practice and/or current regulations (based on conversations with Dr. Evan Rowe, Environment, Health/Safety Manager, and Mr. David Larry (Assistant University Attorney)).

Current Section 9.6.1:

As an employee of the State of North Carolina, each faculty member is covered under the North Carolina Workers' Compensation Act. In the event of an accidental injury or exposure to an occupational disease while in the performance of employment duties, the faculty member MUST make an immediate report to the departmental chair or immediate supervisor. First aid or non-life threatening injuries or illnesses should receive treatment at Appalachian State University Student Health Services. In the event that Student Health Services is closed, or if an injury or illness is more serious, medical treatment should be received at the Watauga Medical Center emergency room. Faculty members should never seek medical care on their own or ignore the seriousness of the injury or illness if it occurs during performance of employment duties. Departmental chairs or immediate supervisors must report the nature of the injury or illness and other details to the Appalachian State University Safety and Workers' Compensation Office immediately. The incident must be reported on a Supervisor's Accident Report Form (Initial Report of Injury), which should be faxed to 262-6914 within 24 hours. All Workers' Compensation forms are available on the ASU Home Page under Electronic Forms or on the Safety & Workers' Compensation web site at www.safety.appstate.edu/workerscomp.html. All three pages of the packet are listed in the Safety and Workers' Compensation section, and must be submitted within 5 days of the incident. Print out these forms and complete all requested information. Be sure to have all required personnel sign on the designated lines. A follow-up interview may be held in the Safety and Workers' Compensation Office or other site with the injured or ill faculty member, chair or supervisor. Failure to follow the above noted procedures or to provide all necessary information regarding the incident on a timely basis may result in non-payment of claim. Additional information regarding Workers' Compensation can be found in the *Appalachian State University Employee Safety Handbook*, in the *Appalachian State University Resource Manual*, or on the Safety & Workers' Compensation web site at www.safety.appstate.edu. Any questions regarding these benefits should be directed to the Appalachian State University Safety and Workers' Compensation Office at 262-4008.

Proposed Section 9.6.1:

As an employee of the State of North Carolina, each faculty member is covered under the North Carolina Workers' Compensation Act. In the event of an accidental injury or exposure to an occupational disease while in the performance

of employment duties, the faculty member **MUST** make an immediate report to the departmental chair or immediate supervisor. First aid or non-life threatening injuries or illnesses should receive treatment at Appalachian State University Student Health Services. In the event that Student Health Services is closed, or if an injury or illness is more serious, medical treatment should be received at the Watauga Medical Center emergency room. Faculty members should never seek medical care on their own or ignore the seriousness of the injury or illness if it occurs during performance of employment duties. Departmental chairs or immediate supervisors must report the nature of the injury or illness and other details to the Appalachian State University Safety and Workers' Compensation Office immediately. **The incident must be reported on an ASU Supervisor's Accident/Illness Investigation Form**, which should be faxed to 262-6914 within 24 hours. All Workers' Compensation forms are available on the **Safety & Workers' Compensation web site at www.safety.appstate.edu under the Workers' Compensation heading**. **All completed forms must be submitted within 5 days of the incident**. Print out these forms and complete all requested information. Be sure to have all required personnel sign on the designated lines. A follow-up interview may be held in the Safety and Workers' Compensation Office or other site with the injured or ill faculty member, chair or supervisor. Failure to follow the above noted procedures or to provide all necessary information regarding the incident on a timely basis may result in non- payment of claim. Additional information regarding Workers' Compensation can be found in the *Appalachian State University Resource Manual* or on the Safety & Workers' Compensation web site at www.safety.appstate.edu **under the Workers' Compensation heading**. Any questions regarding these benefits should be directed to the **Workers' Compensation Administrator**, Appalachian State University Safety and Workers' Compensation Office at 262-4008, **Ext. 0#**.

- G. Faculty Welfare and Morale Committee (DAVISON, Carpenter, Horst, Wangler)
- H. Welfare of Students Committee (Mamola, Sanders, Short, Ulmer, M. Williams, WINN)

VI. Unfinished Business

- A. Memorandum from Dr. Jeff Butts (BIO and Chair AP&P) and Dr. Victor Mansure (MUS and Chair of Core Curriculum Committee) dated April 30, 2008 regarding transfer of duties from the Core Curriculum Committee to AP&P. (Appendix A).
- B. Online Annual Faculty Activity Report Form. Original **Motion FS 07-08/04-28-01** postponed from October 13, 2008, Faculty Senate Meeting. (Appendix B).

VII. New Business

VIII. Adjournment

List of Appendices

Appendix A: Memorandum from Dr. Butts (AP&P) and Dr. Mansure (Core Curriculum Committee) dated April 30, 2008 regarding transfer of duties from CCC to AP&P.

Appendix B: Online Annual Faculty Activity Report Form.

TO: Faculty Senate

FROM: The Core Curriculum Committee, Dr. Victor Mansure, Chair, and
The Academic Policies and Procedures Committee, Dr. Jeff Butts, Chair

DATE: April 30, 2008

RE: Transition to the New Gen Ed Curriculum

The Core Curriculum Committee has had minimal duties this past semester, and we predict that its duties will be even less next year as the campus prepares for the new Gen Ed Curriculum. The number of courses that will be submitted in the future for inclusion in the old core curriculum or for designators under the old core curriculum is likely to be minimal. These issues were discussed at the April 18, 2008 CCC meeting and at the April 30, 2008 AP&P meeting.

We feel that it is inefficient for the current Core Curriculum Committee comprised of ten faculty members, two student representatives, and three staff members to continue to meet monthly with a minimal agenda. We therefore request that the Faculty Senate dissolve the Core Curriculum Committee and transfer its authority concerning the old core curriculum to the AP&P Committee. We do not believe that this will significantly increase the workload of the AP&P Committee, and it is logical for this committee to have complete control over decisions concerning the old curriculum during this time of transition.

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.

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*)