AGENDA SUMMARY:
(Full Agenda follows on next page)

3:15 pm  I. Welcome and Announcements  INFORMATION

3:20 pm  II. Approval of the February 13, 2012 minutes  ACTION

III. Visitors’ Reports

3:25 pm  A. Dr. Georgie Donovan, Belk Library, SACS.  INFORMATION

3:35 pm  B. Mr. Dayton Cole, University Attorney, Prohibited Political Activity.  INFORMATION

3:45 pm  C. Ms. Lauren Estes, Ms. Alex MacPherson, Mr. John Secrest, and Mr. Steven Hatley, SGA, Draft SGA Bills Regarding Classroom Evaluations and Advanced Syllabi.  INFORMATION

4:05 pm  IV. Provost’s Report

V. Chair’s Report

4:25 pm  VI. Committee Reports

A. Campus Planning Committee  INFORMATION
   Report on Program Prioritization

4:35 pm  B. Faculty Handbook Committee  ACTION
   Motions to Approve Revisions to Faculty Handbook Sections 5, 6, and 7.

VII. Unfinished Business

VIII. New Business

4:50 pm  A. Request from Council of Chairs to Support their Resolution Concerning Athletics from their March 1, 2012 meeting.  ACTION

5:00 pm  IX. Adjourn (time approximated)
Appalachian State University
Faculty Senate Agenda
March 19, 3:15 pm
William Strickland Conference Room - 224 I.G. Greer
NOTE: All Faculty Senate meetings are recorded.

(3:15 pm)  I.  Announcements

A.  Welcome and Introduction of Visitors.

(3:20 pm)  II.  Minutes

A.  Approval of February 13, 2012 Faculty Senate minutes.  Available online at:
    http://facsen.appstate.edu/sites/default/files/Faculty%20Senate%20Minutes%20February%2013%2C%2012%20Unapproved.pdf

III.  Visitors’ Reports

(3:25 pm)  A.  Dr. Georgie Donovan, Belk Library, SACs.

(3:35 pm)  B.  Mr. Dayton Cole, University Attorney, Prohibited Political Activity.

(3:45 pm)  C.  Ms. Lauren Estes, Ms. Alex MacPherson, Mr. John Secrest, and Mr. Steven Hatley, SGA, Draft SGA Bills Regarding Classroom Evaluations and Advanced Syllabi.  (Appendix A and B).

(4:05 pm)  IV.  Provost’s Report

V.  Chair’s Report

(4:30 pm)  VI.  Committee Reports (Committee Chair’s name is in bold print)

A.  Academic Policies (Alexander-Eitzman, A. Jackson, Martin, Mercer-Ballard, Ramey, Rice, Strazicich)

   No Report.

B.  Agenda Committee (Aycock, Botts, Ehnenn, Ramey, Provost Gonzalez)

   No Report.
C. Budget Committee (Campbell, Geary, Hageman, McBride, Smith)

No Report.

(4:25 pm) D. Campus Planning Committee (Gonzales, C. Jackson, Lillian, Koch, Nash, Osmond)

1. Report on Program Prioritization

E. Committee on Committees (Botts, Coffey, Cook, Fisher, Stephenson)

No Report.

F. Faculty Handbook Committee (Anderson, Aycock, Ehnenn, Rardin, Vannoy, Provost Gonzalez)

Motions to approve revisions to the Faculty Handbook, Chapters 5, 6, and 7 as summarized below (See Appendix C for complete text).

1. Delete sentence in Section 5.2 that is no longer legally applicable (via David Larry/Lawrence v. Texas 2003).

2. Delete long definition in Section 5.2.2.2, as it repeats a definition in Section 5.1

3. Revise Section 6.2 Office Hours to clarify circumstances for proration.

4. Add text to Section 6.5.1 to clarify section on paid leave.

5. Add text to clarify eligibility and expectations for Section 6.5.2 Off-Campus Scholarly Assignments.

6. Clarify Section 6.5.3.1 on other kinds of leave and delete unnecessary, confusing language.

7. Delete mention of telephone registration system from reporting final grades Section 6.15.1 as this is no longer an option.

8. Clarify and update Sections on Faculty Senate (Section 7.1) and Senate Committees (Section 7.2) so that information is up-to-date, consistent with the Constitution and Faculty Senate Guidebook, and consistent with precedent.
G. Faculty Welfare and Morale Committee (Galloway, Gross, Holcomb, Miller, Stoddard, Wangler)

No Report.

H. Welfare of Students Committee (Brown, Crawford, Gosky, Hoffman, Jennings)

No Report.

VI. Unfinished Business

None

(4:50 pm) VII. New Business

1. A request to approve the following resolution from the Council of Chairs:

“The Council of Chairs calls for further input from the faculty if a change in conference status is to be made.”

(5:00 pm) IX. Adjournment
Appendix A: Student Government Association Appalachian State University

BILL [XX]

A BILL TO BE ENTITLED

AN ACT Of Resolution To Implement Midterm Professor Evaluations For Students

Short Title: Midterm Evaluations Act (Public)

Introduced by: Steven Hatley (Newland Hall)

Sponsored by: Alex McPherson (Director of Academic Affairs)

First Reading: [RULES COMMITTEE MEETING DATE] Version Date: [DATE DRAFTED] (Initial Edition)

Referred to: [RELEVANT COMMITTEE]

WHEREAS, Appalachian State University is an institution that is a haven of tremendous teaching and academic excellence; and,

WHEREAS, students want the best opportunity to get the best education as possible; and,

WHEREAS, to this date professor evaluations are only done at the conclusion of a semester; and,

WHEREAS, other universities in the United States have come up with a process of midterm evaluations; and,

WHEREAS, these universities include Yale, Ohio State University, Kent School, Oakland University, and Florida State University; and,

WHEREAS, midterm evaluations to evaluate professors will allow the students to inform their professors in ways to enhance their educational experience; and,

WHEREAS, the process of doing these evaluations will be similar to the professor evaluations that are conducted at the end of each semester; and,

RESOLVED, that the Appalachian State University Student Government Association supports the act of resolution to implement midterm evaluations of professors.
Appendix B:  
Student Government Association  
Appalachian State University  
BILL 045-007  

A BILL TO BE ENTITLED  

AN ACT TO PROVIDE STUDENTS WITH COURSE DESCRIPTIONS FOR REGISTRATION PURPOSES  

Short Title: The Course Description Act (working title) (Public)  

Introduced by: John Secrest (Off-Campus)  

Sponsored by:  

First Reading: Version Date: January 28, 2012 (initial draft)  

Referred to: Academic Affairs  

WHEREAS, The student body has no means by which to be properly informed as to the content of a course they are choosing to register for and;  

WHEREAS, Teachers must deal with students adding and dropping classes during the drop/add period who have not been informed beforehand as to what is required of the student and;  

WHEREAS, This type of confusion can lead to class disruption, as students add and drop the course after classes begin; now, therefore, be it;  

RESOLVED, That teachers post and make available a course description that includes, but is not limited to expectations regarding coursework (i.e. tests, pop quizzes, pop quizzes, expected reading, etc.), how they intend to grade students in their class and; be it further;  

RESOLVED, That these posts be made available by the start of registration process and be made available at least through the end of drop/add. And; be it further;  

RESOLVED, That this applies to courses with a teacher that has already been scheduled for semester that follow and; be it further;  

RESOLVED, That teachers may have the discretion to change their expectations at any time, just as they have with their syllabus.
Appendix C:

NOTE: Blue Text is text that has been relocated from another section and has already been approved.

Red and Green Text indicate proposed changes and/or proposed deletions which need Faculty Senate approval.

Faculty Handbook Committee moves the following: (For all changes below, the new numbering is used)

1. DELETE SENTENCE IN 5.2 THAT IS NO LONGER LEGALLY APPLICABLE (VIA DAVID LARRY/LAWRENCE V. TEXAS 2003)

5.2 Improper Relationships Between Students and Employees

The University of North Carolina does not condone amorous relationships between students and employees. Members of the University community should avoid such liaisons, which can harm affected students and damage the integrity of the academic enterprise. Further, sexual relationships between unmarried persons can result in criminal liability. In two types of situations, University prohibition and punishment of amorous relationships is deemed necessary: (1) when the employee is responsible for evaluating or supervising the affected student; (2) when the student is a minor, as defined by North Carolina law. The following policies shall apply to all employees and students of the sixteen constituent institutions.

2. DELETE LONG DEFINITION IN 5.2.2.2, AS IT REPEATS A DEFINITION IN SECTION 5.1

5.2.2.2 "Related by blood, law or marriage" means:

   (a) Parent and child
   (b) Brother and sister
5.2.2.3 “Evaluate or supervise” means:

(a) To assess, determine or influence

(1) one’s academic performance, progress or potential or

(2) one’s entitlement to or eligibility for any institutionally conferred right, benefit or opportunity, or;

(b) To oversee, manage or direct one’s academic or other institutionally prescribed activities.

3. REVISE 6.2 OFFICE HOURS TO CLARIFY CIRCUMSTANCES FOR PRORATION

6.2 Office Hours

Every full-time faculty member is required to be available seven (7) hours per week during the regular academic year to consult with students. Requirements for faculty with reassigned time and part-time faculty will be prorated according to the number of hours taught. During the term of a summer session in which a faculty member teaches, office hours expectations are two hours a week per course taught. Each department will maintain an office hours policy that establishes standards regarding a mix among formal office hours, meetings in other locations, and electronic communications appropriate for faculty members and curricula in that department. A schedule indicating the times available for formal office hours, meetings in other locations, and electronic communications must be posted on the faculty member’s office door, listed on course syllabi, and provided to the departmental office at the beginning of each semester. Electronic communication addresses, URLs, and/or phone numbers must be listed on course syllabi and also provided to the faculty member’s departmental office. During the term of a summer session in which a faculty member teaches, office hours expectations are two hours a week per course taught.

4. ADD TEXT to 6.5.1 TO CLARIFY SECTION ON PAID LEAVE

6.5.1 Paid Leaves of Absence For Medical or Family Reasons
6.5.1.1 There are times when a faculty member, for one of the reasons listed in section 6.5.1.3, may find it necessary to be absent in total or in part for an extended period of time. In such cases, leave with pay will be considered subject to the following procedures and conditions, including the completion of the Leave Request and Certification forms included in Appendix E of the Faculty Handbook here (insert link):

(a) Eligibility for consideration is limited to those faculty who (1) are eligible to participate in the N.C. Teachers’ and State Employees’ Retirement System or the UNC Optional Retirement Program and (2) have been employed a minimum of half-time at Appalachian State University for at least one year.

(b) When a faculty member finds it necessary to take such leave, a request in writing will be submitted to the departmental chair stating the reason for the request and the expected length of time (not to exceed one semester) the absence or reduced workload will last. The request for leave should be submitted at least 60 days in advance of the leave or as soon as practicable after the need for the leave is foreseeable.

(c) The departmental chair will discuss the request with the dean who will in turn notify the Provost and Executive Vice Chancellor what is requested and what is recommended.

(d) The Provost and Executive Vice Chancellor will make the final decision and will so notify the faculty member in writing.

(e) When leave is taken for medical reasons, the University may require that the faculty member have a health care provider certify that the faculty member is fit to resume duties. The University makes the ultimate decision as to the faculty member’s fitness to resume duties.

5. ADD TEXT TO CLARIFY– ELIGIBILITY AND EXPECTATIONS for 6.5.2 OCSAS

6.5.2 Off-Campus Scholarly Assignments. Provision is made for off-campus scholarly assignments for all tenure-track faculty members at Appalachian State University. Information regarding these assignments may be obtained by a faculty member from the dean of the college/school in which the faculty member is located.

6.5.2.1 Guidelines for Off-Campus Scholarly Assignments

6.5.2.1.1 Purpose. Off-campus scholarly assignments are a means by which the institution facilitates the continued professional growth of its faculty. Such assignments provide institutional encouragement and support to the faculty in developing, maintaining and broadening academic and instructional competencies that are valued by the University.

6.5.2.1.2 Eligibility

(a) All tenure-track faculty members who have served at Appalachian State University for a minimum of four years are eligible; however, members with tenure will be given preference.

(b) No person will be eligible to receive more than one such assignment within any six-year period.

6.5.2.1.3 Procedures for Application and Approval
(a) A request for an off-campus scholarly assignment must include a detailed statement of the proposed project or activity and be submitted to the chair of the department.

(b) Departmental approval by majority vote of the faculty and the endorsement of the departmental chair are required before an application is submitted to the dean of the college/school for action. The dean will thereafter submit the proposal, along with the dean's endorsement or rejection, to the Provost and Executive Vice Chancellor.

(c) A request for an off-campus scholarly assignment should be submitted at least six months prior to its effective date.

(d) Every effort will be made to grant approved OCSA requests for faculty; however, all requests for OCSAs are resource-dependent.

6.5.2.1.4 Conditions

(a) An off-campus scholarly assignment may be granted for full salary for either one or two semesters. In no case will Appalachian State University provide financial support which would result in an excess of the contract salary. (Stipends from grants or other outside sources may be combined with Appalachian State University support to equal a faculty member’s contract salary. Supplemental support from outside sources for travel including subsistence will not be counted in computing the salary.)

(b) Upon completion of an off-campus scholarly assignment, the recipient shall present a report of results and accomplishments to colleagues in a departmental meeting. A written summary of that report shall be filed with the department, the dean of the college/school, and the Provost and Executive Vice Chancellor. Faculty members accepting an off-campus scholarly assignment must agree to return to Appalachian State University for a period of at least one year at the conclusion of the assignment.

6. CLARIFY SECTION 6.5.3.1 ON OTHER KINDS OF LEAVE AND DELETE UNECESSARY, CONFUSING LANGUAGE

6.5.3.1 Special terms for part-time employment with commensurate compensation, or for relief from all employment obligations with or without pay for a specified period, may be included in an appointment or reappointment to any faculty rank or may be added by mutual agreement of the institution and faculty members in a written memorandum of amendment during the term of an appointment. For compassionate reasons of health, requirements of childbirth or childcare, or similar compelling reasons, such terms may, with the concurrence of the faculty member, include extensions of the period of a current probationary term of appointment to coincide with the extent and duration of the relief from the full-time employment obligation. Such special terms must be expressly stated in initial appointment documents or, if added by a memorandum of amendment, must be approved by signature of the Chancellor or the Chancellor’s delegate and the faculty member, with a copy to be retained by each. Except as may be otherwise expressly provided in the documents of appointment, all appointments to any faculty rank are made on the basis of a full-time employment obligation and confer the full incidents of academic tenure pertinent to the particular appointment granted with the permission of the Chair, Dean and Provost. Such special terms must be expressed in writing in a memorandum of agreement. See also 3.8.5.4.2 and 3.8.6.4.1.
7. DELETE MENTION OF TELEPHONE REGISTRATION SYSTEM FROM REPORTING FINAL GRADES 6.15.1 AS THIS IS NO LONGER AN OPTION

6.15.1 Reporting Final Grades

Final semester grades are reported to the Registrar’s Office no later than 1:00 P.M. on the day following the Faculty Grading period. At the end of each semester, the student’s grades are available via AppalNET or from the Telephone Registration System. (Note, however, that North Carolina law prohibits the release of grades, transcripts or diplomas to students with unpaid accounts.)

8. CLARIFY AN UPDATE SECTIONS ON SENATE COMMITTEES SO THAT INFORMATION IS UP DO DATE, CONSISTENT WITH THE CONSTITUTION AND GUIDEBOOK, AND CONSISTENT WITH PRECEDENT.

7.1 Faculty Senate

7.1.1 The Faculty Senate is composed of one member from each academic department/unit that makes up the university. A department or unit may choose not to fill its senate seat, in which case, the seat will remain empty. Questions of quorum and voting matters will be determined by the number of active seats and may vary from year to year. In addition, there shall be five “at large” seats filled by faculty from across the university. For a description of the procedures relating to the election of Faculty Senate members, see Article IV, Section 3. of the Faculty Constitution (Chapter I in the Faculty Handbook). For additional information about the Faculty Senate see (link to webpage), especially the Faculty Senate Guidebook.

7.1.2 The Chair of the faculty (Provost and Executive Vice Chancellor) is an ex-officio non-voting member of the Faculty Senate and shall serve as liaison officer between the Faculty Senate and the Chancellor of the University.

7.1.3 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.

7.1.4 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.

7.1.5 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 re-elected each year for the duration of their tenure on the Senate. The Committee on Committees will solicit names and oversee the voting and the election process for the following year’s nominations of officers.
7.2 Faculty Senate Committees

The committees of the Faculty Senate are appointed by the Chair of the Faculty Senate, with the advice and consent of the Faculty Senate. The chairs of these committees are elected by the membership of the respective committees. Faculty Senate Committees act on matters assigned to them by the Senate. Each committee may also initiate and pursue matters germane to its area of responsibility. Each committee is a recommending body, presenting its recommendations to the full Senate for consideration.

These committees together with their memberships and responsibilities are as follows:

7.2.1 Agenda Committee. The Agenda Committee shall be defined as the elected officers and the Parliamentarian of the Faculty Senate, the past Chair of the Senate, and the Provost and Executive Vice Chancellor for Academic Affairs (non-voting). The Agenda Committee shall meet at least once prior to each regularly scheduled Senate meeting to formulate and approve (by the vote of the members in attendance) the agenda for each upcoming Senate meeting. The Agenda Committee also:

(a) works with the Provost and, when applicable, the Chancellor, to prepare the agenda for General Faculty meetings;

(b) refers matters to the appropriate committee; and

(c) handles other business pertaining to agenda matters.

7.2.2 Committee on Academic Policy. The Committee on Academic Policy:

(a) considers matters of academic policy;

(b) handles other business that influences academic policy; and

(c) a member of the committee serves as liaison to the Academic Policies and Procedures Committee, and is a non-voting member of AP&P, unless otherwise appointed to the committee as a College/School representative.

7.2.3 Budget Committee. The Budget Committee:

(a) studies matters relating to budget planning at Appalachian;

(b) studies matters relating to the acquisition and distribution of the University’s funds, equipment, and supplies;

(c) considers University financial concerns of faculty; and

(d) the chair of the budget committee and the Faculty Senate Chair will serve as members of any tuition committees established.
7.2.4 Campus Planning Committee. The Campus Planning Committee:

(a) considers matters of faculty concern relating to long-range and physical planning;
(b) serves as Faculty Senate liaison with the Strategic Planning Commission; and the Traffic Policy Committee;
(c) investigates problems arising from the condition or management of the physical environment on campus.
(d) Senate will assign a member of this committee to serve on the University Council on the Safety of the Campus Community.

7.2.5 Chancellor Advisory Committee. The Chancellor Advisory Committee meets four (4) times each academic year (two (2) times each semester). The membership consists of:

(a) chair and vice chair of the Faculty Senate;
(b) two standing committee chairs; each standing committee chair attends at least once each academic year;
(c) four or five senators will attend one (1) of the meetings so that each senator, other than chair, vice chair, and standing committee chairs, attends once throughout the academic year; and
(d) Provost and Executive Vice Chancellor.

The Chancellor Advisory Committee acts as an informal advisory committee on behalf of the faculty to provide information and discuss matters of faculty interest and concern with the Chancellor.

7.2.6 Committee on Committees. The chair of the Committee on Committees is the Vice Chair of the Senate. The Committee on Committees:

(a) submits to the Senate, at its April meeting, and at other appropriate times, recommendations for nominations to fill vacancies on University committees;
(b) strives to insure that a nominee serves on no more than one standing University committee per three-year term and has no more than one other University committee assignment (including Faculty Senate committees and University committees);
(c) reviews annually the membership and responsibilities of each of the University committees, and periodically conducts detailed reviews of University committees;
(d) determines whether or not each University committee is meeting as often as specified and fulfilling the functions it was created to fulfill;
(e) makes recommendations to the Senate for abolishing, changing, and/or adding University committees;

(f) makes recommendations to the Senate for the replacement of members on those University committees on which such members are not accepting their responsibilities, or when vacancies on those committees occur; and

(g) handles other business that pertains to committees.

(h) will solicit names and oversee the voting and the election process for the following year’s nominees of Senate officers.

7.2.7 Committee on Welfare and Morale. The Committee on Welfare and Morale:

(a) monitors in all areas of fringe benefits and provides representation by three committee members on the Faculty/Staff Benefits Committee;

(b) coordinates and participates in the orientation program for new faculty members and spouses;

(c) handles other business that pertains to faculty welfare and morale; and

(d) a member of the committee on Welfare and Morale shall serve as a member of the non-tenure track faculty committee.

7.2.8 Committee on Welfare of Students. The Committee on Welfare of Students:

(a) deals with problems, or problem areas, that directly affect the general student body and the well-being of every student currently enrolled at Appalachian;

(b) serves as liaison to bring serious student problems and possible solutions to the attention of the faculty, administration, and student body for the purpose of developing or reformulating policy;

(c) collaborates on matters related to Students and/or Study-Faculty relations, with other campus persons and units, in particular the Offices of the Vice Chancellor for Student Development, the Director of Auxiliary Services, the Presidents of SGA and GSAS, the Director of Admissions, and the Registrar; and

(d) serves, in some situations, as an investigatory body.

7.2.9 Faculty Handbook Committee. The Faculty Handbook Committee:

(a) maintains oversight of changes to the Faculty Handbook proposed by the Faculty Senate and approved or modified by the Chancellor or the Provost and Executive Vice Chancellor;

(b) recommends to the Senate changes to the Faculty Handbook that will improve clarity and accuracy, update information, and/or address handbook issues that have not been referred, for reasons of relevance or workload, to other Senate committees or an ad hoc committee.
(b) informs the Senate about the progress of Faculty Handbook changes from the Chancellor to the Board of Trustees;

(c) works with those responsible for publishing the Faculty Handbook to make sure it is widely and easily available to faculty and is up-to-date;

(d) monitors, as well as advises and informs the Senate regarding all proposals for changes in the Faculty Handbook, from wherever they originate;

(e) the composition of the committee includes the Chair of the Faculty Senate, the immediate past Senate Chair if he/she continues to be employed by the University, or a past Senate Chair who continues to be employed by the University who is willing to serve, and two additional faculty members (Senators included). The Provost and Executive Vice Chancellor (or designated representative) shall serve as an ex-officio non-voting member.

(f) The chair of the committee shall be the Chair of the Faculty Senate.

7.2.10 Ad-Hoc Committees. The Faculty Senate may establish ad-hoc (temporary) committees for the purpose of addressing specific and major faculty and/or institutional concerns.