Appalachian State University
Faculty Senate Agenda
April 29, 2013 (First Session)

AGENDA SUMMARY:
(Full Agenda follows on next page)

3:15 pm  I. Welcome and Announcements  INFORMATION

3:20 pm  II. Approval of the April 8, 2013 Minutes.  ACTION

3:25 pm  III. Visitors’ Reports
A. Chancellor Peacock  INFORMATION
B. Dr. Susan McCracken, Budget Process  INFORMATION

4:00 pm  IV. Provost’s Report  INFORMATION

4:10 pm  V. Chair’s Report
A. Recognition of Faculty Senators  INFORMATION
B. Call for Nominations for Faculty Senate Officers for 2013-2014  INFORMATION
C. UNC Faculty Assembly Resolution on Budget Cuts and Mission Reevaluation  ACTION
D. UNC Faculty Assembly Resolution on General Education Competencies  INFORMATION
E. UNC Faculty Assembly Resolution Providing Recommendations for the Development and Implementation of the Comprehensive Articulation Agreement  INFORMATION

4:25 pm  VI. Committee Reports
A. Academic Policies Committee  ACTION
   Motion that Provost constitute ad hoc committee regarding new ombudsman position.
B. Budget Committee  INFORMATION
C. Campus Planning Committee
   Draft of Workplace Violence Policy  INFORMATION
D. Committee on Committees
   Report on Spring 2013 Faculty Elections  INFORMATION
   Motion to approve faculty appointments to non-elected university committees  ACTION

4:50 pm  VII. Unfinished Business

4:55 pm  VIII. New Business

4:55 pm  IX. Adjourn (time approximated)
Appalachian State University  
Faculty Senate Agenda  
April 29, 2013 (First Session), 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 April 8, 2013 Faculty Senate minutes. Available online at:  
http://facsen.appstate.edu/sites/facsen.appstate.edu/files/Faculty%20Senate%20Minutes%20April%202013%20Unapproved.pdf

(3:25 pm) III. Visitors’ Reports
A. Chancellor Peacock
B. Dr. Susan McCracken, Budget Process

(4:00 pm) IV. Provost’s Report

(4:10 pm) V. Chair’s Report
A. Recognition of Senators who completed three-year terms: Senators Coffey, Ehnenn, McBride, Miller, Rardin, Stoddard, and Strazicich.
B. Recognition of 2012 – 2013 Senate Officers: Chair Koch, Vice Chair Anderson, Secretary Vannoy, and Parliamentarian Aycock.
C. Acknowledgement of Appreciation for Outgoing Senate Representatives: Senators Gibbons, Holcomb, Lillian, Liutkus-Pierce, and Woods.
D. Announcement of Current Senators who were Re-elected: Senators Aycock (COM), Crawford (HPC), Ehnenn (at-large), Fenwick (CS), Koch (at-large), Morehouse (CDS), Stoddard (MKT), and Strazicich (ECO).
E. Announcement of Newly Elected Incoming Senate Representatives: Lynn Stallworth (ACC), Steve Hageman (GLY), Elicka Peterson (GJS), Randy Reed (P&R), Brooke Hester (PHY), Kin-Yan Szeto (T&D), and Travis Erickson (HLES).
F. Call for nominations for Faculty Senate Officers: Chair, Vice Chair, and Secretary. According to Faculty Handbook, Section 7.1.5 “At the last Senate meeting of the academic year, the Senate shall elect the officers...chosen from a minimum of two names for each position nominated from the floor...Officers may be re-elected each year for the duration of their tenure on the Senate.” The election of officers will be held during the Second Session of the Senate meeting. Please refer to the Faculty Senate Guidebook for complete details and responsibilities of the Faculty Senate Officers at the following website: http://facsen.appstate.edu/sites/facsen.appstate.edu/files/Faculty%20Senate%20Guidebook%202012%20-%202013.pdf

G. Report from the Faculty Assembly

1. Resolution on Budget Cuts and Mission Reevaluations approved by the UNC Faculty Assembly on April 19, 2013 (Appendix A).

2. Resolution on General Education Competencies approved by the UNC Faculty Assembly on April 19, 2013. (Appendix B).


(4:25 pm) VI. Committee Reports (Committee Chair’s name is in bold print)

A. Academic Policies (Alexander-Eitzman, Campbell, Crepeau, Ehnenn, Gates, Martin, Shankland)

Motion from the Faculty Senate Executive Board:

We recommend that the Provost constitute an ad hoc committee to examine the new ASU Ombudsman position. This committee will work cooperatively with Academic Affairs in the ongoing development of the Ombudsman office. This ad hoc committee should consist of members from among and elected by the Faculty Senate, Staff Senate, Council of Chairs, Student Government Association, Graduate Student Association, and Office of Student Development; and the committee’s recommendations should be in accordance with the International Ombudsman Association Standards of Practice and Code of Ethics. http://www.ombudsassociation.org/sites/default/files/IOA_Standards_of_Practice_Oct09.pdf
B. Agenda Committee (Koch, Anderson, Aycock, Ehnenn, Vannoy, Provost Gonzalez)

No Report.

C. Budget Committee (Geary, McBride, McGrady, Murrell, Pollitt, Strazicich)


D. Campus Planning Committee (Everhart, Fenwick, Flanders, Lillian, Osmond, Stokes, Smith)

Draft of the Workplace Violence Policy. (Appendix E).

E. Committee on Committees (Anderson, Coffey, Holcomb, Morehouse, Oliver, Puckett)

1. Report on Spring 2013 Faculty Elections.
2. Motion to approve faculty appointments on non-elected university committees.

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

1. Report on future Faculty Handbook changes from Chair Koch.

G. Faculty Welfare and Morale Committee (Crawford, Cremaldi, Gibbons, Liutkus-Pierce, Miller, Napiorski, Nash, Stoddard)

No Report.

H. Welfare of Students Committee (Cumbie, Gosky, Rice, Woods, Zrull)

No Report.

VII. Unfinished Business

A. None

(4:50 pm) VIII. New Business

(4:55 pm) IX. Adjournment
2013-06
Resolution on Budget Cuts and Mission Reevaluations
Approved by the UNC Faculty Assembly
April 19, 2013

Whereas, the constituent institutions of the UNC system are likely to face further drastic budget cuts; and

Whereas, future economic growth in North Carolina is highly dependent on quality education; and

Whereas, the faculty are integral to the academic missions of the institution and the delivery of a quality education; and

Whereas, these budget cuts will affect the ability of the institutions to deliver quality education to their students;

Therefore, Be It Resolved That the Faculty Assembly calls on the chancellors of the constituent institutions to immediately engage the faculty in a meaningful way about current and future decisions regarding the implementation of threatened budget cuts, and reevaluation of institutional missions as requested by President Ross, such that the academic core of each institution will be protected.
Resolution on General Education Competencies
Approved by the UNC Faculty Assembly
April 19, 2013

Whereas, the students, faculty, and administration of the UNC System, and the General Assembly all possess a vested interest in providing the highest quality educational experience and all see the value in being held accountable for upholding their responsibility; and

Whereas, the general education curriculum is a critical component of inculcating and strengthening the transferable skills such as critical reading, writing, problem solving and collaboration so valuable to the state’s workforce competitiveness in a global economy; and

Whereas, the General Education Council formed by the UNC General Administration is currently examining a competencies based approach to assessment of the general education curriculum of the constituent institutions; and

Whereas, the faculty of the UNC system possess the credentials and expertise required to select, teach and assess the competencies and student learning outcomes embedded within their curriculum; and

Whereas, our regional accrediting agency, the Southern Association of Colleges and Schools (SACS) periodically and comprehensively examines and affirms the quality of educational programs, and requires that the institution place primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty; and

Whereas, the faculty are leaders in the development and utilization of technology and assessment of new teaching pedagogies; and

Whereas, single measures such as the Collegiate Learning Assessment (CLA) or other standardized exams have been established as inadequate measures of the depth and breadth of general education programs; and

Whereas, there has not yet been established a robust and effective process utilizing such single measures for feedback useful in curriculum development;

Therefore, Be It Resolved That the competencies selected must encompass a large and flexible group of learning outcomes and assessment instruments that faculty may select in a mission, program and discipline appropriate manner; and

Be it Further Resolved That recommendations made by the General Education Council reflect that the faculty of the constituent institutions, in their role as educational experts and as those charged with ensuring the highest academic quality and mission-appropriate curriculum, are the primary body to select, design, and assess all academic programs.
Whereas, the UNC Faculty Assembly commends the value and purpose of the Comprehensive Articulation Agreement (CAA) between the Community Colleges, Early Colleges, and the UNC 4-year institutions to facilitate student transfers; and

Whereas, the Faculty Assembly commends the use of faculty disciplinary panels in the development and review of said articulation agreements; and

Whereas, it is recognized that while the CAA can establish the transferability of up to 60 hours of credit, these hours do not displace institution-, department- or discipline-specific requirements for general education or major competencies; and

Whereas, student success primarily requires a clear understanding of expectations and requirements for completing a major, which requires strategic advising;

Therefore, the Faculty Assembly recommends the following:

1. The CAA should direct departments to articulate and document pre-major and major requirements (i.e., what courses and competencies are expected to be classified as a junior in the given major) in such manner that transferring students and their advisors have clear access to, and understanding of, expectations for institution- and major-specific requirements.

2. The CAA should clearly articulate that, in addition to general course work and competencies, the first year’s courses should include major-specific requirements (math, science, etc.) as necessary for the sequential progression to subsequent major courses.

3. The CAA should consider the development of dual enrollment opportunities such that students can gain credit toward their AA/AS by taking more advanced courses at UNC institutions that will advance progress toward completion of a BA/BS.

4. The proposed supporting strategy should be changed to “Students who complete the AA/AS with a 3.0 GPA will be eligible to compete for campus-based scholarships on an equal basis with students originating at UNC institutions, pending legislative approval.”
Subject: Budget Committee Meeting with Tim Burwell, Vice Provost for Resource Management
Date of Meeting: April 5, 2013
Present: John Geary, Jeff McBride (Chair), Mark Strazicich
Absent: Elizabeth McGrady, Zack Murrell, Phoebe Pollitt

The meeting began at 4 pm.

Tim Burwell summarized the current budget situation at ASU and took questions from the committee. Budget cuts may be coming with the new fiscal that begins July 1, 2013. Budget cuts of 3% or 4% would be difficult but are manageable without much impact on departments. Assuming we would still receive enrollment growth funding. However, budget cuts of 9% or more would have a larger impact including at the department level. Regardless of budget cuts, we may still see a salary increase on July 1, 2013 while any increase would likely be modest. The State of NC is expected to finalize the new budget prior to July 1, 2013. Tim Burwell expressed concern about possible higher increases in out-of-state tuition since this could lead to a significant loss of such students and have a significant impact on our budget in the short-term. In-state tuition has been approved to increase by 6.5% in the coming year. ASU is expecting a modest enrollment growth this fall due to increased numbers of transfer and graduate students.

The meeting adjourned at 5:15 pm.

Respectfully yours,

Jeff McBride
Chair, Budget Committee, Faculty Senate
April 18, 2013
Workplace Violence and Prevention Policy

Purpose
In accordance with the Federal Occupational Safety and Health Act of 1970, employers have an obligation to provide employees with a safe and healthy work environment. Therefore, Appalachian State University is committed to provide a workplace that is free from violence by establishing preventative measures, by holding perpetrators of violence accountable, and by providing assistance and support to victims. An Employee Threat Assessment Team has been established to evaluate both immediate and potential threats of workplace violence. Any form of violence as defined in this policy may be cause for disciplinary action, or sanctions, up to and including dismissal due to unacceptable personal conduct. Violent acts, whether on-duty or off-duty, affect the ability of all employees to perform their jobs. The University will apply all useful management tools to accomplish the dual purpose of reducing the effects of violence on victims and the University community as well as hold perpetrators of violence accountable for their actions. ASU Human Resources, Office of the Provost, ASU Police, Counseling for Faculty & Staff, Dean of Students, and Counseling & Psychological Services have been designated to victims of workplace violence.

Definitions
Workplace Violence includes, but is not limited to, intimidation, bullying, threats, physical attack, domestic violence or property damage and includes acts of violence committed by state employees, clients, customers, relatives, acquaintances, students, or strangers against state employees in the workplace. Definitions of these acts are as follows:

- **Intimidation** - includes, but is not limited to, stalking or engaging in actions intended to frighten, coerce, or induce stress.
- **Bullying** – includes, but is not limited to, activity of repeated, aggressive behavior intended to hurt another person, physically or mentally. Bullying is characterized by an individual behaving in a certain way to gain power over another person.
- **Threat** – is the expression of intent to cause physical harm or mental harm. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out and without regard to whether the expression is contingent, conditional, or future.
- **Physical Attack** - is unwanted or hostile physical contact such as hitting, fighting, pushing, shoving or throwing objects.
- **Domestic Violence** – is the use of abusive or violent behavior, including threats and intimidation, between people who have an ongoing or prior intimate relationship. This could include people who are currently married or have been previously married, currently live together or have previously lived together, or currently date or have previously dated.
- **Property Damage** - is intentional damage to property and includes property owned by the State, employees, visitors, or vendors.
Coverage
This policy shall apply to all employees of Appalachian State University, regardless of appointment type. This policy applies to employees while functioning in the course and scope of their employment as well as off-duty violent conduct that has a potential adverse impact on an employee’s ability to perform his/her assigned duties and responsibilities. The University administrative unit responsible for providing guidance to management for each appointment is listed below:

<table>
<thead>
<tr>
<th>Employee Appointment</th>
<th>Administrative Unit to Consult</th>
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<tbody>
<tr>
<td>SPA and EPA Non-Faculty</td>
<td>Human Resource Services</td>
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<tr>
<td>SPA and EPA Non-Faculty Temporary Employees</td>
<td>Human Resource Services</td>
</tr>
<tr>
<td>Faculty</td>
<td>Office of the Provost</td>
</tr>
<tr>
<td>Student Employees</td>
<td>Dean of Students</td>
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</table>

Prohibited Actions and Sanctions
It is considered to be a violation of this policy to:
- Engage in workplace violence as defined in this policy
- Fail to investigate a report of a threat of workplace violence or an incident of workplace violence as defined in this policy
- Use, possess, or threaten to use an unauthorized weapon during a time covered by this policy, and
- Misuse authority vested to any employee of the State of North Carolina in such a way that it violates this policy

An act of off-duty violent conduct may also be grounds for disciplinary action and sanctions, up to and including dismissal. In these situations, ASU must demonstrate that the disciplinary action, sanction, suspension, or dismissal is supported by the existence of a rational nexus between the type of violent conduct committed and the potential adverse impact on an employee’s ability to perform the assigned duties and responsibilities or the potential adverse impact of keeping faculty, staff, and students safe.

Violations of this policy shall be considered unacceptable personal conduct and shall result in discipline, up to and including dismissal, as outlined in the Appalachian State University Disciplinary Actions, Suspension, and Dismissal Policy and the ASU Faculty Handbook.

Authorized Exceptions to Policy
An employee may possess a weapon in the scope of their employment if possession is:
- In compliance with North Carolina law
- Used by an employee who is a certified Law Enforcement Officer
- Required as part of the employee’s job duties with the State of North Carolina or
- Connected with training received by the employee in order to perform the responsibilities of their job with the State of North Carolina
Retaliation and False Reports

Employees or students who act in good faith by reporting real or implied violent behavior or violations of this policy will not be retaliated against or subjected to harassment. Employees who feel they have been retaliated against for having reported a policy violation or are the subject of harassment may initiate a grievance through the ASU Grievance and Appeals Process. Faculty may access grievance rights as outlined in the Faculty Handbook.

Deliberate false or misleading claims of violence that appear to have been filed with the intention to harass or that appear to be frivolous or an abuse of the violence reporting process shall be considered acts of unacceptable personal conduct and may be subject to disciplinary action or sanctions, up to and including dismissal.

Reporting Responsibilities

All employees at Appalachian State University are encouraged to be alert to the possibility of violence on the part of employees, former employees, students, customers, and strangers. Employees and students shall place safety as their highest concern. To address incidents of workplace violence and to insure speedy and effective resolution of these incidents, ASU has established the following process:

A. When a University employee or student experiences or has knowledge of workplace violence, the first action is to immediately inform the appropriate supervisor or faculty member, respectively. The supervisor or faculty member will investigate the situation, with caution and safety as first concerns, or seek assistance from Human Resources, Office of the Provost, or Dean of Students Office. If a supervisor or faculty member is not present, or the reporter of the violation is not comfortable reporting the incident to a supervisor or faculty member, contact Human Resources, Office of the Provost, or in cases involving students, the Dean of Students Office.

B. The ASU Police Department is available to assist in response to workplace violence and may be contacted by any University employee or student at any time in the process. ASU Police may be contacted by calling 8000 on campus or if an imminent threat is perceived, call 911.

C. When parties involved have been calmed and the situation has been resolved, the person responding will ask for information in order to complete a report that will be forwarded to the appropriate administrative unit.

D. If it is determined that persons involved in workplace violence need assistance beyond intervention at the scene, they may be referred to the ASU Counseling Center for Faculty and Staff or in the case of a student, referral to the Counseling & Psychological Services Center.

E. Threat Assessment – ASU has developed a Threat Assessment Team that will assess and respond to immediate and potential acts of workplace violence. The team’s group is composed of key representatives from University core areas. The team may consult with the organization unit with administrative oversight for the appointment types of the perpetrator and the victim, as well as other auxiliary members. The team will be responsible for receiving threat reports, conducting thorough assessments, determining appropriate responses, tracking and reporting workplace violence information, and conducting related training.
Depending upon the severity of the threat, a formal investigation may be required. ASU Police will conduct criminal investigations, if necessary. The appropriate administrative unit will conduct workplace violence investigations. Threat assessments will consider all details relevant to the threat and will assess the totality of circumstances when determining an appropriate action.

Notice of Emergency Non-Isolated Violent Acts on Campus
In the event it is determined that a workplace violence act is not isolated and could endanger other faculty, staff, and students, the Appstate Alert system will be activated with appropriate measures taken to ensure the safety of the campus community. Emergency procedures are outlined at www.emergency.appstate.edu.

Support and Protections
ASU will make efforts to protect victims of workplace violence by offering all feasible security measures. Victims may also need special accommodations or adjustments to their work schedule, work location, or working conditions in order to enhance their safety. ASU will accommodate these requests and needs whenever possible. ASU will work closely with victims to assure that both the needs of the victims and the University are addressed.

Management is expected to offer reasonable support to victims of workplace violence, which includes domestic and family violence, whenever feasible. This support may include encouragement of the victim to use the services of the ASU Counseling Center for Faculty and Staff, or the Student Counseling & Psychological Services Center. In addition, management shall grant a victim the use of available paid leave, accumulated paid time off, leave without pay, and/or flexible work scheduling for medical, court, or counseling appointments related to trauma and/or victimization. Employees can also use Family & Medical Leave if eligible.