The Faculty Senate meeting was called to order by Chair Ehnenn at 3:15 pm in the William Strickland Conference Room in I.G. Greer on Monday, December 12, 2011. Senators Brown, Fisher, Gosky, A. Jackson, Ramey, Rice, and Wangler were excused. Senator Smith was absent.

I. Announcements

A. Chair Ehnenn welcomed senators and asked visitors to introduce themselves. Visitors were Dr. Bobby Sharp (IRAP), Dr. Michael Mayfield (Academic Affairs), Dr. Leslie Jones (Honors College) Ms. Susan Pettyjohn (Advancement), Mr. J.J. Brown (Dean of Students), Mr. Hank Foreman (University Communications), and Ms. Martha Marking (EIT/T&D).

B. Chair Ehnenn stated that the next Faculty Senate meeting will be Wednesday, January 18, 2012 and agenda items are due by Tuesday, January 10, 2012.

II. Minutes

A. Chair Ehnenn asked for a motion to approve the November 14, 2011 Faculty Senate minutes. Senator Miller moved and Senator Mercer-Ballard seconded to approve the minutes. Motion passed. (Vote #1).

III. Visitors’ Reports

A. Mr. Hank Foreman (University Communications) informed the Senate that his office will be updating the Experts’ List to include the topics of faculty’s research in addition to what courses they teach. An email will be sent asking faculty to provide this information.

B. Ms. Martha Marking, Early Intervention Team, and Mr. J.J. Brown (Dean of Students) presented general information and statistics related to the EIT since its inception in Spring 2009.

IV. Provost’s Report

A. Provost Gonzalez stated that faculty will be asked to complete a survey about the December graduation ceremony and she encouraged all faculty to attend graduation.

B. Provost Gonzalez provided a PowerPoint presentation entitled “What Higher Education Leaders Are Saying About Program Prioritization” and asked Senators
for feedback concerning the ten prioritization criteria for reviewing low productivity programs. In light of this conversation, Senator C. Jackson moved and Senator Aycock seconded to refer this issue to the Campus Planning Committee. Motion FS 11-12/12-01 passed. (Vote #2).

V. Chair’s Report

A. Chair Ehnenn reported that $1.1M of the 2% administrative fee, which was collected from non-student credit hours generating units, will be used for faculty travel. Chair Ehnenn further stated that Off-Campus Scholarly Assignments will be reinstated effective Spring 2012. Chair Ehnenn reminded faculty to take advantage of the university’s free international travel insurance when they travel abroad by completing the necessary paperwork when they submit their travel authorization forms. Senators should remind their colleagues that 2 hours of class activity outside of class should be expected for every hour in class. This is not only per Motion FS 10-11/03-06; it is also a new requirement of the U.S. Department of Education.

B. Chair Ehnenn reminded faculty of the university’s adverse weather policy and faculty should have contingency plans in case final examinations are postponed due to inclement weather.

C. Chair Ehnenn reported that she received a copy of the Athletics Feasibility Study Report and the Faculty Senate website will have a link to this report.

D. Chair Ehnenn provided the following updates about the December 8 – 9, 2011 Board of Trustees meeting: A search committee for the Chief Information Officer position has been formed. The BOT voted to have a cell tower installed on Bowie Hall. The Beasley Communication Complex should be completed by winter 2012. The addition to the Plemmons Student Union, new residence hall and leadership annex is on schedule. The university will investigate the possibility of being permitted to roll-over funds from year to year for repairs and renovations. The BOT approved the Tuition and Fees Committee’s recommendation for a flat fee increase of $389.26 for undergraduate and graduate students and this proposal has been submitted to the Board of Governors. Mr. Michael Stanley is the new director of audits. Internal and external audits did not report any adverse findings.

E. Chair Ehnenn remarked that the capital campaign is progressing and information about the campaign can be accessed from campaign.appstate.edu website.

F. Appalachian State leads the nation in the number of new alumni who are board certified teachers.
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, Jennings, Ramey, Provost Gonzalez)

   No Report.

C. Budget Committee (Campbell, Geary, Hageman, McBride, Smith)

   No Report.

D. Campus Planning Committee (Gonzales, C. Jackson, Lillian, Koch, Nash, Osmond)

   No Report.

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

   1. **A motion to approve Dr. Jennifer Burris (PHY) to serve on the Science Inquiry Faculty Coordinating Committee for the Spring 2012 (as a substitute for Dr. Gabrielle Katz who will be on an Off-Campus Scholarly Assignment); and to approve Dr. Linda Johanson (NUR) to serve as a departmental Senate representative through Spring 2012 (to replace Dr. Reesman) was approved. Motion FS 11-12/12-02 passed. (Vote #3).**

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

   1. **Motion FS 11-12/12-03 to approve the following changes to the Faculty Handbook, Section 7.5.21, pertaining to the University Conduct Board and the corresponding entry in the Faculty Handbook Index: 7.5.21 UNIVERSITY CONDUCT BOARD passed. (Vote #4).**

   **Approved Section 7.5.21**

   7.5.21 UNIVERSITY CONDUCT BOARD

   A University Conduct Board is made up of faculty, staff and students that determine if an accused student is responsible for violating the Code of Student Conduct. A student may elect to have their case heard by a
Conduct Board. The Director of Student Conduct determines if it is a University Conduct Board or a Student Conduct Board. The Director of Student Conduct may also refer a case to a board rather than giving a student the choice of an administrative resolution with a Conduct Review Officer.

2a. **Motion FS 11-12/12-04 to revise the Faculty Handbook, Section 4.8.11, by changing all instances of $10,000 to $5,000 as per recent changes in the federal law passed. (Vote #5).**

Approved Section 4.8.11

**Definition of Significant Financial Interest**

SIGNIFICANT FINANCIAL INTEREST means anything of monetary value, including but not limited to, salary or other payments for services (e.g., consulting fees or honoraria); equity interests (e.g., stocks, stock options or other ownership interests); and intellectual property rights (e.g., patents, copyrights and royalties from such rights). The term does not include: (a) Salary, royalties, or other remuneration from the University; (b) Income from seminars, lectures, or teaching engagements sponsored by public or nonprofit entities; (c) Income from service on advisory committees or review panels for public or nonprofit entities; (d) An equity interest that, when aggregated for the investigator and the investigator’s spouse and dependent children, meets both of the following tests: does not exceed $5,000 in value, as determined through reference to public prices or other reasonable measures of fair market value, and does not represent more than a five percent ownership interest in any single entity; or (e) Salary, royalties or other payments that, when aggregated for the investigator and the investigator’s spouse and dependent children over the next twelve months, are not expected to exceed $5,000.

2b. A motion to replace current Conflicts of Interest and Disclosure Form (Faculty Handbook pages 165-168) with an updated form and the accompanying Introduction to Conflict of Interest/Commitment Policy for Appalachian State University. (Appendix A-Without Amended Changes). Senator Mercer-Ballard moved and Senator Aycock seconded to amend the Section entitled “Review for Potential Conflicts” bullet point number four as follows:

- Members of the Conflict of Interest Council will have the opportunity to review information and consult with appropriate campus entities about the case before meeting to determine whether:
  - the case does not represent a clear conflict of interest and/or commitment, in which case the faculty/staff
member can proceed with or continue the activity;
☐ it represents a potential conflict of interest and/or commitment requiring a management plan;
☐ it represents a clear conflict of interest and/or commitment, in which case the faculty/staff member cannot proceed with or continue the activity.

Motion to amend passed. (Vote #6). Motion FS 11-12/12-05 as amended passed. (Vote #7).

3a. Motion FS 11-12/12-06 to change the title of Faculty Handbook, Chapter VIII, from Services and Organizations to Employee Benefits and Services passed. (Vote #8).

3b. Senator Coffey moved and Senator Holcomb seconded to vote on the proposed changes to the Faculty Handbook, Section 8, in totem. Motion passed. (Vote #9).

Motion FS 11-12/12-07 to approve all changes to the Faculty Handbook, Section 8, as presented passed. (Vote #10).

Approved:
To delete Faculty Handbook, Section 8.4 (Credit Union) and Section 8.6.1 (Food Services), delete the last sentence in the introductory statement under Section 8.6 Auxiliary Services, move the information contained therein to the Policy Manual, and renumber all relevant places in the Faculty Handbook accordingly.

Section 8.4 Credit Union
The services provided by the State Employees’ Credit Union are available to all faculty and staff members. These services include savings and all types of loans at an interest rate usually lower than available through other lending agencies. Savings deposits and loan repayments to the credit union can be processed through payroll deductions at your request. Application for membership requires an initial deposit of $25.00 to cover the purchase of one share of stock. The State Employees’ Credit Unions in Boone, North Carolina are located at 1470 Blowing Rock Road and at 410 New Market Boulevard.

Section 8.6 Auxiliary Services
Auxiliary Services in the Business Affairs area includes: Food Services, AppCard Office, University Bookstore, New River Light and Power Company, and Vending Services. The following services provided by Auxiliary Services are available to all faculty and staff.
Section 8.6.1 Food Services
Appalachian owns and operates its own food services in various campus facilities. The University Cafeteria, Chick-Fil-A, and the Food Court are located in Welborn Hall; McAlister’s Deli and the Cascades Café are located in the Plemmons Student Union; Park Place Café, the Pizzeria, TCBY, and The Market are located in Trivette Hall; and The Jackson Dining Room is located in The Broyhill Inn and Conference Center.

Food Services offers a wide variety of choices in our catering department including a sit down banquet, picnic, cook out, or supplies for a party. Just call the catering assistant at (828) 262-6143 to place your order. Order from the bakery by calling (828) 262-3061. Orders must be placed 24 hours in advance of the date needed. The Food Services website is www.foodservices.appstate.edu.

To revise Faculty Handbook, Section 8.8 (Administrative Services) by deleting this title and renaming it Section 8.8 Telephone Service, deleting Section 8.8.1 (Purchasing), Section 8.8.2 (Central Warehouse, and Section 8.8.3 (Mail Service) and deleting the title of Section 8.8.4 Telephone Service and moving the deleted information to the Policy Manual, and renumbering all relevant places in the Faculty Handbook accordingly.

8.8 Administrative Services Telephone Service
8.8.1 Purchasing
The Central Purchasing Office of the Materials Management Division is responsible for all purchasing for the University. Since Appalachian State University is a state-supported institution, its purchasing policies are directly affected by state law and the policies of the North Carolina Division of Purchase and Contract. In accordance with state law, the Central Purchasing Office has delegated to departments the authority to make certain categories of small purchases (under $1500) using established procedures without going through the Purchasing Office. See the Appalachian State University Resource Manual for specific policies and procedures. The University is not responsible for obligations which have not been made in accordance with established policies and procedures.

8.8.2 Central Warehouse
The Central Warehouse consists of Central Receiving (for items procured by purchase order), Central Store, and Surplus Property. For the convenience of the University, Central Stores stock for resale to departments, paper products, housekeeping and janitorial supplies, and limited office supplies (those not on state term contract). The Central
Warehouse routinely publishes updated lists of items in stock. The disposal of all excess or surplus property must be coordinated through the Surplus Property section.

8.8.3 Mail Service
The University operates and maintains a campus post office for receiving and distributing all campus mail. In conjunction with the post office, an inter-campus mail service is provided. Routine deliveries and pickups are made by the campus mail service in all academic buildings. Post-office boxes are assigned to each enrolled student, with a few exceptions. Postage for outgoing mail is controlled at a central point in the post office. The United States Postal Service should not be used for any inter-campus mail. Personal mail must not be included with University mail which requires postage to be applied. The University post office should not be used to receive personal packages. If a personal package must be delivered at work, please have it sent by United Parcel Service, FedEx, etc., to your location.

8.8.4 Telephone Service
The University is served by a CENTREX telephone system permitting direct calling to and from University phone stations without operator assistance. Instructions for use of the system are found in the current telephone directory including instructions for long distance calling. Appalachian State University participates in the State Telephone Network DAIN-RADSI system. Long distance calls may be made for official business only. Departments are funded and billed for telephone service. Requests for changes in service should be directed to the CENTREX telephone office using Physical Plant Work Order forms.

To delete Faculty Handbook, Section 8.9 (Design and Construction), Section 8.10 (Physical Plant) in its entirety which consists of Sections 8.10.1 through 8.10.3, and deleting Section 8.11 (George Holmes Convocation Center and Seby Jones Arena), and move the information contained therein to the Policy Manual, and renumber all relevant places in the Faculty Handbook accordingly.

Section 8.9 Design and Construction
The Office of Design and Construction is responsible for the development and maintenance of the Comprehensive Facilities Master Plan for the University. Using the approved plan as guidance, Design and Construction manages the design, engineering and construction of major capital building and renovation projects.

8.10 Physical Plant
The basic purpose of the Physical Plant Department is to create an
aesthetically pleasing, environmentally sound, and energy efficient physical environment for the campus community. The Physical Plant is generally responsible for the maintenance and operation of University facilities and grounds. Services are available on a 24-hour, 7-day-per-week basis. When an emergency arises after normal working hours, on weekends, holidays, or semester breaks, the University Police should be notified by calling 262-2150. The University Police personnel have access to a list of persons “on call” in each area and will contact the appropriate personnel.

8.10.1 Building Maintenance and Repairs
Repair needs which are observed by faculty may be reported by electronically completing and submitting a request for Physical Plant Services. Special changes or alterations to a building should first be requested through the departmental chair and the appropriate college/school dean. The Physical Plant Office can provide estimates of cost, but no work will be performed until authorization of funds is given by the departmental chair and the proposed physical alteration has been approved by Physical Plant’s Work Control Center.

8.10.2 Housekeeping
Building Services personnel are assigned to academic facilities on the basis of the square footage to be maintained. Special requests of the Building Services personnel should be directed to the Director of Building Services who visits all academic facilities on a periodic basis.

8.10.3 Arrangements for Special Events
Requests for special services of the Physical Plant such as moving equipment, rearranging space, sound equipment, etc., should be requested by electronically completing and submitting a request for Physical Plant services. Ample time should be allowed for the scheduling of such work. The Physical Plant section of the Appalachian State University Resource Manual provides more detailed information regarding the services provided by this department.

8.11 George M. Holmes Convocation Center and Seby B. Jones Arena
The purpose of the George M. Holmes Convocation Center is to provide facilities for the Department of Health, Leisure and Exercise Science as well as ASU’s basketball offices and to support the academic processes of Appalachian State University. Serving as a multi-purpose arena for the northwestern region of North Carolina, the Center will support University-sponsored events, such as commencement and College Fair. Cultural events, concerts, trade shows, athletic events and other public assembly activities will also be a part of the Center’s programming.
Since several departments will share the facility, all efforts will be made to accommodate the activities of each department. Because the schedule for the Center will be constantly changing, every effort will be made to keep all concerned updated. University-sponsored events such as commencement, convocation, and student recruiting events will have priority over all other events. Please contact the Center Director for reservations.

To delete Faculty Handbook, Section 8.15 (Arts and Cultural Programs), Section 8.16 (Athletics), and Section 8.18 (Alumni Association), move the information contained therein to the Policy Manual, and renumber all relevant places in the Faculty Handbook accordingly. *(See Appendix B).*

To revise Faculty Handbook, Section 8.17 (University Recreation), moving the deleted information to the Policy Manual, and renumbering all relevant places in the *Faculty Handbook* accordingly.

### 8.17 University Recreation

8.17.1 Informal and Fitness Recreation, Intramural Sports, Club Sports, and Outdoor Programs: The University Recreation Program offers something for everyone, whether it’s informal (fee play) recreation, structured activities, or outdoor trips and workshops. Faculty members are encouraged to utilize University Recreation Programs. University Recreation provides several ways faculty can get involved.

8.17.2 Informal and Fitness Recreation: The Dwight W. Quinn Recreation Center features state-of-the-art equipment including Nautilus, Ivanko, Advance Free Weight, Life Fitness, and Cybex; four basketball and/or volleyball courts; an indoor jogging track; eight racquetball courts; and an extensive aerobics area. The Mt. Mitchell Life Fitness Centre, located on the third floor of the Plemmons Student Union addition, has a multipurpose area, Cybex resistance equipment, and an extensive line of cardiovascular equipment. The Student Recreation Center offers a wide variety of equipment and activities. The Convocation Center contains a multi-lane indoor track. The Broome-Kirk Gymnasium houses Faculty-Staff Health Promotions. NOTE: All current faculty and staff members who wish to use the Quinn Center, Student Recreation Center, and/or the Mt. Mitchell Life Fitness Centre are required to pay an annual user fee for these facilities. For more information about faculty and staff user fees for University Recreation facilities, please call 262-2100.

8.17.3 Intramural Sports: The Intramural Sports program offers over 90 individual, dual, special events, and team activities throughout the year, including badminton, basketball, bowling, handball, flag football, soccer,
softball, golf, horseshoes and many more. Individuals may participate in men’s, women’s and/or co-rec (co-ed) divisions of play. All activities and divisions offer several leagues based on the participant’s skill level.

8.17.4 Club Sports: The Club Sports Program offers the opportunity to participate at a higher level of competition and skill level. University Recreation Club Sports schedules practices and games/matches with clubs from beyond the Appalachian community.

G. Faculty Welfare and Morale Committee (Galloway, Gross, Holcomb, Miller, Stoddard, Wangler)

No Report.

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

No Report.

VII. Unfinished Business

None.

VIII. New Business

A. Senator Coffey briefed the Senate about the Honors College students’ petition (Appendix C) to permit all Honors College students to reside together in the new Honors Residence Building and the Council of Chairs’ Statement of Support (Appendix D). Senator Coffey moved and Senator Lillian seconded that “On Monday, December 12, 2011, the Faculty Senate supports the integrity of the Honors Program and recommends that all honors students be allowed to reside together in the new residence hall”. Senator Anderson moved and Senator Rardin seconded to amend the motion by stating:

“Whereas, Provost Aeschleman accepted the recommendations of the Honors Taskforce in 2006 that included recognition of a residential facility for the honors students, and

Whereas, The request to the architect was to design a space for honors students; therefore, be it

Resolved, That on Monday, December 12, 2011, the Faculty Senate supports the integrity of the Honors Program and recommends that all honors students be allowed to reside together in the new residence hall”.  

Several Senators voiced their concern about not having the Honors Taskforce Report nor other documentation which substantiates the proposed amendment. **Motion to amend failed.** (Vote #11).

Senator Strazicich stated that he wanted to know what the SGA recommends regarding the honors students petition. Senator Rardin brought to the attention of the Senate that there were no SGA representatives at this meeting. Other Senators voiced their opinions about the motion stating that the university wants to recruit honors students and having a dedicated residential facility for honor students is a selling point. **Senator Coffey moved and Senator McBride seconded to call the question. Motion to call the question passed.** (Vote #12).

**Motion FS 11-12/12-08 as stated below passed.** (Vote #13).

“On Monday, December 12, 2011, the Faculty Senate supports the integrity of the Honors Program and recommends that all honors students be allowed to reside together in the new residence hall”.

B. Senator Rardin informed the Senate that the University Registration and Calendar Committee is requesting faculty input about reducing the time allotted for final examinations from 2 ½ hours to 2 hours. This change would reduce the number of examination days from five to four making it possible to schedule Reading Day on the Monday of the week of final examinations. There would be four examination periods Tuesday through Thursday and three examination periods on Friday ending at 3:00 pm. The half-hour break between examination periods would be retained. Please submit your comments to Senator Rardin (rardinpt@appstate.edu) using “Final Exam Schedule” as the subject line.

**IX. Adjournment**

Senator McBride moved and Senator Aycock seconded to adjourn the meeting. Motion to adjourn passed. **(Vote #14).** Meeting adjourned at 5:45 pm.
## Faculty Senate Voting and Attendance Record for December 12, 2011

*Y for Yes; N for No; A for Abstain*

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<td>1</td>
<td>Motion to approve the November 14, 2011 Faculty Senate minutes. Motion passed.</td>
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<td>2</td>
<td><strong>Motion FS 11-12/12-01</strong> to refer to the Campus Planning Committee the matter of reviewing the ten prioritization criteria for reviewing low productivity programs as presented in the Provost’s PowerPoint presentation. Motion FS 11-12/12-01 passed.</td>
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<td>3</td>
<td>To approve Dr. Burris (PHY) to serve on the Science Inquiry FCC for Spring 2012 (as a substitute for Dr. Katz) and to approve Dr. Johanson (NUR) to serve as the Nursing Department’s Senate representative through Spring 2012. <strong>Motion FS 11-12/12-02</strong> passed.</td>
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<td>4</td>
<td><strong>Motion FS 11-12/12-03</strong> to approve the changes to the <em>Faculty Handbook</em>, Section 7.5.21, pertaining to the University Conduct Board. Motion FS 11-12/12-03 passed.</td>
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<td>5</td>
<td><strong>Motion FS 11-12/12-04</strong> to revise the <em>Faculty Handbook</em>, Section 4.8.11, as presented regarding “Significant Financial Interest”. Motion FS 11-12/12-04 passed.</td>
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<td>6</td>
<td>Motion to amend the proposed updated Conflicts of Interest and Disclosure Form passed.</td>
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<td>7</td>
<td><strong>Motion FS 11-12/12-05</strong> as amended to update Conflicts of Interest and Disclosure Form and the Introduction to Conflict of Interest/Commitment Policy passed. Motion FS 11-12/12-05 passed.</td>
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<td>8</td>
<td><strong>Motion FS 11-12/12-06</strong> to change the title of Chapter VIII in the <em>Faculty Handbook</em> to Employee Benefits and Services passed. Motion FS 11-12/12-06 passed.</td>
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<td>9</td>
<td>Motion to vote on the proposed changes to the <em>Faculty Handbook</em>, Section 8, as presented in totem passed. Motion passed.</td>
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<td>10</td>
<td><strong>Motion FS 11-12/12-07</strong> to approve all changes to the Faculty Handbook, Section 8, as presented passed. Motion FS 11-12/12-07 passed.</td>
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<td>11</td>
<td>Motion to amend the statement that Faculty Senate supports the integrity of the Honors Program and recommends all honors students reside together in the new residence hall failed. Motion to amend failed.</td>
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<td>12</td>
<td>Motion to call the question passed.</td>
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<td>13</td>
<td><strong>Motion FS 11-12/12-08</strong> to approve the statement that Faculty Senate supports the integrity of the Honors Program and recommends all honors students reside together in the new residence hall passed. Motion FS 11-12/12-08 passed.</td>
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<td>14</td>
<td>Motion to adjourn passed.</td>
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Introduction

As part of its educational and service missions, Appalachian State University (ASU) is committed to serving the wider community through research, consulting, and participation in other activities. However, the University is also required to ensure that these activities are conducted in ways consistent with federal and state law and the University’s interests and appropriate management of its business. The interests and commitments of the various parties engaged in external activities are complex and occasionally may conflict with or compromise an employee’s responsibilities to the University.

Purpose of Policy

Appalachian State University has formulated a policy to identify and address potential and actual conflicts of interest and commitment. A fundamental assumption of this policy is that each member of the Appalachian State University community is obligated to act in the best interest of the University and prevent external activities or financial interests from interfering with that obligation. This policy is intended to increase the awareness of faculty, staff and administrators to the potential for conflicts of interest and commitment, and to establish procedures whereby such conflicts may be avoided, identified, and/or properly managed. It is not the intent of this policy to regulate or eliminate ASU employee involvement in external activities, but rather to enable employees to recognize situations that may raise legal and ethical issues and ensure that such situations are properly disclosed, reviewed, managed, and, if necessary, terminated.

Appalachian State University’s full policy relating to Conflicts of Interest and Commitment can be found in the Faculty Handbook section 4.8 and online at http://resourcemanual.appstate.edu/wiki/AdministrativePolicyNineteen

Conflict of Interest Defined

A conflict of interest arises whenever an employee or a member of his or her family:

1. has an existing or potential interest which impairs or appears to impair independent judgment in the discharge of his or her responsibilities to the University; or
2. receives a material benefit from any person or entity which conducts business with the University.

(See Faculty Handbook, sections 4.8.10.1 - 4.8.13.)

Conflict of Commitment Defined

A conflict of commitment occurs when an employee’s involvement in external activities challenges his or her capacity to meet his or her primary obligation to the University due to significant reduction of time and energy devoted to Appalachian State University activities. (See Faculty Handbook, sections 4.8.9.1 - 4.8.9.3.)
Review for Potential Conflicts

Faculty and staff are required to complete the Conflict of Interest and Commitment Reporting form in the fall of each year and submit to their supervisor for review. Questions can be directed to the Chair of the Conflict of Interest Council.

In cases where there might be a conflict of interest and/or commitment:

- The Chair/Supervisor makes an initial determination, if possible. Determinations include:
  - Activities allowable, with no reporting required;
  - Activities requiring disclosure for administrative review;
  - Activities requiring a management plan;
  - Activities or relationships that are generally not allowable.
- If the Chair/Supervisor is not comfortable making the determination, s/he refers the matter to his/her Dean.
- The Dean either makes the determination or decides that the matter should be referred to the Conflict of Interest Council.
- Members of the Conflict of Interest Council will have the opportunity to review information and consult with appropriate campus entities about the case before meeting to determine whether:
  - it represents a clear conflict of interest and/or commitment, in which case the faculty/staff member cannot proceed with or continue the activity;
  - it represents a potential conflict of interest and/or commitment requiring a management plan;
  - or that the case does not represent a clear conflict of interest and/or commitment, in which case the faculty/staff member can proceed with or continue the activity.
- If the faculty/staff member does not agree with the Council’s determination, s/he must stop (or not start) the activity, but can appeal to the Provost. (ASU Resource Manual, 4.11)

ASU makes provision for "Whistle-blower" reporting of conflict of interest or commitment, according to Faculty Handbook, 4.8.13.5, Reporting of Abuses: "When an individual believes that a conflict of commitment or a conflict of interest exists for a fellow employee, that individual is encouraged to bring this matter to the attention of the appropriate administrative officer. The identity of the complainant will be kept confidential. The institution should take reasonable steps to minimize the damage to reputations that may result from inaccurate reports. The institution will seek to protect the complainant against retaliation, and employees engaging in an act of retaliation will be disciplined."
The information you provide is confidential and will be used only as required to report, determine, and manage conflicts of interest and/or commitment as described in the Faculty Handbook, Chapter IV, Sections 4.8-4.8.13.8

Section 1: Conflict of Interest

1. Do you or a member of your family or domestic partner have an interest in an entity or activity that...

   a. does business with the University regarding which you make spending decisions?
      □ Yes         □ No 

   b. profits in excess of $5,000 from the sale of course materials (books, manuals, software, etc.) or other goods or services to students whom you teach or evaluate?
      □ Yes         □ No

   c. employs University faculty, staff, or students whom you directly supervise or evaluate both in that employment and at the University?
      □ Yes         □ No

   d. sponsors a project at the University over which you have any degree of control?
      □ Yes         □ No

   e. profits from research you do at the University?
      □ Yes         □ No

   f. competes with the University for external funding?
      □ Yes         □ No

   g. uses University-owned intellectual property, equipment, or facilities?
      □ Yes         □ No

   h. provides goods and/or services to the University under contract over which you have some control?
      □ Yes         □ No

Revised 11/21/11
2. If you answered "yes" to any of the above questions, please provide details on a separate sheet. Does this entity or activity receive federal funding?

☐ Yes  ☐ No

If "yes", specify:

3. If you answered "no" to all of the above questions, please go on to the next section.

Section 2: Conflict of Commitment

4. During the period of your regular contract with ASU for 2011-12 (e.g., 9-month, 12-month), do you intend to engage in external professional activity:

   a. that will pay $5,000 or more?
      ☐ Yes  ☐ No

   b. that will require 4 hours or more per week of your time required to fulfill your faculty responsibilities?
      ☐ Yes  ☐ No

If you answered "No" to both questions, please proceed to the signature block below.

If you intend to engage in external professional activity for pay:

5. Nature of activity:

6. Contracting organization:

7. Beginning date and anticipated duration of activity:

8. Average number of hours per week out of the time normally required to fulfill your faculty responsibilities that will be devoted to the activity:

Section 3: Signature

In submitting this form, I affirm that the above information is true to the best of my knowledge.

Signature:  Date:

Department Chair Signature:  Date:
Appendix B: A Motion to delete Faculty Handbook, Section 8.15 (Arts and Cultural Programs), Section 8.16 (Athletics), and Section 8.18 (Alumni Association), move the information contained therein to the Policy Manual, and renumber all relevant places in the Faculty Handbook accordingly.

Section 8.15 Arts and Cultural Programs
A variety of activities are offered throughout the year to enhance the cultural and intellectual environment of Appalachian, and to heighten student and community appreciation of the role played by the arts in society. Programs are designed to complement classroom studies as well as the wide range of student and faculty presentations in music, theatre, dance, and visual arts. There is a cultural event at Appalachian almost every day of the academic year. Programs administered by the Office of Arts and Cultural Programs encompass three general areas: the Performing Arts Series, An Appalachian Summer Festival, and visual arts programs offered by the Turchin Center for the Visual Arts. The Performing Arts Series is available by subscription, season ticket, or individual ticket, and is scheduled to correspond with Appalachian’s academic year. Students and faculty members, as well as area residents and visitors to the High Country, are all considered in planning each season’s line-up of performers. Musical events range from symphony orchestra and chamber music performances to jazz and contemporary artists. Theatre productions run the gamut from serious drama to Broadway musical tours. Dance performances offer an equally wide array of styles, from ballet to modern-dance to dance forms representing cultural traditions from around the world. An Appalachian Summer Festival is North Carolina’s premier arts festival featuring the very best in music, dance, theatre, and the visual arts. Presented during the month of July, the festival has grown in its twenty year history, from a popular local and regional event to become a destination for visitors from around the country, who are attracted by its artistic quality and the natural beauty of the High Country. In recent years, the festival has been selected as one of the “top twenty events in the Southeast” by the Southeast Tourism Society. The festival’s line-up boasts world-renowned performers, as well as the finest cultural traditions of the Appalachian region. At the heart of An Appalachian Summer Festival is a remarkable array of musical offerings. Symphony and chamber music performances, School of Music faculty, and guest artists from around the world offer a diverse musical menu. The North Carolina Symphony, Louisville Orchestra, Preservation Hall Jazz Band, the Broyhill Chamber Ensemble (in residence during the festival) and guest artists Andre’ Watts, Pinchas Zukerman, Dawn Upshaw, Roberta Peters, Robert Merrill, Doc Watson, Chet Atkins, Arlo Guthrie and Willie Nelson are but a few of the artists who have appeared at the festival in the past. The very best in the world of dance is also represented by An Appalachian Summer Festival. Artists of the New York City Ballet, the Ohio Ballet, Miami City Ballet, American Indian Dance Theatre, Paul Taylor Dance Company, North Carolina Dance Theatre, Atlanta Ballet and Hubbard Street Dance Chicago have all graced its stages in past years. The festival’s dynamic “Works in Progress” presents staged theatre readings of new works by some of the country’s finest
playwrights, composers, directors, actors and musicians, shaped by a process of collaboration among various arts disciplines. Visual arts programming is represented by two national juried visual arts exhibitions, the Rosen Outdoor Sculpture Competition and Exhibition, and the Halpert Biennial Visual Arts Competition. Appalachian’s vision of establishing a regional visual arts center has become a reality, in the form of the Turchin Center for the Visual Arts, the largest visual arts center in northwestern North Carolina, Eastern Tennessee, and Southwest Virginia. The center is devoted specifically to exhibition, education and outreach programs in the visual arts. Exhibits focus on a blend of new and historically important artwork, and feature works of nationally and internationally renowned artists, as well as many of the finest artists of the region. The center’s spectacular gallery spaces as well as the studios and outdoor sculpture gardens of this magnificent building provide a dynamic setting for the viewing and enjoyment of art. Students as well as community members will also find in the Turchin Center a welcoming gathering place devoted to teaching and the exploration of the visual arts through such initiatives as a Community Art School and its multitude of workshops, lectures, and other programs, as well as a strong connection to the University’s highly acclaimed Department of Art. Farthing Auditorium, the venue for many of the events sponsored by the Office of Arts and Cultural Programs, is a 1,800-seat auditorium, used as a roadhouse for touring productions and the programs of academic units, student activities and community arts organizations.

Programs Presented by the Academic Arts Units: The Hayes School of Music presents a number of concerts and recitals by Appalachian faculty and students in the Rosen Concert Hall and in the Recital Hall of the Broyhill Music Center. These presentations range from solo recitals to large ensemble concerts which are generally free to the public. The Department of Theatre and Dance offers both faculty and student productions in the Valborg Theatre and in the I.G. Greer Studio Theatre. During a four-year period, the offerings cover a wide range of dramatic literature and styles. The Appalachian Dance Ensemble performs both student and faculty works each year. The Department of Art maintains an active exhibit program. Several student, faculty, and regional artists’ exhibitions are displayed each year.

Section 8.16 Athletics
As a member of the Southern Conference and National Collegiate Athletic Association (NCAA), Appalachian offers ten varsity sports for women, and ten varsity sports for men at the Division I level.

Men’s varsity sports include: football, cross country, soccer, basketball, wrestling, track (indoor and outdoor), tennis, baseball, and golf. Women’s varsity sports include field hockey, soccer, basketball, volleyball, golf, tennis, cross country, track (indoor and outdoor), and softball. Current information regarding Appalachian State University Athletics is available at the following web site: http://www.goasu.com
Section 8.18 Alumni Association

All graduates, former students who have received academic credits, and personnel officially associated with the University are members of the Alumni Association. The purpose of the association is to provide fellowship for alumni and to advance the mutual interests of the University and alumni. The mutual interests include strengthening ties between University and alumni, keeping alumni informed of University services to communities where alumni live, and helping to improve the University’s program through financial contributions. There are no membership dues; however, alumni and University personnel express their active interest in the University by contributions voluntarily to the Appalachian State University Annual Fund, which stimulates the growth of every activity of the institution. Homecoming is the highlight of alumni activities each year. Teas, picnics, class reunions, athletic contests, and a dance are held in honor of returning students. The Alumni Office is located on the campus.

For further information, contact the Assistant Director of Alumni Affairs in the McKinney Alumni Center.
Appendix C: Petition from Honors College Students

LET THE HONORS COLLEGE STUDENTS STAY TOGETHER

Target: Dr. Peacock, Chancellor of Appalachian State University

Preamble

The Honors Students were told that the two new buildings (under construction) were proposed to be the new Honors Advising Office Building and the new Honors Residence Building. The new buildings were to be advancement for the Honors College, moving the students and faculty from East Hall into the new buildings. This plan not only would allow the faculty of the Honors College to have better working facilities but would also serve as a selling point in the recruiting of new Honors Students.

Since ASU has embarked on a mission to increase the academic standing and prestige of the university, it follows that a primary goal of the University should be to create more incentives to draw new Honors applicants. With the increased rate of Honors students applying and attending, academic standing would most assuredly rise, as would the overall competitiveness and prestige of the university.

Many people are looking forward to being housed in the new building, as it has been used as a recruitment tool for recent incoming classes. However, this may not be true for future first-year students. Certain groups within ASU have taken steps against this plan, proposing instead that the Honors freshmen be put into Cone while the upper classmen be housed in the new building. They cite research that shows that freshman have a better social experience in dormitory style living. However, a peer-review publication entitled: “The Impact of Residence Design on Freshman Outcomes: Dormitories versus Suite-Style Residencies” by Susan Rodger and Andrew Johnson (Canadian Journal of Higher Education, v 35 n3 p 83-99, pub. 2005) states, “Students living in suite-style buildings reported a greater sense of belonging, and higher activity levels than students living in dormitory-style buildings.” Since the research is contrasting and therefore inconclusive, their particular argument is not valid.

It is also very important that Honors students be allowed to live as one cohesive unit, rather than being broken up and interspersed with non-Honors students. The Honors College is a learning and living community; that is one of its major strengths, as it allows highly academically driven students to support one another and provides for a great deal of out-of-class learning. This focused and driven living community is not only a major drawing point for potential Honors students, it is also a great resource in itself for the students. One of the best resources for honors freshman is the older honors students, who provide much advice and help academically and socially. Having the Honors Advising so close to this community also is a very practical benefit and incentive. Having a productive environment with these resources and benefits is essential to the Honors College experience, and combining this with the new facilities would be conducive to increased success and achievement in the Honors College, and transversely, ASU as a whole.

Petition

WE, THE STUDENTS OF THE HONORS COLLEGE, call on Dr. Peacock, Chancellor of Appalachian State University, to listen to the voice of his Honor Students, and declare:

1) ALL of the students of the Honors College program will have guaranteed housing in the new honors building.

2) The Honors College students will continue to live together as one community.
Appendix D: Council of Chairs Statement of Support That All Honors Students Be Allowed to Reside Together in the New Residence Hall.

Subject: Council of Chairs Resolution
Date: November 4, 2011
From: Janice Pope (Chair, Council of Chairs)
To: Provost Lori Gonzalez
CC: Dr. Leslie Jones, Honors College

On Thursday, Nov. 3, the Council of Chairs unanimously voted the following:

The Council of Chairs supports the integrity of the Honors Program and recommends that all honors students be allowed to reside together in the new residence hall.

Among the points made were that such a residence hall for honors students is a recruiting tool to attract the best and brightest to Appalachian. The argument by Residence Life that Jrs and Srs need a place to live on campus was considered especially weak since these students already are enrolled and not likely to leave App because they can't live in the new dorm. However, as a recruiting tool to enroll bright new students, this is a critical.

A strong sentiment was that Residence Life shouldn't be making such decisions that affect the academic life of the student population.

Two chairs who were members of the Honors Task Force in 05-06 (Johnny Waters and Claudia Cartaya-Marin) verified that this had been a strong recommendation of that task force and that this new residence hall has been known as the "Honors Dorm" since they broke ground.