

Appalachian State University
Faculty Senate Agenda
January 14, 2019
AGENDA SUMMARY:
(Full Agenda follows on next page)

(3:15 pm)	I.	Announcements	INFORMATION
(3:20 pm)	II.	Approval of the Faculty Senate Minutes	ACTION
(3:25 pm)	III.	Visitor's Reports	INFORMATION
(4:00 pm)	IV.	Provost's Report	INFORMATION
(4:05 pm)	V.	Chair's Report	INFORMATION
(4:15 pm)	VI.	Committee Reports	
		A. Faculty Governance Committee	INFORMATION
		B. Campus Technology Committee	INFORMATION
		C. Committee on Committees	INFORMATION
		D. Faculty Welfare and Morale Committee	INFORMATION
		E. Welfare of Students Committee	INFORMATION
		F. Academic Policy Committee	INFORMATION
		G. Budget Committee	INFORMATION
		H. Campus Planning Committee	INFORMATION
(4:45 pm)	VII.	Faculty Assembly Report	
(4:50 pm)	VIII.	Unfinished Business	ACTION
(4:55 pm)	IX.	New Business	
(5:00 pm)	X.	Adjournment (time approximated)	

Appalachian State University
Faculty Senate Agenda
January 14, 2019

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 December 3, 2018 Faculty Senate minutes.
Available online at: [December 3, 2018](#)
- (3:25 pm) III. Visitor's Reports
- 1. Lynn Gregory- Military Affairs Committee
 - 2. Paul Forte, Vice Chancellor of Business Affairs- Rationale for Increased Athletic Fees
 - 3. April Baer, Director of Investigations and Title IX Compliance- Title IX
 - 4. David Hayler, Associate Vice Chancellor & Chief Information Officer of ITS- Acceptable Use of Computing & Electronic Resources Policy-
Appendix A
- (4:00 pm) IV. Provost's Report
- (4:05 pm) V. Chair's Report
- (4:15 pm) VI. Committee Reports (Committee Chair's name is in bold)
- A. Faculty Governance Committee (**Howard**, Dalton, Rardin, McCaughey, Powell, Thaxton)
 - B. Campus Technology Committee (**Spaulding**, Sebastian, Cook, Hartley, Cheney, Fenwick, Reed)

C. Committee on Committees (Shulstad, Dubino, Mohr, Villanova, Gambrel, Rogatzki)

1. **Appendix B**- Vacancies and Upcoming Elections

D. Faculty Welfare and Morale Committee (Williams, Cheek, Marshall, Hester, Ignatov, Albinsson)

E. Welfare of Students Committee (Dakin, Doll, Das, Hester, Wilson, Udogu, Williams)

F. Academic Policy Committee (Fitts, Turpin, Behrent, Wheeler, Osinsky, Busio)

G. Budget Committee (Sibley, Szeto, Forsyth, Orkiszewski, Monroe, Dunston)

H. Campus Planning Committee (Waits, Soule, Spiceland, Elaver, Carter)

(4:45 pm) VII. Faculty Assembly Report

(4:50 pm) VIII. Unfinished Business

1. Proposed Resolution- Faculty Meeting to Discuss Faculty Salaries-
Appendix C

(4:55 pm) IX. New Business

(5:00 pm) X. Adjournment

APPENDIX A

Proposed Policy Replacement

Acceptable Use of Computing and Electronic Resources Policy

Policy 901

Rationale: Appalachian currently has in place Policy 901 Use of Computer and Data Communications. It has not been updated for many years and both its title and content are out-of-date. This proposed revision would delete current Policy 901 in its entirety and replace it with the policy below.

1. Introduction

1.1 The purpose of this policy is to outline the acceptable use of information systems and information systems infrastructure owned or provided by Appalachian State University (hereinafter “the University”), and computing devices that contain University information resources or that utilize the information system infrastructure maintained by the University.

2. Scope

2.1 This policy applies to all users of information systems owned or provided by the University.

2.2 This policy applies to all users of University information resources including, but not limited to, computing devices, information systems, and information system infrastructure.

2.3 This policy applies to all users of systems that utilize the University information system infrastructure, even if the systems are not University property.

3. Definitions

3.1 **Administrative control:** protecting an information system through policy, procedure, training, directives from an authority, or similar efforts that instruct and require individuals to take corrective actions.

3.2 **Information Resources:** Information owned or possessed by the University, or related to the business of the University, regardless of form or location, and the hardware and software resources used to electronically store, process, or transmit that information.

3.3 **Computing Devices:** electronic devices used by end users to access information systems and associated services. Examples include, but are not limited to, workstations,

smartphones, laptops, tablets, etc.

3.4 Information System: a set of programs on an electronic device that process or store data for the use of an individual or organization, and the hardware on which the programs operate. Examples include, but are not limited to, accounting software, database systems, servers, etc.

3.5 Information System Infrastructure: the physical and software systems necessary for the support and operation of information systems. Examples include, but are not limited to, authentication services, networking services, power backup services, etc.

3.6 ITS: the University's Office of Information Technology Services.

3.7 University: Appalachian State University.

4. Policy

4.1 Individuals subject to this policy are responsible for exercising good judgment regarding the use of technology and information systems. Use of these systems is permitted, with the following restrictions and conditions:

4.1.1 The use is lawful and not prohibited by University of North Carolina Board of Governors or University policies or obligations including, but not limited to, rules regarding academic integrity; harassment or discrimination; copyrights, trademarks, or patents; administrative controls or contractual agreements; and use of State property for commercial or private gain or to advocate for or against a candidate or issue in an election.

4.1.2 The University does not routinely monitor or access individual communications. For security, legal, investigative, policy compliance, quality of service, and infrastructure maintenance purposes, authorized employees within ITS, and those University employees outside ITS with responsibilities necessitating access, may monitor or access information system and infrastructure activity and/or content, in the course of discharging their duties. Such duties are carried out in accordance with applicable University policies and law including, but not limited to, those listed in section 5 below. Any person in possession of any records relevant to University business has a duty to produce such records upon request by the University's Office of General Counsel, Office of Internal Audits, ITS, or other University official with authority to make such a request.

4.1.3 Under North Carolina law, any materials created or received in connection with the transaction of public business are considered public records and may be subject to inspection under the State Public Records Law (N.C.G.S. Chapter 132).

4.1.3.1 Public records are available to the public upon request, unless subject to

an exception in the Public Records Act or protected as confidential by another law (e.g., Family Educational Rights and Privacy Act of 1974, North Carolina Human Resources Act, or other such laws). All public records must be maintained and disposed of according to state approved records retention and disposition schedules. Any responses to requests for public records must be made in accordance with the University's Public Records Request Policy (Policy 105.6).

4.1.3.2 No University employee, student or any other user shall have any expectation of privacy in the material or information sent, received or stored using any portion of the University information system infrastructure, information systems, or computing devices containing University information resources (including personal computing devices used to conduct University business) unless such material or information is expressly made confidential by applicable law (e.g., Family Education Rights and Privacy Act of 1974, North Carolina Human Resources Act, or other such laws).

4.1.4 University computing and electronic resources exist to conduct University business. Limited personal use of University maintained computing and/or electronic resources is permitted so long as such use does not interfere with an employee's job performance or activities that directly support the University mission. Supervisors have discretion to further restrict or forbid personal use as they reasonably deem necessary.

4.1.4.1 The University strongly discourages employees, students, or any other users from storing any personal material or information on University owned computing devices or on University Information Systems, and the University shall not be responsible for any personal material or information so stored.

4.1.4.2 The University assumes no responsibility for backing up personal material or information stored on University-owned computing devices or on University information systems and shall have no obligation to produce any such personal material or information at any point during or after an individual's period of employment, enrollment, or other affiliation. This provision does not apply to current students' academic work stored on University Information Systems.

4.1.4.3 No University employee, student or any other user shall have any expectation of privacy in personal material or information sent, received or stored using any portion of the University Information System Infrastructure, Information Systems, or Computing Devices containing University Information Resources.

4.1.5 All use of University Information Systems must be identified as to the individual or device using the system. Obfuscation or intentional misrepresentation of

identity (e.g., shared credentials, spoofed communications, etc.) for any purpose, including access to and use of information systems, is prohibited.

4.1.6 ITS is charged with providing the information system infrastructure of the University. The infrastructure may not be extended or otherwise modified without the oversight and approval of ITS.

4.1.7 Individual departments and other units may enforce additional administrative controls concerning use, as long as such controls are in accordance with this and other University policies and are within the scope of their assigned areas of oversight.

4.1.8 Other Conditions of Use:

4.1.8.1 The use does not negatively affect other information systems or information system infrastructure.

4.1.8.2 The use does not circumvent administrative controls or in any way attempt to gain or provide unauthorized access to information systems or data.

4.1.8.3 By activating one's University computer account, the user agrees to receive via email University security breach notifications covered by the N.C. Identity Theft Protection Act and other official University communication.

4. 2 Enforcement

4.2.1 ITS, in cooperation with other University authorities and administrators, will enforce this policy, and establish standards, procedures, and protocols in support of the policy.

4.2.2 Any violation of this policy by a University student is subject to the Code of Student Conduct. Any violation of this policy by a University employee is:

1. "misconduct" under the Faculty Handbook and other EHRA policies governing faculty and non-faculty EHRA employees, including any appeal rights stated therein; and
2. "unacceptable personal conduct" under SHRA policies, including any appeal rights stated therein.

Violations of law may also be referred for criminal or civil prosecution. Additionally, violations of this policy may result in termination or suspension of access, in whole or in part, to University information systems at the discretion of ITS where such action is reasonable to protect the University or the University information infrastructure.

5. Additional References

Family Education Rights and Privacy Act of 1974, 20 U.S.C. 1232g

Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e, *et seq.*

Title IX of the Education Amendments of 1972, 20 U.S.C. 1681, *et seq.*

North Carolina Human Resources Act, N.C.G.S. Chapter 126

North Carolina Public Records Act, N.C.G.S. Chapter 132

[UNC System Records Retention and Disposition Schedule](#)

[Email as a Public Record in North Carolina](#)

[Appalachian State University Faculty Handbook](#)

[Appalachian State University Code of Student Conduct](#)

[Appalachian State University Policy 110 Harassment, Discrimination and Retaliation](#)

[Appalachian State University Policy 915 E-mail As Official Means of Communication](#)

[Appalachian State University Policy 1000 Audits \(and related Audit policies\)](#)

6. Authority

UNC Policy Manual, *The Code*, Section 502

7. Contact Information

Office of the Chief Information Officer (828.262.6278)

8. Original Effective Date:

9. Revision Date:

June 21, 2017

_____, 2018 (This revision repealed the previous version of Policy 901 “Use of Computer and Data Communications” and replaced it with a new Policy 901 “Acceptable Use of Computing and Electronic Resources Policy.”)

Approved:

Sheri Everts
Chancellor

Date: _____

Appendix B - January 14, 2019 Faculty Senate Meeting

The **Faculty Senate** is seeking nominations to fill faculty vacancies (elected and non-elected seats) on a number of university committees, faculty committees, and at-large seats on the Faculty Senate. *Please read the following information carefully.*

There are vacancies for seats on the following committees:

- **Academic Integrity Board**- 1 seat available.
- **Undergraduate Academic Policies and Procedures Committee**- 5 seats available. Preference will be given to those from the following colleges due to membership requirements: HS, MUS, COB, COE, and A&S.
- **Graduate Academic Policies and Procedures Committee**- 4 seats available. Nominees must have full graduate faculty status. Preference will be given to those from the following colleges due to membership requirements: A&S, COE, HS, and MUS.
- **Admissions Committee**- 2 seats available. Preference will be given to those from the following colleges due to membership requirements: MUS, FAA, COB, and Honors College.
- **Arts and Cultural Programs Advisory Committee**- 3 seats available.
- **Faculty and Staff Benefits Committee**- 2 seats available.
- **Library Services Committee**- 2 seats available.
- **Non-Tenure Track Faculty Committee**- 2 seats available.
- **Registration and Calendar Committee**- 2 seats available.
- **Traffic Policy Committee**- 1 seat available.
- **Tuition Appeals Committee**- 2 seats available.
- **University Forum Committee**- 4 seats available.

Vacancies for *Elected Seats* are as follows:

Faculty Committees

- **Faculty Grievance Hearing Committee**- 3 seats available; 1 for assistant professor rank, and 2 for professor rank.
- **Faculty Grievance Assistance Committee**- 2 seats available. Nominees must have served on the Faculty Grievance Hearing Committee (FGHC) or the Faculty Due Process Committee (FDPC) previously, but not currently.
- **Faculty Due Process Committee**- 2 seats available. Nominees must have full tenure.

University Committees

- **Gifts Acceptance Committee**- 4 seats available. Preference will be given to tenured faculty from the following colleges due to membership requirements: A&S, COE, and LIB.

Faculty Senate

- **At-Large Faculty Senate Members**- 1 seat available.

You will receive a separate email with a link to access the nomination poll.

You MUST COMPLETE the entire poll once it is opened and started

**** Descriptions of the committees are included on the online nomination form ****

Nomination polling will start on January 18, 2019- a separate email with the link will be sent.

Please ask the individual whom you would like to nominate if he/she is willing and qualified to accept the nomination prior to submitting her/his name. We accept self-nominations as well. The term of office is 3 years (Fall 2019-Summer Sessions of 2022).

The deadline for submitting nominations is February 15, 2019 at 5:00pm.

If you have any questions, please contact the Faculty Senate office, X2067, facsen@appstate.edu; Reeves Shulstad, Vice Chair of the Senate, X8166, shulstader@appstate.edu; or Barbara Howard, Chair of the Senate, X7619, howardbb@appstate.edu. We appreciate your participation in this important nomination process and upcoming election.

Faculty Handbook, Article II, Section 2: All members of the faculty, excluding part-time faculty teaching less than 6 hours per semester, emeriti faculty, and adjunct faculty, have the right to hold faculty offices and to vote in faculty meetings and faculty elections and in departmental and college committees on which they serve except as noted in Article II, Section 3.

Faculty Handbook, Article II, Section 3: Those eligible to serve on and participation in election of members to departmental personnel committees are full time faculty in the ranks of instructor, assistant professor, associate professor, and professor.

Thank you!

APPENDIX C

PROPOSED RESOLUTION

WHEREAS

Salary raises and the lack thereof have continued, for over a decade, to be an issue of grave concern to the Appalachian faculty

WHEREAS

The faculty at Appalachian State has lost at least 12% and perhaps as much as 16% in real purchasing power over the past decade as health care costs have increased substantially and cost of living has increased by at least 16% (these estimates taken from U.S. Government cost of living statistics and intentionally understated in an effort to be factual and not overstate the problem)

WHEREAS

The current state of faculty salaries is a crisis for the Appalachian State faculty and for the University as an institution

WHEREAS

It is the sense of the Faculty Senate as the duly elected body representing the Appalachian State faculty that all faculty members should have the opportunity to observe, discuss and become aware of all the issues associated with the faculty salary crisis in an open Faculty Senate meeting at an early date

THEREFORE BE IT RESOLVED

That the Faculty Senate shall devote the entirety of its meeting of February 11, 2019 (or at whatever date the February meeting occurs) to addressing how to achieve faculty raises in a time of prosperity after a decade of austerity.

BE IT FURTHER RESOLVED

That all members of the Appalachian State faculty be invited to said meeting and that said meeting be well publicized and numerous emails extending the invitation to all faculty be sent to all faculty well in advance of said meeting and that said invitation include this resolution as an attachment

BE IT FURTHER RESOLVED

That the officers of this Faculty Senate act with due diligence to secure an appropriate venue that can accommodate our faculty colleagues and a convenient time for such meeting