The Faculty Senate meeting was called to order by Chair Ramey at 3:20 pm in the William Strickland Conference Room in I.G. Greer on Monday, November 10, 2008. Senators Davison, Newmark, Pombo, Raichle, Van Devender, and M. Williams were not in attendance. Senator Wangler was excused.

I. Announcements:

A. Chair Ramey welcomed senators and asked visitors to introduce themselves. Visitors were Dr. Tim Burwell (Academic Affairs), Dr. Dave Haney (Academic Affairs), Dr. Bobby Sharp (IRAP), Dr. Susan Weinberg (ENG), Dr. Kate Brinko (Hubbard Center), Ms. Martha Marking (T&D), Ms. Sheryl Mohn (Academic Affairs), and Ms. Brittany Penland (The Appalachian).

B. Chair Ramey asked for volunteers to attend the Chancellor’s Advisory Board meeting scheduled for Monday, December 1, 2008 at 3:00 pm. Senators Winn and Werts volunteered. Please submit questions or concerns to facsen@appstate.edu by Friday, November 21.

C. Chair Ramey reported that a vote on the “Craft Model” will not occur during the January 2009 open faculty assembly meeting because questions have been posed by the Provost and Council of Chairs. It is anticipated that a vote will occur in March 2009. Chair Ramey encouraged everyone to attend the open forum to discuss the “Craft Model” scheduled for Monday, November 17 at 3:30 pm in the Linville Falls Room of the Student Union.

D. Chair Ramey informed the Senate that a faculty representative from the University College will have a seat on the Senate. The Provost concurs with this action since the Faculty Handbook indicates each school is allotted a seat.

E. Chair Ramey reported that there has been a lot of discussion from several different entities concerning the implementation of the General Education curriculum with the starting date of Fall 2009. Faculty Senate’s Academic Policy committee has been asked to investigate this matter to ascertain additional information and to recommend if a delay in the starting date is warranted. Dr. Mark Ginn (Council of Chairs) commented that the Council of Chairs has recommended that the General Education program administrators investigate the programs which are having problems meeting the guidelines for their majors and to find out how much flexibility the General Education program provides. Additionally, the Council of Chairs approved a motion to delay implementation of the General Education program until Fall 2010.
II. Visitors’ Reports:

A. Dr. Lorin Baumhover shared a brief synopsis of his professional background and his current responsibilities as Chief of Staff. He provided an overview of the state’s election results and discussed Appalachian’s seven expansion budget request items (College of Health Sciences, Appalachian Energy Initiatives, Strengthen Hickory Higher Education Partnership, Science and Math Outreach for Students and Teachers, Rural Entrepreneurship Acceleration Program, Applied Lifespan Research, and Center for Mountain Grown Wines). He reported that Appalachian’s proposed allocations for 2009-2011 Expansion Budget are: Hickory Regional Partnership ($624,804), MSEN Pre-College ($675,000), College of Health Sciences and Allied Professions ($250,000), and Energy Initiatives ($1M). Dr. Baumhover commented that several non-budget legislative agenda items which Appalachian is requesting are: granting Appalachian and all UNC system universities the authority to become entirely smoke free campuses, enable Appalachian to manage our own UNC Construction Contracts up to $5M, waive public access to donors’ personal identity and financial contributions to UNC system institutions in connection to the Freedom of Information Act, and grant Appalachian the authority to handle our own workmen’s compensation program. Appalachian is submitting four federal agenda items which are: North Carolina Aging Population Research Initiative, Appal AIR (Atmospheric Inter-Disciplinary Research Program), Rural Entrepreneurship, and Rural Health Clinic Project in Ashe County.

B. Dr. Susan Weinberg (ENG) and Ms. Martha Marking (T&D) discussed a new non-disciplinary student intervention program (Early Intervention Program for Students), which is in the process of being developed. This program will provide a mechanism by which faculty, staff, and students who have observed at-risk or troubling behavior by students can contact a member of the Early Intervention Team who will be trained to intervene or provide appropriate referrals for students.

III. Minutes:

A. Chair Ramey asked for a motion to approve the October 13, 2008 Faculty Senate minutes. Senator Miller moved and Senator Fischer seconded. Motion passed. (Vote #1).

IV. Provost’s Report:

A. Dr. Aeschleman discussed the budget stating that we already received a 6/10th of 1% permanent budget cut at the beginning of the budget cycle. Subsequently, we received a 2% non-permanent, non-recurring cut approximately six weeks ago and have been notified of another 2% non-permanent and non-recurring budget cut. Repair and renovation money has been frozen for this year and all capital
appropriations that are state funded (including $4.2M in planning money for the new College of Health Sciences and Applied Professions) has been frozen for now. Academic affairs is accounting for their portion of the budget cuts primarily through faculty salary dollars that came in this year with the Enrollment Growth Funding Formula. This year we received 45 new faculty positions and we allocated a small number of those but no dollars flowed out this year to support these recruiting efforts. Since these were non-recurring, salary dollars should come back to the university once the economy is stronger. We are trying to keep operating budgets flat. Currently there is no hiring or travel freeze.

V. Committee Reports (Committee Chair’s name is in caps.)

A. Academic Policies (REESMAN, Marland, Miller, Stallworth, Waring)

No Report.

B. Budget Committee (WERTS, Geary, Newmark, Roggenkamp, Van Devender)

No Report.

C. Campus Planning Committee (RARDIN, Brown, Mitchem, Pombo, Scharer)

No Report.

D. Committee on Committees (PRICE, Duryea, Sherman, Stoddard, B. Williams)

A motion to approve Dr. James Ivory (ENG) to serve on the AP&P committee for a three year term (2011). Motion passed. (Vote #2).

E. Faculty Handbook Committee (RAMEY, W. Williams, Fischer, Gates, Marking, Carey)

1. **Motion FS 08-09/11-01** to approve changes to Chapter III (Faculty Personnel Policies and Tenure Regulations), Section 3.1 of the *Faculty Handbook*, which deals with equality of opportunity, to add gender identity, gender expression, political affiliation, and sex to the university’s EEO policy. **Motion FS 08-09/11-01** passed. (Vote #3).

Approved Section 3.1:

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

2. **Motion FS 08-09/11-02** to approve updating the Equal Employment Opportunity Policy, as it does not reflect the most current policy changes regarding protected classes, included in Appendix E (Selected Policies, Procedures, and Forms) of the Faculty Handbook, so that each occurrence of the protected classes reads “race, color, national origin, religion, creed, sex, gender identity and expression, political affiliation, age, disability, veteran status, or sexual orientation”. **Motion FS 08-09/11-02** passed. (Vote #4).

3. **Motion FS 08-09/11-03** to approve changes to Section 9.5 (Faculty Responsibility During Fire or Other Emergencies) of the Faculty Handbook to reflect practice and/or current regulations (based on conversations with Dr. Evan Rowe, Environment, Health/Safety Manager, and Mr. David Larry (Assistant University Attorney). **Motion FS 08-09/11-03** passed. (Vote #5).

Approved Section 9.5:

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

4. **Motion FS 08-09/11-04** to revise the last sentence of the seventh paragraph in Section 9.5.1 (Emergency Evacuation Procedures) of the Faculty Handbook to reflect practice and/or current regulations (based on conversations with Dr. Evan Rowe, Environment, Health/Safety Manager, and Mr. David Larry (Assistant University Attorney). **Motion FS 08-09/11-04** passed. (Vote #6).

Approved Statement:

Updated Fire Evaluation Procedures are routinely distributed to all departments for employee review and use and may be found in the Appalachian State University Resource Manual, in the Emergency Evacuation and Fire Prevention Plan (Procedure 2, Safety & Workers’ Compensation Section), and on the Safety & Workers’ Compensation Office web site at www.safety.appstate.edu.
5. **Motion FS 08-09/11-05** to revise **Section 9.6** (Employee Safety) of the *Faculty Handbook* to reflect practice and/or current regulations (based on conversations with Dr. Evan Rowe, Environment, Health/Safety Manager, and Mr. David Larry (Assistant University Attorney). **Motion FS 08-09/11-05** passed. (Vote #7).

**Approved Section 9.6:**

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

For EMERGENCY MEDICAL TRANSPORTS, call 9-911. ALL requests for non-emergency medical transports should be made to the University Police Department at 262-2150. The Police Telecommunicator will ask for your name, location, phone number and the reason for transport, and will determine whether an ambulance is needed. NOTE: Transports by University Police will NOT be made without dispatch from the University Police Department.

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

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

6. **Motion FS 08-09/11-06** to revise the first paragraph in **Section 9.6.1** (Workers’ Compensation) of the *Faculty Handbook* to reflect practice and/or current regulations (based on conversations with Dr. Evan Rowe, Environment, Health/Safety Manager, and Mr. David Larry (Assistant University Attorney). **Motion FS 08-09/11-06** passed. (Vote #8)

**Approved Section 9.6.1:**

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

G. Faculty Welfare and Morale Committee (DAVISON, Carpenter, Horst, Wangler)

No Report.

H. Welfare of Students Committee (Mamola, Sanders, Short, Ulmer, M. Williams, WINN)

No Report.

VI. Unfinished Business

A. For informational purposes, Chair Ramey stated that he has been working on a document that will address issues concerning annual report protections and revisions.
B. Memorandum from Dr. Jeff Butts (Chair AP&P) and Dr. Victor Mansure (Chair of Core Curriculum Committee) dated April 30, 2008 regarding transfer of duties from the Core Curriculum Committee to AP&P. (Appendix A). Senator Marland moved and Senator W. Williams seconded to refer the issue of dissolving the Core Curriculum Committee and transferring its authority to AP&P Committee to the Faculty Senate’s Academic Policy Committee for review and recommendation. Motion FS 08-09/11-07 passed. (Vote #9).

C. Annual Faculty Activity Report Form (Original Motion FS 07-08/04-28-01 postponed from October 13, 2008, Faculty Senate Meeting). (Appendix B). Senator Rardin moved and Senator Price seconded to amend the Annual Faculty Activity Report form by deleting the phrase “include ranking in listing” in Section II A, 1-3, and Section II C, 1. Motion to amend passed. (Vote #10). Motion FS 08-09/11-08 to approve the Annual Faculty Activity Report form as amended passed. (Vote #11).

VII. New Business

A. Chair Ramey asked for a motion to adjourn the meeting. Motion passed. (Vote #12). The meeting was adjourned at 5:15 pm.
### Appalachian State University
#### FACULTY PRESENT AND VOTING SHEET for November 10, 2008

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<td>Motion to approve October 13, 2008 Faculty Senate minutes. Motion passed.</td>
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<td><strong>Motion FS 08-09/11-01</strong> to approve changes to Section 3.1 of the Faculty Handbook to add gender identity, gender expression, political affiliation, and sex to the university’s EEO policy. <strong>Motion FS 08-09/11-01</strong> passed.</td>
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<td><strong>Motion FS 08-09/11-02</strong> to approve updating the Equal Employment Opportunity Policy. Motion FS 08-09/11-02 passed.</td>
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<td><strong>Motion FS 08-09/11-03</strong> to approve changes to Section 9.5 of the Faculty Handbook. Motion FS 08-09/11-03 passed.</td>
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<td><strong>Motion FS 08-09/11-04</strong> to revise the last sentence of the seventh paragraph in Section 9.5.1 (Emergency Evacuation Procedures) of the Faculty Handbook. Motion FS 08-09/11-04 passed.</td>
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<td><strong>Motion FS 08-09/11-05</strong> to revise Section 9.6 (Employee Safety) of the Faculty Handbook. Motion FS 08-09/11-05 passed.</td>
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<td>Motion FS 08-09/11-06 to revise the first paragraph in Section 9.6.1 (Workers’ Compensation) of the Faculty Handbook. Motion FS 08-09/11-06 passed</td>
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<td>Motion FS 08-09/11-07 to refer the issue of dissolving the Core Curriculum Committee and transferring its authority to AP&amp;P Committee to the Faculty Senate’s Academic Policy Committee for review and recommendation. Motion FS 08-09/11-07 passed.</td>
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<td>9</td>
<td>A motion to amend the Annual Faculty Activity Report form by deleting the phrase “include ranking in listing” in Section II A, 1-3, and Section II C, 1. Motion to amend passed.</td>
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<td>10</td>
<td>Motion FS 08-09/11-08 to approve the Annual Faculty Activity Report form as amended. Motion FS 08-09/11-08 passed.</td>
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<td>11</td>
<td>Motion to adjourn. Motion passed.</td>
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TO: Faculty Senate

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

DATE: April 30, 2008

RE: Transition to the New Gen Ed Curriculum

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

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

FROM: James Denniston

DATE: April 18, 2008

SUBJECT: Faculty Annual Report Form Modifications

Last fall, the faculty senate formed an ad hoc committee to study the revision of the Faculty Annual Report (Motion FS 07-08/12-01). Committee membership consisted of Dr. Jim Denniston (chair), Dean Harbinson, and Senators Mamlin, Stallworth, and Williams. Over the course of the Spring 2008 semester, the Faculty Annual Report Committee met on four occasions to discuss both the revision of the faculty annual report and to recommend modifications to the on-line faculty activity reporting database. The committee recommends adoption of the revised Faculty Annual Report (see attached).

The revised report is designed to both standardize faculty activity reporting and to minimize faculty time and effort in generating the annual report. Faculty Annual Reports will be generated by the Activity Insight database that is being customized for use at Appalachian. The use of a standardized form will ensure consistent reporting of activities across faculty. The proposed annual report will consist of six sections: 1) Teaching; 2) Research & Creative Activities; 3) Faculty Development; 4) Administrative Assignments; 5) Service and Community Connections; and 6) Awards & Honors. For each category, a sum of activities completed and a listing of individual activities will be provided. These data will be pulled from the database into the report form, thereby minimizing faculty effort in generating the annual report.

The proposed annual report form does not include sections for self-evaluation, student evaluations of teaching, grade distributions, major concerns/goals, or planning for the following academic year. These sections were omitted from the annual report as the committee felt that these reflective statements and evaluation of instruction should be discussed and evaluated at the departmental level. Our committee recommends that each department develop a short form that would facilitate review of these items in the faculty member’s annual meeting with his/her department chairperson.
ANNUAL FACULTY ACTIVITY REPORT  
(Report Start Date - Report End Date)

Faculty Name: ___________________________ Rank: ___________________________
College: ___________________________ Department: ___________________________
Tenure Status: ___________________________

Workload Information

Workload: ___% teaching; ___ % research; ___ % service; ___ % administrative
___% FTE

I. TEACHING

A. Scheduled Teaching

   Number of courses taught: ______
   Number of credit hours generated: ______

   List of all courses taught during review period (see table below)

   [Semester] [Year]

<table>
<thead>
<tr>
<th>Course &amp; Section</th>
<th>New Course Preparation?</th>
<th>New Format for Existing Course?</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Course Prefix]</td>
<td>[Course Number]-[Section Number]</td>
<td>New course preparation?</td>
</tr>
</tbody>
</table>

B. Pedagogical innovations (e.g., international issues, computer applications, ethical analysis, new classroom techniques, etc.) that were introduced this year

C. New teaching material developed and/or implemented this year (e.g., cases, CDs/DVDs, course modules, instructor manuals, test banks, or simulations)

D. Activities that enhanced student learning and/or student contact with the community (e.g., guest speaker, outside projects, field trips, field projects, etc.)

E. Mentoring

   List of all records from directed student learning except internships

F. Internships

   List internships from directed student learning section of database

G. Academic Advising

   a. Number of undergraduates students advised _____

Draft Annual Report without Specifications
b. Number of graduate students advised _____

c. Hours devoted to advising over the course of the year _____

H. Other

List all other activities from student advising and directed student learning that were not included in above sections

II. Research and Creative Endeavors

A. Refereed Publications: _____ (count of 1-3)

1. Journal Articles

List all articles and include ranking in listing

2. Books and Chapters in Books

List all peer-reviewed books and chapters; include ranking

3. Other peer-reviewed scholarly products

List all activities not listed above – include ranking

B. Refereed Artistic and Professional Performances & Exhibits: _____ (count of 1 and 2)

1. Exhibitions and Performances

List all activities from these categories

2. Compositions

List all activities from these categories

C. Non-Refereed Publications: _____ (count of 1 and 2)

1. Intellectual Contributions

List all contributions; include ranking

2. Artistic and Professional Performances & Exhibits

List all contributions; include scope

D. Presentations (not published in proceedings): _____ (count)

List all presentations; include scope and peer-review status
E. Contracts, Grants, and Sponsored Research: _____ (count)

List all contracts/grants and include organization level (local, state, federal, etc.) and amount

F. Other Scholarly Activities: _____ (count of 1-4)

1. Newspaper articles/editorials
   
   List all

2. Media Contributions
   
   List all

3. Intellectual Property
   
   List all

4. Other Publications
   
   List of all other activities not reported above

G. Scholarly Works in Progress

List of all works in progress

III. Faculty Development: _____ (count of 1-5)

A. Seminars Attended
   
   List all

B. Continuing Education
   
   List all

C. Faculty Internship
   
   List all

D. Other Faculty Development Activities
   
   List all other activities not reported above

E. Professional Certifications
   
   List all

IV. ADMINISTRATIVE ASSIGNMENTS

List all from Administrative Assignments page
V. SERVICE & COMMUNITY CONNECTIONS: _____ (count of A-F)

A. Department Service

List all

B. College Service

List all

C. University Service

List all

D. Workshops & Guest Lecturing (internal to ASU)

List all

E. Professional Service

List all

F. Community Connections:

1. Consulting/board of directors –

List all

2. External Connections and Partnerships –

List all

3. Media Contributions

List all

4. Workshops & Guest Lecturing (external to ASU)

List all

5. Professionally Related Community Service

List all

VI. HONORS/AWARDS/RECOGNITIONS: _____ (count & list below)