

Appalachian State University
Faculty Senate Agenda
October 13, 2008 3:15 p.m.

William C. Strickland Conference Room - 224 I.G. Greer

NOTE: All Faculty Senate meetings are recorded.

I. Announcements

- A. Welcome and Introduction of Faculty Senators and Visitors.
- B. September 22, 2008 Chancellor Advisory Meeting attended by Faculty Senate Chair Ramey, Senators Jammie Price, Betsy Williams, Kim Wangler, Rob Brown, Lynn Duryea, Dr. Stan Aeschleman (Provost), and Dr. Peacock (Chancellor). (Appendix A).
- C. Report on September 19, 2008 Faculty Assembly Meeting attended by Faculty Senate Chair Ramey, Dr. Chip Arnold, Dr. Sandie Gravett, and Dr. Susan Staub.
- D. Senator Wayne Williams (Parliamentarian) "Roberts Rules of Order-- Points of Information". (Appendix B).

II. Visitors Reports

- A. Boone Chamber of Commerce, University Relations Committee Presentation by Mr. Dan Meyer, Chamber President, and Ms. Lori Inman, Manager, Marketing and Member Services.

III. Minutes

- A. Approval of September 8, 2008 Faculty Senate Minutes. Available online at:
<http://www.facsen.appstate.edu/Minutes/documents/FacultySenateMinutesSeptember82008Unapproved.pdf>

IV. Provost's Report

- A. Update on the September 19, 2008 Board of Trustees Meeting.
- B. Revised Supplemental Pay Policy: Changes to Section D. (Appendix C). Full Current Policy available at
<http://academicaffairs.appstate.edu/files/SuppPayPolicy090106.pdf>

- V. Committee Reports and Updates** (Committee Chairs are in capital letters).
- A. Academic Policies (REESMAN, Marland, Miller, Stallworth, Waring)
 - 1. Senator Reesman (Nursing) selected as Chair.
 - B. Agenda Committee (RAMEY, Carpenter, Price, W. Williams)
 - 1. No Report.
 - C. Budget Committee (Geary, Newmark, Roggenkamp, Van Devender, Werts)
 - 1. No Report.
 - D. Campus Planning Committee (Brown, Mitchem, Pombo, Rardin, Scharer)
 - 1. No Report
 - E. Committee on Committees (PRICE, Duryea, Sherman, Stoddard, B. Williams)
 - 1. Senator Price (Sociology) selected as Chair.
 - F. Faculty Handbook Committee (RAMEY, W. Williams, Fischer, Gates, Marking, Carey)
 - 1. Charged with recommending changes to the OCSA sections of the *Faculty Handbook* (Section 4.9.2) to reconcile with current practice and proposed changes to International Scholarly Assignment Program.
 - G. Faculty Welfare and Morale Committee (DAVISON, Carpenter, Horst, Wangler)
 - 1. Senator Davison (Sociology) selected as chair and member on University Faculty and Staff Benefits Committee.
 - 2. Senator Horst (History) selected as liaison for Non-Tenure Track Faculty Committee.
 - 3. Charged with reviewing the Recruitment and Selection Procedures for Faculty and Non-Faculty EPA Positions document presented by Ms. Linda Foulsham (Director of AA/EEO Compliance) at September 8, 2008 Faculty Senate meeting and the changes to Section D of the Revised Supplemental Pay Policy.

- H. Welfare of Students Committee (Mamola, Sanders, Short, Ulmer, M. Williams, Winn)
 - 1. Charged with reviewing a SGA motion regarding the Religious Holiday Policy in the *Faculty Handbook* and establishing a University Religious Holiday Calendar.
 - 2. Liaison to SGA.

VI. Unfinished Business

- A. Annual Faculty Activity Report online form. (Appendix D).
- B. The Faculty Senate approved “Recommendations for Changes to Voting, Committee and Other Policies Related to Faculty Decision-Making” (herein referred to as the Voting Rights document) at the April 28, 2008 (First Session) Faculty Senate meeting (**Motion FS 07-08/4-28-02**). The recommendation embedded within the larger set of proposals to institute a “Craft Model” for tenure, reappointment, and promotion requires a full faculty vote (Constitution changes) with a 2/3 majority to become University policy. The other items in the complete Voting Rights document cannot be properly addressed until the eligible faculty of Appalachian have cast their vote on the “Craft Model.” The Faculty Senate Chair is charged with presenting recommended Constitution changes to the full faculty body.

VII. New Business

VIII. Adjournment

List of Appendices

Appendix A: Minutes of Chancellor Advisory Board Meeting, September 22, 2008.

Appendix B: Roberts Rules of Order--Points of Information.

Appendix C: Memorandum dated September 9, 2008 from Dr. Tony Carey entitled “Revised Supplemental Pay Policy” Changes to Section D.

Appendix D: Memorandum dated April 18, 2008 from Dr. James Denniston entitled “Faculty Annual Report Form Modifications” and “Annual Faculty Activity Report” online form.

**Minutes of Chancellor Advisory Board Meeting
September 22, 2008, 3:00 pm**

Faculty Senators attending: Rob Brown, Lynn Duryea, Jammie Price, Michael Ramey, Kim Wangler, and Betsy Williams.

Faculty Senators posed a list of questions to the Administration represented by Chancellor Peacock and Dr. Stanley Aeschleman, Provost and Executive Vice Chancellor.

1. Several faculty and departments have raised continued questions about the “reorganization” now that the School of Music has been declared to remain intact as is. Specifically:
 - What is the process and time line?
 - Who will be in on the discussions?
 - How will the other departments, not yet mentioned, be integrated/located? Such as Communication and Technology?
 - What is the possibility of another Dean position?
 - What does the Chancellor see as possible combinations of programs in “the arts” and “design”?

Answers: The departments not yet mentioned in the reorganization plan will remain intact within the college until a new Dean is selected. A Search Committee and Task Force are to be formed. HLES, Nursing, and Nutrition will go to the new Health Sciences College. A search is underway for a Dean of the College of Arts and Sciences, the School of Music, and a founding dean for the Arts Program. Possibilities for the other units/departments include forming Centers, or Departments, or Colleges with the Performing Arts.

What is a logical mid-management position? We need more infrastructure here. We need a strong program to encourage professors to gain administrative/leadership qualities.

2. Should (Are) Athletics goals and plans be included in the University’s Strategic Plan?

Answer: The University’s Strategic Plan focuses on the Academic vision of the University.

3. What are your thoughts/opinions on “engagement” and our campus response to UNC Tomorrow Phase II items regarding our “policies” on engagement as part of P&T?

Answer: Our University Strategic Plan already addresses many of the proposals of the UNC Tomorrow Phase II. So we are ahead of the game. We should make sure that our P&T requirements enable our campus to take part in this initiative of the UNC system, and we need to have a process in place to ensure that public service by the faculty is rewarded. Engagement in the context of UNC Tomorrow basically means “applied research.”

4. What would be your thoughts on the best process to formulate an updated workload process for ASU?

Answer: (not discussed at Advisory session); from Chair Ramey: The workload section of the handbook is in need of updating to better reflect the current workloads of faculty. The best way to initiate what will be a large and very important task is still under consideration, but the Faculty Senate will be a leading driver in the process.

Robert's Rules of Order—Points of Information

- **Main Motion:** Brings new business (the next item on the agenda) before the assembly. **Stated as, “I move.”**
- **Amend:** Inserting or striking out words or paragraphs. **Stated as, “I move to amend the motion by...”**
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own).
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor, or substituting whole paragraphs or resolutions.
- **Limit Debate:** Closing debate at a certain time or limiting to a certain period of time.
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time.
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed.
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session.
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending.
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table.
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Division of Assembly:** “I call for a division.” Requires that a vote be taken by standing. (no second and no vote).
- **Reconsider:** Can be made only by someone on the prevailing side who has changed position or view.
- **Previous Question:** Closes debate if successful - may be moved to "Close Debate" if preferred (2/3 vote).
- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary (no second).
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result or raise a point of order (no second).
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question." (no second).
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules) (no second).
- **Point of Order:** Infraction of the rules or improper decorum in speaking. Must be raised immediately after the error is made (no second)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all

paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.

- **Object to Consideration:** Objection must be stated before discussion or another motion is stated.
- **Informal Consideration:** Move that the assembly go into "**Committee of the Whole**" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified (2/3 vote).

September 9, 2008

To: Dr. Michael Ramey, Faculty Senate Chair

From: Dr. Tony Carey, Vice Provost for Faculty Affairs



Subject: Revised Supplemental Pay Policy

Per your request, this memorandum provides some contextual information for understanding the revisions made in the "Policy on Supplemental Compensation," which was originally approved by the Board of Trustees in 2006.

Experience with the policy as originally formulated suggested that provisions regarding compensation for distance education courses required modification to reflect more adequately the university's interest in promoting on-line education where appropriate. Accordingly, the policy has been revised in section "D. Distance Education Instruction" to define distance education more clearly and to expand opportunities for faculty compensation for teaching on-line courses. Whereas the original policy allowed compensation for the development of on-line courses but not for the regular teaching of them, the revised policy that is hereby submitted to the Senate provides for compensation to be paid for the offering of on-line distance education courses that meet the established criteria.

The remaining sections of the policy are unchanged.

Supplementary Pay Policy Section D Current:

D. Distance Education Instruction

Supplemental compensation for teaching distance education courses for credit is limited to additional travel-related duties and time commitment associated with instructing students at a remote location and not for duties that a faculty member would typically provide for courses offered on campus. The compensation offered per course is a specified percentage of the faculty member's 9-month equivalent salary based on the distance of the remote location from Boone as outlined in the table below.

Distance to Remote Location	Percentage of 9-Month Equivalent Salary
Under 20 miles	0%
20 – 40 miles	2%
41 – 60 miles	3.5%
Over 60 miles	4.5%

This additional compensation applies to both in-load and overload courses, but may not be applied to courses taught solely on-line. However, faculty may be compensated for the development of an on-line course. Additional compensation applies

Supplementary Pay Policy Section D Proposed Changes:

D. Distance Education Instruction

Supplemental compensation for teaching distance education courses for credit is limited to additional travel-related duties and time commitment associated with instructing students at a remote location and not for duties that a faculty member would typically provide for courses offered on campus. This additional compensation applies to both in-load and overload courses, but will not be provided for distance education courses when there are equivalent campus courses that inherently involve travel for which additional compensation is not awarded to faculty. Examples of courses in which travel is required but no supplemental compensation is offered include internships, student teaching, study abroad or other field-based courses. This policy does not apply to on-line courses offered on the Boone campus. Additional compensation applies for courses taught on an overload basis as per the guidelines for overload instruction.

For courses that are taught on-line with minimal face-to-face interaction, the compensation will be 5% of the faculty member's 9-month equivalent salary. For the purpose of this policy, a course will be considered on-line if the face-to-face interaction within the course consists of no more than 10% of the contact time normally associated with the course if it was delivered in a face-to-face manner. This category excludes courses that are delivered through synchronous electronic delivery methods, such as NCIH.

For all other distance education courses that qualify for compensation, the compensation offered per course is a specified percentage of the faculty member's 9-month equivalent salary based on the distance of the remote location from Boone as outlined in the table below.

Distance to Remote Location	Percentage of 9-Month Equivalent Salary
Under 20 miles	0%
20 – 40 miles	2%
41 – 60 miles	3.5%
Over 60 miles	4.5%

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.

comments appear in red italicized font

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]

Course & Section	New Course Preparation?	New Format for Existing Course?
[Course Prefix] [Course Number]-[Section Number]	New course preparation?	New format for existing course?

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 _____

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 presentation; 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*)