

# **UTK Faculty Senate Executive Council**

Eighth Floor Board Room, Andy Holt Tower

April 19, 2010

## **AGENDA**

### **I.Call to Order**

Introductions

### **II.Review of Minutes**

Minutes of the Executive Council meeting of March 15, 2010 (Attachment 1)

### **III.Reports**

President's Report (T. Boulet) (Attachment 2)

Chancellor's Report (J. Cheek)

Provost's Report (S. Martin)

### **IV.Old Business**

### **V.New Business**

Resolution from the Faculty Affairs Committee regarding the timing of applying for promotion to full professor (Attachment 3)

Report from the Budget and Planning Committee on spending for "Institutional Support" (Attachment 4)

Report from the Graduate Council summarizing activities for the 2009-2010 academic year (Attachment 5)

### **Attachments**

- 1 Minutes of Executive Council Meeting of March 15, 2010
- 2 President's Report
- 3 Resolution the Faculty Affairs Committee
- 4 Report from the Budget and Planning Committee
- 5 Report from the Graduate Council

Faculty Senate Executive Council  
MINUTES  
March 15, 2010

Present: Vince Anfara, Doug Birdwell, Toby Boulet, Jimmy Cheek, Rob Heller, Joan Heminway, Laura Howes, Suzanne Kurth, Beauvais Lyons, Susan Martin, John Nolt, Stefanie Ohnesorg, Ken Stephenson, and Steve Thomas

Guests: Ed Cortez (facilitator for VOL Vision discussion), John Koontz (for Dixie Thompson), Scott Simmons (Graduate Assistant)

### **I. CALL TO ORDER**

T. Boulet called the meeting to order at 3:31 p.m.

### **II. REVIEW OF MINUTES**

A motion to approve the minutes of the February 15, 2010, meeting was made by S. Thomas and seconded by V. Anfara. Minutes approved.

### **III. REPORTS**

#### President's Report (T. Boulet)

T. Boulet's report had been distributed with the meeting agenda. He said since then he had received a call from Coach Dooley indicating he would like an opportunity to engage in dialogue with the faculty in the fall. Boulet asked for opinions about whether such a meeting should be with the Executive Council, the Athletics Committee, or the Senate as a whole. He and R. Heller agreed to work on a plan.

#### Chancellor's Report (J. Cheek)

A committee is already in place working on plans for achieving a top 25 ranking for UTK. Dean Burstein is chairing the committee and Boulet is a member of the committee. Cheek was pleased that the Board of Trustees (BOT) approved differential tuition for three colleges. The campus budget cut for the coming year would be \$12 million dollars. He noted the cut had been anticipated, but it meant total cuts in recent years would total \$52 million.

D. Birdwell asked when the cuts would take effect given the use of stimulus funds. Cheek said plans were in place to deal with \$40 million in cuts, but not the recent \$12 million. He said it was important to maintain enrollment levels or there would be more financial loss.

#### Provost's Report (S. Martin)

S. Martin said the good news was that Chancellor Cheek recognized that Academic Affairs could not withstand any more cuts. She said everything possible was being done to support the teaching mission. She reported that S. McMillan is trying to implement some of the ideas (e.g., about course scheduling) generated by the Academic Efficiency and Effectiveness Task Force. She noted McMillan had convened a non-tenure track faculty group. She indicated she would be forming a search committee for Architecture as Dean McRae had announced he would be resigning at the end of the next academic year.

#### **IV. OLD BUSINESS**

##### Faculty Affairs Committee (S. Thomas)

S. Thomas said the Committee's resolution about lecturer appointments presented at the last meeting had been modified by adding the word "typically" to indicate appointments initially were typically at that level. And, a paragraph had been added indicating what to do in cases that were not typical. J. Koontz asked if salary levels were set for the positions. Thomas said they were not.

##### Nominations and Appointments (J. Heminway)

J. Heminway encouraged people to vote. She requested that candidates for Information Officer and Secretary be put forward for an electronic vote. S. Ohnesorg had agreed to be a candidate for Information Officer. Boulet pointed out the *Faculty Senate Bylaws* state appointments to both positions require Executive Council approval. At another point the *Bylaws* indicated that they should go to the Nominations and Appointments Committee. A motion to approve nominees for Information Officer and Secretary electronically was made by Birdwell, seconded and approved.

Adjournment was moved, second and approved. Meeting adjourned at 3:40 p.m. for a VOL Vision discussion.

## **UTK Faculty Senate President's Report**

April 19, 2010

As a member of the UTK Alumni Board of Directors, the President of the Faculty Senate participates in selecting recipients of various awards bestowed by the UTK Alumni Association. Awards are presented each fall.

On April 1, at a meeting of the Chancellor's Commission for Women, Dr. Margaret Sallee presented preliminary results of a Work-Life Balance survey recently administered to UTK faculty and staff. Further results will be presented at the next commission's next meeting.

On April 5, the Chancellor's Commission for LGBT People discussed a recent meeting between George Hoemann, chair of the commission, and the Chancellor.

On April 7, the Chancellor's Commission for Blacks discussed the future of the interdisciplinary program in Africana Studies. The commission remains committed to eventual creation of an academic department for the program.

On April 9-11, John Nolt and the Faculty Senate President represented UTK at a meeting of Tennessee University Faculty Senates (TUFS) at MTSU in Murfreesboro. At the meeting, John Nolt completed his term as president of TUFS, and Jeff Berman, of the University of Memphis, became the current president.

**RESOLUTION FROM THE FACULTY AFFAIRS COMMITTEE  
OF THE FACULTY SENATE  
PROPOSED FOR ADOPTION AT A MEETING OF THE  
FACULTY SENATE TO BE HELD ON  
May 3, 2010**

WHEREAS, under Section 2.G. of the Bylaws of the Faculty Senate, the Faculty Affairs Committee of the Faculty Senate “is responsible for reviewing proposed revisions and recommending changes to the *Faculty Handbook* in accordance with the amendments procedures set forth in the *Faculty Handbook*, and

WHEREAS, the Office of the Provost recommended that the Faculty Senate Faculty Affairs Committee review and recommend proposed revisions to the *Faculty Handbook* concerning when and how frequently an associate professor might apply for promotion to the rank of professor; and,

WHEREAS, under Section 8.3 of the *Faculty Handbook*, the Faculty Senate Faculty Affairs Committee “is responsible for recommending changes, which should have input from the chancellor, the vice president, and their administrative staff including deans for consideration by the Faculty Senate Executive Committee and final consideration by the full Faculty Senate;” and

WHEREAS, the Faculty Senate Faculty Affairs Committee has reviewed —and sought (i) input from the Chancellor and the Vice President of Agriculture and (ii) consideration by the Faculty Senate Executive Committee on— the various sections of the *Faculty Handbook* related to this issue; now, therefore, it is

RESOLVED, that section 3.10 of the *Faculty Handbook* is revised by inserting this text as a new paragraph between the existing two paragraphs.

After serving at least the prescribed five years as an associate professor, a faculty member should consult with his or her department head before initiating promotion procedures. The final decision on proceeding rests with the faculty member. However, if a bid for promotion is unsuccessful, the faculty member must wait at least two years before applying again for promotion.

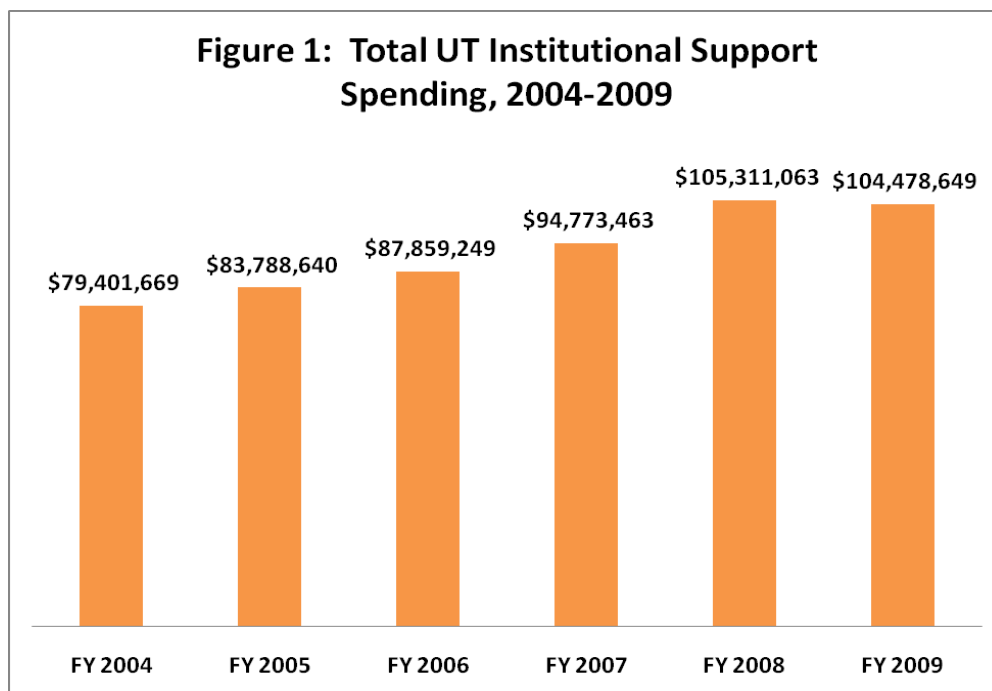
# UPDATE: Spending on Institutional Support in the University of Tennessee System

Faculty Senate Budget and Planning Committee  
University of Tennessee, Knoxville  
March 2010

The Budget and Planning Committee of the UTK Faculty Senate regularly reviews UT budget and financial documents. This report provides an update to our April 2009 report and resolution on growth in spending under the category of Institutional Support between 2004 and 2008 (available at [http://web.utk.edu/~senate/docs/2008-09/Senate\\_Agenda\\_April\\_20.pdf](http://web.utk.edu/~senate/docs/2008-09/Senate_Agenda_April_20.pdf)). The UT Budget web site defines Institutional Support as “costs associated with executive management, fiscal operations, personnel services, and administrative computing.”<sup>1</sup>

An analysis of UT budget documents reveals that system-wide spending on Institutional Support increased by \$25.9 million between 2004 and 2008, but fell by just over \$832,000 between 2008 and 2009 (Figure 1). A five-year history in Table 1 shows that expenditures in all other functional classifications increased by similar percentages (about 23 to 29 percent) between 2005 and 2009 except Instruction, which increased by a much smaller percentage (14.3 percent). The five-year breakdown of Institutional Support spending by entity in Table 2 shows that nearly two-thirds of the total increase occurred within System Administration (after accounting for reorganization of certain items across entity lines, as explained in our original report).

Additional data provided by Vice Chancellor Chris Cimino show that the bulk of the increase at the Knoxville campus can be attributed to (a) organizational transfers of items from the system to the UTK campus level as shown in Table 2, (b) minor renovation and construction projects, and (c) administrative support for the increase in sponsored research activity, which is primarily funded out of F&A budgets within research grants. After accounting for these three areas, the UTK increase in Institutional Support spending between 2005 and 2009 was only 13.8 percent.



<sup>1</sup> <http://web.dii.utk.edu/budget/>.

**Table 1: University of Tennessee Spending by Functional Classifications**

	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	5-year change	Percent change
Instruction	\$376,959,885	\$390,263,177	\$412,401,825	\$433,964,197	\$430,865,699	\$53,905,814	14.30%
Research	62,289,764	60,795,710	63,444,729	74,843,064	76,991,687	14,701,923	23.60%
Public Service	53,745,786	56,852,576	61,949,805	68,744,835	66,079,285	12,333,499	22.95%
Academic Support	92,906,044	98,446,460	107,197,670	116,336,361	115,638,277	22,732,233	24.47%
Student Services	59,835,105	61,493,893	66,131,562	72,341,186	74,668,023	14,832,918	24.79%
Institutional Support	83,788,640	87,859,249	94,773,463	105,311,063	104,478,649	20,690,009	24.69%
Operation and Maintenance of Plant	82,931,500	87,793,430	94,297,378	97,819,062	104,838,903	21,907,403	26.42%
Scholarships & Fellowships	39,712,644	46,563,050	45,972,269	48,299,375	51,077,044	11,364,400	28.62%
	<u>\$852,169,368</u>	<u>\$890,067,545</u>	<u>\$946,168,701</u>	<u>\$1,017,659,143</u>	<u>\$1,024,637,567</u>	172,468,199	20.24%

Sources:

FY 2009 Revised Budget, The University of Tennessee, p 21.

FY 2010 Revised Budget, The University of Tennessee, pp. 25, 31

**Table 2: UT Institutional Support Spending by Entity**

	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	5 year Change	5 Year % Change	Adjustment to Exclude Reorganization	Adjusted 5-year Change	Adjusted % 5 year Change
Total Institutional Support	83,788,640	87,859,249	93,773,463	105,311,063	104,478,649	20,690,009	24.69%	0	20,690,009	24.69%
Knoxville	9,390,423	11,448,213	12,700,182	23,368,940	25,057,820	15,667,397	166.84%	11,468,243	4,199,154	44.72%
Space Institute	750,858	1,058,048	920,378	1,271,159	1,150,305	399,447	53.20%	226,338	173,109	23.05%
Chattanooga	6,126,431	6,007,870	6,855,977	7,396,813	6,723,037	596,606	9.74%	356,603	240,003	3.92%
Martin	3,656,595	3,721,862	4,143,771	4,337,373	4,367,401	710,806	19.44%		710,806	19.44%
Health Science Center	10,615,284	9,830,363	10,752,522	15,174,997	15,281,425	4,666,141	43.96%	4,164,420	501,721	4.73%
Institute for Agriculture	897,714	1,111,080	1,241,719	1,771,963	1,942,506	1,044,792	116.38%		1,044,792	116.38%
Institute for Public Service	462,581	509,626	514,601	573,406	771,076	308,495	66.69%		308,495	66.69%
System Administration	51,888,754	54,172,186	57,644,313	51,416,413	49,185,079	-2,703,675	-5.21%	-16,215,604	13,511,929	26.04%
	83,788,640	87,859,248	94,773,463	105,311,064	104,478,649					

Sources:

2009 Report to Faculty Senate, Table 1, UT Institutional Support Spending by Entity, 2004-2008

FY 2010 Revised Budget, The University of Tennessee

The  
2009-2010  
Annual Report  
of  
The University of Tennessee, Knoxville  
**Graduate Council**

Presented to  
Dr. Carolyn R. Hodges  
Vice Provost and Dean of the Graduate School  
and  
Dr. J.A. M. “Toby” Boulet  
President of the UTK Faculty Senate

Prepared by  
Vincent A. Anfara, Jr.  
Chair, Graduate Council

April 15, 2010



## Introduction

The following reports are “year-in-review” reports from the Graduate Council’s Curriculum Committee, Academic Appeals Committee, Credential Committee, Academic Policy Committee, and the Graduate Deans’ Group. Some noteworthy accomplishments of the Graduate Council are listed at the end of these committee/group reports.

These highlights are meant to provide a brief review of the work accomplished by the Graduate Council and its committees. More detailed information can be obtained from Graduate Council minutes and the minutes of the various committees.

### **Curriculum Committee**

- Worked with staff in the Graduate School to disseminate information at the College and Department level regarding implementation of the Banner Student Information System.
- Reviewed all courses not taught in four or more years for continued inclusion in the Graduate Catalog.
- Considered and took action on over 1500 proposed course changes and over 300 proposed departmental changes.
- Approved new degree programs and dual degrees in several fields:
  1. College of Business Administration: A name change for the major of Management Science MS to Business Analytics MS in the College of Business Administration.
  2. College of Education, Health, and Human Sciences: Several MS majors were dropped and renamed. Revisions were the result of a departmental name change from Exercise, Sport, and Leisure Studies to Kinesiology, Recreation, and Sport Studies. Public Health was moved out of the Department of Nutrition and became its own department.
  3. College of Engineering: Four 5-year BS/MS degrees were added.
  4. College of Nursing: A new degree program was added, Doctor of Nursing Practice.
- Continued work on development of standardized tools to assess curricular changes.

### **Credentials Committee**

- Revised its bylaws to address minor procedural issues (approved and adopted by Graduate Council February 2010).

- Completed and approved document defining mentoring expectations for faculty directly dissertation research (approved and adopted by Graduate Council March 2010).
- Conducted monthly reviews of all requests for approval to direct doctoral dissertations, as charged by the Graduate Council.
- Discussed creation of a two-tiered Graduate Faculty system (associate and full graduate faculty) to permit faculty to be approved for committee membership (associate faculty) but not for chairing dissertation committees. No action taken.
- Discussed policies for appointment of non-UT faculty to dissertation committees. Issue referred to Academic Policy Committee.

### Graduate Council Appeals Committee

The Appeals committee considered 4 appeals. The main concern of all these grievances was an academic performance evaluation. Students alleged clearly unfair decisions and unacceptable evaluation procedures. A secondary concern of two of the appeals was adherence to departmental policies and procedures.

Details:

- Two students appealed a failing grade on a comprehensive exam, which resulted in dismissal from the program. The appeals committee's recommendation to the Dean of the Graduate School was to reject one of those appeals, and to convene an Appeal Hearing Panel for the second. The Hearing Panel subsequently recommended rejection of the appeal.
- Two students appealed a failing grade in a course, which resulted in automatic dismissal from the programs according to the policies of the departments involved. The appeals committee's recommendation to the Dean of the Graduate School was to reject one of those appeals. However, the committee recommended granting the appeal of a student who received a grade of "incomplete" for the course and, after filing an appeal of this grade, was no longer afforded the opportunity to remove the "incomplete."

### Academic Policy Committee

The Academic Policy Committee worked on a variety of policy statements during the academic year of 2009-2010. The work of the committee includes the following processes: engages in discussion of current policies and proposed policies; invites input and feedback from campus groups, including the Graduate Deans' Group; and presents the recommendations to Graduate Council for final approval.

**New and Revised Policies Approved:**

1. **Readmission Policy Change.** The Graduate Council approved changing the terms of absence from three terms to one term for requirement of readmission. This change was brought forward since the Banner Student Information System would not accommodate different policies by undergraduate and graduate student levels. (October 2009)
2. **Dual Degree Programs (BS/MS) in Computer Science, Electrical Engineering, and Computer Science.** The Graduate Council approved adding Dual Degree Programs (BS/MS) in Computer Science, Electrical Engineering, and Computer Science. The BS/MS dual degree option allows counting the same nine graduate level hours toward the requirements in both the Bachelor of Science degree and the Master of Science degree. (October 2009)
3. **Joint Doctoral Degrees.** The Graduate Council approved a new policy to provide the framework for joint domestic and international doctoral degrees to be earned at UTK in collaboration with other educational institutions. (March 2010)

**Other Policies on APC Agendas in 2009-10:**

1. **Doctoral Committee Policy.** The Academic Policy Committee members have met throughout the Spring Semester in informal “brown-bag lunch” sessions to study the components of the current policy on doctoral committees and to work to improve the effectiveness of the policy.
2. **Title of “Director of Graduate Studies.”** The committee joined the Graduate Deans’ Group in discussing the title & the tasks of the individuals holding this position with their academic unit in order to make this title as descriptive as possible while accommodating the diversity of academic programs across campus. (On Graduate Council agenda April 2010)
3. **Proposed Parental Leave Policy as Presented by Graduate Student Senate.**

**Graduate Deans’ Group**

- Revised the Department Graduate Student Handbook Template
- Graduate Directors’ Responsibilities were revised. Graduate Deans recommended to the Academic Policy Committee the title Graduate Program Director be changed to Director of Graduate Studies since several colleges do not have departments. A clarification request changing from departments to programs was also made.
- Graduate Fellowships are used as a recruiting tool for attracting outstanding graduate students to UTK. The Deans were strongly encouraged to promote the fellowships and remind department heads and graduate directors to nominate

students and encourage students to apply for the fellowships. Fifty Graduate School Fellowships were awarded for fall 2010-2011 and were announced on the Graduate School Website on March 26, 2010.

- The program for Responsible Conduct of Research was presented to the Graduate Deans' Group by Dr. Brad Fenwick, Vice Chancellor for Research and Engagement. The Graduate Deans supported his recommendation that **all graduate students** be required to complete the Collaborative Institutional Training Initiative (CITI) or UT Knoxville RCR training modules before completing their course work.

### **Other Work of the Graduate Council for 2009-2010**

- (1) Developed and implemented an orientation to Graduate Council (August 13, 2009).
- (2) Facilitated Graduate Council's participation in the process for awarding an honorary degree (2010 to Al Gore) by establishing a Special Committee who forwarded their recommendation to the Chancellor/Provost.
- (3) Presented Graduate Council minutes to the Faculty Senate for its approval.
- (4) Represented Graduate Council in the Faculty Senate Executive Council Meetings
- (5) Convened the Executive Committee in the fall and spring semesters to guide the work of the Graduate Council.
- (6) Presented excerpts from the history of the Graduate Council in lights of 60 years of existence.