

**UT Faculty Senate Budget and Planning Committee  
Meeting Minutes  
November 29, 2010, 3:30 – 5:00**

**Present:** Conrad Plaut, chair; David Atkins (minutes); Scott Gilpatric; Beauvais Lyons; Harold Roth  
**Not Present:** Mike Angle; Chris Cimino; Jerzy Dydak; Jeff Kovac; Jim Larson; Clea McNeely; Scott Wall  
**Guest:** Mike Wirth, co-chair, Chancellor's Task Force on Civility and Community

- 1. 9/27 minutes:** Add Scott Wall to the Not Present. Minutes approved.
- 2. 11/1 minutes:** Approved as corrected, removing typo. Chair discussed next steps on where do we go w/ ideas best practices in assessing non-academic programming.

**3. Civility and Community Task Force Report**

**Background and Context:** Wirth provided Task Force background. Task Force created by Chancellor Cheek in June 2010 with final report due August, 2010. Incidents of incivility on campus precipitated Task Force. Task Force had a very short time to complete their 7 point charge (Appendix 1).

As the report was completed in August, the Task Force did not consider the 11 best practice points recently identified by B&P committee (Appendix 2). Some report recommendations use existing structures and operations, identified as low to no cost. Task Force brainstormed ideas for UT, including looking at other institution's practices. The report is not a strategic plan but a thought piece.

**Discussion:** What are implications of principles on the report? Once a campus Task Force creates report, there's a pressure to implement. B&G's 11 principles were not part of Task Force charge. Best Practice Principles are traditional strategic planning points so could best be handled once Task Force report enters strategic planning phase.

The Task Force report is mindful, separate existing programs from new, recommended programs.

The Task Force should account for cost and effectiveness of recommendations. For example: How would UT create a Vice Chancellor position for civility and community? The campus could look to other institutions' experiences with similar position. UT is currently preparing a civility and community climate survey to create a baseline for assessment.

Some data points exist informing the campus that something needs to be done. More data would be required for implementation. Task Force provided good ideas that should be turned into campus initiative and strategic plan.

The Bias Protocol and the Stop Bias web site provide one way of assessing the campus climate before initiating significant new resources. The web link is: <http://bias.utk.edu/report.php>

- 4. Committee's Next Steps:** Committee to complete a response to the Task Force report and submit to the Faculty Senate Executive Council by January. Committee must also finalize best practices principles.

**Email Discussion to Involve the Committee:** Any implementation of Task Force reports gives campus opportunity to use best practices. Consensus of those present is to go forward with the provisional endorsement of report noting subsequent initiatives and planning should take into account fiscal principles of best practice. Implementation could start with revenue neutral policy and non-academic program changes and also gather data on UT's current civility climate and identify best practices from peer institutions.

**Appendix 1:** Chancellor's Task Force on Civility and Community Charge

1. Define civility, and more specifically what is meant by civility on the University of Tennessee campus.
2. What does it mean when we promote civility on campus? Please make specific recommendations, and suggest strategies, activities and/or protocols.
3. Prepare a Code of Civility or Guiding Principles, and recommend specific strategies to implement and encourage adherence to this code or principles.
4. How do we address civility while still honoring the right to free speech? How should those conflicts be resolved?
5. Review what other universities are doing in this area and recommend best practices that should be part of the University of Tennessee Civility Initiative.
6. What other recommended activities, programs, declarations or processes should the university implement related to civility?
7. How do we communicate our aspiration to be a civil and respectful campus?

**Appendix 2:** Budget and Planning Committee Best Practice Principles

1. Purpose of the program should be clearly articulated and justified.
2. Goals should be stated as outcomes, not actions.
3. Goals should be numerical when possible.
4. Goals for support programs should include survey information concerning amount of, and satisfaction with, support.
5. Actions should be connected directly to specific goals.
6. Actions should include cost estimates.
7. Circumstances under which actions are to be discontinued should be clearly stated.
8. Assessment should measure, as directly as possible, level of attainment of goals.
9. Assessment should not simply assert that intended activities took place but should evaluate what was accomplished by those actions.
10. Goals, actions, and results of assessment should be publicized, at least in aggregate form.
11. The relationship between the program and other programs with closely related goals should be clearly described and duplication of effort avoided.