UTC Full Faculty Meeting Minutes
AY 2022-23

(attendance follows the notes)

Meeting date: February 28, 2023

Welcome: the meeting was called to order by President Jennifer Boyd at 3:00 pm.

President Boyd asked for approval of the minutes from the September 26, 2022 fall full faculty meeting. Dawn Ford moved and Cecelia Wigal seconded. There were 34 approvals, 6 abstentions, and none opposed.

1. Unfinished Business

Ombudsperson Vacancy

Vice Provost Shewanee Howard-Baptiste gave an update on the UTC Ombudsperson search. The committee has been meeting with David Steele, Human Resources, and the Office of Equity and Inclusion. The position posting has been up since mid-December, and a review of applications will begin in mid-February. There is a strong applicant pool and the search is on track to have candidates on campus later in the Spring semester. In the interim, faculty can reach out to David Steele, Yousef Hamadeh, or Laurie Pou in Human Resources if they seek assistance in this area.

Faculty Communications via Listservs

President Boyd reported on concerns mentioned at the fall faculty meeting about access to email lists. In response, Academic Affairs created a new webpage that describes the email lists they maintain, along with information on how to subscribe and moderation of these lists.

That information is here:
https://utc.teamdynamix.com/TDClient/2717/Portal/Requests/ServiceDet?ID=52647

A question was raised about customization of the lists and an option to provide a daily or weekly digest option. Vice Provost Matt Matthews replied that currently our software doesn't have that option and described why that hasn't served the listserv needs in the past.

2. New Business

Campus Safety Concerns

In response to a number of issues that were raised at the fall faculty meeting, Faculty Senate has been engaging in discussions about campus safety. The entire campus received an email on

February 22, 2023 that provided guidelines for active shooter situations, safety training, and other relevant information. The webpage is here: https://www.utc.edu/finance-and-administration/emergency-services/police/critical-incidents/utc-active-shooter-guidelines

If faculty have feedback regarding any of the information on this page, they should contact Faculty Senate President Jennifer Boyd, or their representative on Faculty Senate.

Course Learning Evaluations

President Boyd reported that many instructors have described concerns about how implicit bias impacts their course learning evaluations. These biases are associated with race, gender, and age amongst other social identities. In discussions with Academic Affairs, a new model for student evaluations has been described as a possible solution for these issues.

In the February Faculty Senate meeting, Vice Provost Lauren Ingraham described UTC's consideration of a model called IMPACT developed by the University of Nebraska at Omaha. Several UTC administrators attended the CUMU (Coalition of Urban and Metropolitan Universities) conference in October 2022. While there they participated in a presentation about "IMPACT: Inventory of Methods and Practices Associated with Competent Teaching." In this model, the process of evaluation is a two-part method: faculty self-report on high-impact practices they developed, and then students are asked to report which practices they observed or did not observe. The goal is to significantly reduce implicit bias in student evaluations. This model makes the evaluation process more objective. Development of the model was supported by an NSF grant and has been proven to significantly reduce implicit bias in course learning evaluations.

More information on the UN-Omaha model can be found on their website: https://www.unomaha.edu/academic-affairs/stem-trail-center/research/impact.php

Ingraham shared some examples of how faculty could identify high-impact practices. She also identified next steps in the process to consider this method of evaluations, which include learning more to answer key questions about the model, bringing one or more people from UN-Omaha to campus (possibly as early as April), and seeking input and collaboration from faculty. If anyone would like to be involved, they are encouraged to email Lauren Ingraham at lauren-ingraham@utc.edu/.

President Boyd stated that this is a model, and there are no concrete plans to implement this at present. She has asked the Course Learning Evaluations Committee to discuss this model and offered some observations after doing a test-r un of this model in her Ecology course. Many of the practices she had already been using are identified as high-impact ones. The report the IMPACT model gave her a lot more feedback about specific pedagogy she could implement, compared to customary student evaluations. She also encouraged faculty to contact her if they would like to discuss a test-run of this model in their classes.

3. Committee Reports

General Education Committee

Committee Chair Jenn Stewart reported on the large amount of work done by the 14 person committee in Fall 2022. They approved 212 courses for the new General Education program to begin in Fall 2023. These courses were spread across numerous departments and programs. Each course was reviewed by a minimum of two Committee members and some had a broader review due to questions committee members had. The Committee also reviewed 17 student petitions, 20 new course proposals, and 47 course modifications.

In this semester the Committee will review proposals for courses seeking recertification under the 2014 General Education program. Department heads should have received an email recently providing guidance that details the recertification process for General Education 2014.

- For Spring 2023 GE 2014 recertification, proposals need to be completed in Curriculog in time for both the department head and the dean to approve them on or before March 15
- For Fall 2023 GE 2014 recertification, proposals need to be completed in Curriculog in time for both the department head and the dean to approve them on or before October 15
- For AY 2023-24 GE 2014 recertification, proposals need to be completed in Curriculog in time for both the department head and the dean to approve them on or before October 15

Recertification of GE 2014 courses was paused last academic year due to the new GE program and course proposals work. For courses that were recently submitted for approval for 2023 General Education, the Committee has given guidance for GE 2014 recertification via an alignment memo in Curriculog. That information was distributed to department heads in the email last week. Everyone should note that the March 15 deadline is during Spring Break. Instructors can contact Jenn Stewart with any questions or if they need more guidance on this process.

President Boyd reminded attendees that the annual survey for committee service will be distributed soon and asked everyone to consider volunteering for a committee. It is important that these service loads are spread out more evenly.

Ad Hoc Faculty Work-Life Balance Committee

Chair Dawn Ford reported that this ad-hoc committee has met once and the group has decided to develop recommendations for administration to promote faculty well-being. As part of their work they have researched how other institutions address faculty well-being, and they have been monitoring the Canvas discussion boards run by Faculty Senate.

Ford identified a few themes in the Canvas discussion board posts on faculty well-being. These include setting reasonable expectations across campus for faculty workload, teaching, and service. There seem to be differences related to service load and the gender of faculty. There are some comments about respecting nine-month contracts and clarity on when faculty are officially

on break or off the clock. Other themes of concern are family leave policies and childcare options. The group is planning to formalize their recommendations to send to administration at a March 24th meeting. People can reach out to Dawn Ford if they'd like to give their input.

Faculty Senate Updates

President Jennifer Boyd described the Full Faculty Canvas discussion boards and encouraged everyone to use them. The topics of these boards are: Faculty Safety on Campus, Academic Honesty, Faculty Wellbeing, the Post-Covid Classroom, and Student Recruitment. People can post as themselves, or anonymously. These boards are remaining open for comment for the time being.

President Jennifer Boyd reported on the February 23rd University Faculty Council Meeting with the UT Board of Trustees while the BOT was meeting on UTC's campus. Three main items discussed were: diversity and divisive concepts legislation, admissions concerns, and support for research. There has been continued pushback at the legislative level regarding anything having to do with diversity. Feedback on the UT System's diversity statement was solicited.

The admissions concerns across the system are related to the record admissions to UTK this year, and how that has impacted other UT schools. UT System President Randy Boyd implemented a new transfer program in which the top 12,000 students who were not able to get into UTK can transfer their applications and be guaranteed admission to another UT system campus.

Assistant Vice President for Student Success of the UT System Bernie Savarese led a discussion of how to further support research capacity across the system. Many ideas were generated, including cross-institutional collaboration and more focus on connecting research with teaching. If anyone would like to provide input on these topics they can contact President Jennifer Boyd.

More information on the winter meeting of the UT System Board of Trustees can be found here: https://trustees.tennessee.edu/webcasts/\

4. Administrative Reports

Chancellor Steven Angle

Chancellor Angle thanked everyone for their support during the recent UT Board of Trustees meeting. There is an important visit by the SACSOC reaffirmation team on campus from March 6 to 9. There are many people on campus to thank for this work, including Dean Theresa Liedtka, Cindy Williamson, and Linda Frost.

The administration is closely tracking a number of bills that the state legislature is considering this legislative term. Some of these are "caption bills," meaning that there is a caption, but no substance. We don't know what they will say or do. One of these caption bills has to do with tenure at public universities, and others are about diversity, equity, and inclusion. We will probably have the UT System legislative advocate Carey Whitworth provide an update session

for our faculty and staff once the legislative session is further along and bills moving forward will be known. The administration will keep us posted on these legislative developments.

One disappointment in the Governor's budget was that funding for the Fletcher Hall expansion was not included. The administration is working hard to get the project funded this year, working with financial support from a donor.

A big thank you to everyone who has participated in the Power C Tour stops this year. There are two more stops coming up, one at Chattanooga State and one at Cleveland State. A dual admissions agreement will be signed with Chattanooga State during the stop there.

There is a Blue and Gold Preview Day coming up, and everyone's involvement is appreciated.

As part of his presentation to the UT Board of Trustees, Angle discussed workforce development programs and the unique identity of UTC. In conversations with local business leaders, it is clear that Computer Science graduates are in high demand. We are looking to what we can do in terms of training and certificate programs to meet this demand.

Provost Jerold Hale

In regards to developments at the legislative level, Hale urged patience and letting the UT System legislative advocate Carey Whitworth do the important work she does regarding these concerns.

Related to these developments, if people felt the need to comment in a public way on legislative matters, they should remember that as state employees, they are statutorily prohibited to use UTC equipment or state resources to engage in those sorts of communications. It is important that employees express these opinions as private citizens and not as UT employees.

Hale discussed CPAS (Course Program of Study), a federal policy that mandates that federal and state financial aid can only be used to pay for courses that are required for a student's degree completion. This is a concern because some students minor in a program that is not directly related to their major, and their financial aid may be at risk. There has been discussion of potential work arounds on the campus level but Hale believes a system-wide solution is the best one. There will be more updates on this to come.

Hale thanked everyone who participated in the faculty rating of administrators, and he spoke about what happens to the data following survey completion. Administrators are asked to reflect on major takeaways from the survey, and to come up with next steps going forward.

Hale raised the issue of artificial intelligence and the diverse views of faculty towards students using these tools for coursework. The Campus Syllabus is a living document and Hale will be working in conversation with faculty governance groups to develop language that can be included in instructors' syllabi regarding these tools according to the instructor's preferences.

There are five priorities in Academic Affairs that Hale spoke about. One is an accelerated Bachelor of Science and Nursing program. It is important to note that students in the accelerated program are completing the same curriculum as students in the non-accelerated program. Students enrolled in the accelerated program will have already completed a Bachelor's degree in another field, and they don't need to complete general education requirements. Students are also taking 19 or 20 credit hours per semester. There are no shortcuts the students are taking—it is an intensive program. This program is the result of conversations UTC administration had with community partners including leadership of each of the three major health systems, who spoke of a shortage of nursing staff.

The second priority is the SACSCOC Reaffirmation and launch of our QEP, which will be covered later in this meeting.

A third priority is University High, which is launching next fall. Vice Provost Shewanee Howard-Baptiste has been working extensively on this initiative. We already have 98 highly qualified applicants for the first cohort and they are looking into expanding the size of the group. The first cohort will be on campus this fall semester.

The fourth priority is the launch of the new General Education curriculum and thanks goes to everyone involved in that work, including the General Education Committee. Hale expressed pleasure at the expansion of the number of academic departments that will be participating in general education.

The last priority is that Hale's office is working with Vice Chancellor Brent Goldberg to review and address the summer funding model. There has been some confusion about how the summer funding formula is derived. The goal of this review is to simplify the formula and the processes for returning some of the tuition dollars back to the academic units.

Vice Provost Matt Matthews

Matthews first discussed a plan for changing the schedule of annual evaluations of faculty. This proposal was shared in a recent email with deans and department heads. The Faculty Handbook delegates to the Provost's office the ability to set this schedule. The biggest change is that the evaluation will move to be aligned with the calendar year. This is a change that has been endorsed by many, including department heads.

Currently, the EDO process starts in March and concludes in one year. AY 2023-24 will be the last year faculty set their objectives in March. Incoming faculty will set their objectives in August. Current faculty will complete their report (for the previous year) one last time in February 2024. The new process will begin with objective setting in January 2024 and ending with reports in December 2024. With the changes to a calendar year process, there will be some unavoidable overlaps between the two models.

Discussions on the specific dates of key moments in the evaluation cycles are continuing over this summer. Matthews will hold informational sessions about changes in the EDO cycle and present on these changes for Faculty Senate this fall.

Vice Chancellor for Finance and Administration Brent Goldberg

The Executive Leadership Team is working to address concerns about campus safety. As part of that effort, an email was sent to campus last week that provided specific guidelines around active shooter preparedness. That information is here: https://www.utc.edu/finance-and-administration/emergency-services/police/educational-programs/utc-active-shooter-guidelines

More communications like this will be sent to campus, keeping in mind the cadence and modality of these messages. The goal is to make sure the entire campus is prepared and that communication regarding events like active shooter situations is effective.

Other plans regarding campus safety that are in development are:
- An active shooter plan and a faculty emergency response guide. These would develop and build on current emergency plans developed by UTC Emergency Management personnel
- Purchasing Birdie personal alarms that will be offered to faculty first, followed by students
- Deployment of a campus safety application for smart phones
- Safety trainings on a building by building basis
- A campus-wide active shooter drill in Fall 2023

Goldberg also spoke about the University's budget. This year the budget recommendation from THEC for UTC was 7.7 million dollars, and we received 2.3 million. In addition to this, UTC was allotted 3.5 million for salary pool increases. We know that we've been given 5.8 million from the budget presented to the state legislature, but we don't know if that number will change in the amendment process. If additional funding does not happen, a budget that includes a 3% tuition increase will be prepared. Additional mandatory and auxillary fee increases will be part of the budget proposal to cover the increase in operating costs due to inflation. Priorities for the next fiscal year's budget included raising the campus minimum wage to $15 per hour, a 4% market merit pay increase, and addressing salary compression. The overall budget picture will be in flux until the end of April.

Vice Chancellor of Enrollment Management and Student Affairs Yancy Freeman

Freeman presented information regarding Fall 2023 undergraduate enrollment: how it looks, and the targets and goals (*the powerpoint slides, which provide detailed numerical and categorical breakdowns, are available on the Faculty Senate website*)
- For Fall 2023, the undergraduate enrollment goal is 10,230 (head count, not FTE)
- For Spring 2023, the new undergraduate student goal was 557, and the final count was 593

- Overall, our progress towards the 10,230 goal stands at 1139 right now

Registration for all student categories has not yet started, and once that is open these numbers will change. Future orientation and recruitment events will also factor into this picture.

Freeman also shared information about the data on college-going high school graduates between 2017-2021 (*these powerpoint slides are also available on the Faculty Senate website*). This data illustrates the statewide enrollment cliff that occurred in 2020 and 2021.

Freeman discussed the many ways faculty can support recruitment. Those include attending recruitment events, doing outreach via phone calls or emails, hosting groups on campus, and participating in departmental visits for touring families. Admissions can offer information and swag for any events that include prospective students and visitors. Also, there is a website to refer a student to UTC:
https://www.utc.edu/enrollment-management-and-student-affairs/admissions/refer

Important upcoming recruitment dates include:
- Tuesday March 21 (Power C Tour at Chattanooga State)
- Saturday April 1 (Spring Preview Day)
- Tuesday April 18 (Power C Tour at Cleveland State)

Freeman discussed and answered a question about the program (mentioned earlier) about pathways for students who didn't get into UTK to instead enroll in other System campuses like UTC. He sees this situation and the proposed pathways as a way to expand UTC's opportunities for students.

Vice Chancellor of Communications and Marketing Cassie Mathes

Mathes shared updates on how this Office is working with Enrollment Management and Student Affairs to help with recruitment efforts.
- University Brand Discovery Project. This is something Mathes has presented about to Faculty Senate a few times. It began last fall and a Chicago-based firm was hired to help with brand discovery. Agency partners visited campus last December and met with over 100 people, including individual interviews and focus groups that included students, instructors, and community members. The firm also conducted surveys across the region related to this effort.
- Partnership with Admissions to Review Recruitment Communications. This work is to assess our current communications with prospective students, and to develop those communications in new directions that are in line with brand positioning.
- New Advertising Strategies and Website Improvements. New efforts in advertising include social media, highway billboards, Google AdWords. These efforts are being measured for their effectiveness.
- Marketing and Communications Partners for Academics. Staff in Communications and Marketing will be focused on how to connect Academic Affairs and individual departments to these efforts in recruitment and brand identity discovery.

<u>Dean Theresa Liedtka, SACSCOC Reaffirmation Coordinator</u>

The reaffirmation process with SACSCOC, our national accreditor, will be continuing with an on-campus visit of the SACSCOC review team from March 6 to 9. The Library will serve as the main coordination spot for the visit. Group interviews, including some invited faculty, students, and administrators will take place on campus during the visit. The QEP, or Quality Enhancement Plan, is a *Moc's First Year* and is an effort to enhance student success through a new First-Year Experience and learning community models for first year students. Many thanks were expressed to everyone who has helped in this more than two-year effort.

More information on the process and visit can be found here: https://www.utc.edu/sacscoc

5. Faculty Concerns

No concerns were reported.

6. Announcements

The WCTL is hosting a new book club on faculty burnout that will be hosted by Victoria Bryan, Jennifer Boyd, and Tammy Garland. This will occur on March 1 and March 8. Anyone interested in participating should email the Walker Center for more details.

UTC Spring Research and Arts Conference (formerly known as Research Dialogues). While the deadline has passed to submit proposals, registration for the Conference is open. Students can receive class credit for attending.

Future Meetings: the Fall 2023 full faculty meeting date is still to be determined. The next Faculty Senate meeting will be March 23rd.

Rachel Fleming shared that nominations for the university's Commission on the Status of Women are open. This includes self nominations. More information is available here: https://www.utc.edu/chancellor/commission-status-of-women/nomination-form

Adjournment

Natalie Haber moved to end the meeting at 5:00, and Jenn Stewart seconded.

Senator Name	Role	2-28		Senator Name	Role	2-28
Sara Knox	Beh Sci NTT			Dave Locander	BUS T/TT	
David Croft	FA NTT			Nishani Vincent	BUS T/TT	

Name	Dept	X		Name	Dept	X
Dominic Heinrici	HUM NTT			Ignatius Fomunung	EMCS T/TT	
Devori Kimbro	HUM NTT	X		Hamdy Ibrahim	EMCS T/TT	
Lucy Schultz	HUM NTT			Erkan Kaplanoglu	EMCS T/TT	X
David Debter	MS NTT			Mengjun Xie	EMCS T/TT	
Hadley Holcomb	MS NTT			Beth Crawford	CHEPS T/TT	
Todd Dockery	BUS NTT			Bernadette DePrez	CHEPS T/TT	
Alycia Franklin	BUS NTT			Brooke Epperson	CHEPS T/TT	
Chang Phuong	EMCS NTT			Christopher Hansen	CHEPS T/TT	
Elicia Cruz	CHEPS NTT			Marissa McElrone	CHEPS T/TT	X
Matthew Grubbs	CHEPS NTT			Susan Thul	CHEPS T/TT	
Rachel Nall	CHEPS NTT			Dunstan McNutt	Library	X
Sherah Basham	Beh Sci T/TT			Chantelle Swaren	Library	X
Emma McDonnell	Beh Sci T/TT	X		Cecelia Wigal (CECS)	At Large	X
Josh Ozymy	Beh Sci T/TT			Jack Zibluk (CAS)	At Large	
Stephen Mandravelis	FA T/TT			Courtney Crittenden (CAS)	At Large	
Lee Harris	FA T/TT	X		Yingfeng Wang (CECS)	At Large	X
Sybil Baker	HUM T/TT	X		Laura Tyndall (CHEPS)	At Large	
Joseph Jordan	HUM T/TT			Darrell Walsh (CAS)	At Large	
Heather Palmer	HUM T/TT			Oren Whightsel (CAS)	At Large	
Hannah Wakefield	HUM T/TT			Jodi Caskey (CAS)	At Large	
Sandra Affare (CECS)	At Large			Jason Medeiros (CECS)	At Large	
Fernando Alda	MS T/TT			Jennifer Boyd (CAS)	Exec Comm	X
Stephanie Devries	MS T/TT			Donald Riesing (CECS)	Exec Comm	
Roger Nichols	MS T/TT			Tammy Garland (CAS)	Exec Comm	
Han Park	MS T/TT			Marcus Mauldin (CAS)	Exec Comm	
Dileep Dileepan	BUS T/TT			Jaclyn Michael (CAS)	Exec Comm	X