

Full Faculty Meeting Minutes Tuesday, September 22, 2020 3:00 PM via Zoom

Here's the link to the full faculty meeting: <https://youtu.be/aTLm5-XRIVM>

The meeting was called to order by President Charlene Simmons at 3:00 pm.

Approval of minutes of February 25, 2020

No objections to the minutes. The minutes were approved.

Unfinished Business:

No unfinished business

Administrative Reports:

Chancellor Steve Angle:

It's a pleasure to join all of you virtually. He wanted to thank all the faculty and academic leadership for their incredible job under the difficult circumstances. It's been a very difficult semester with many challenges. We trying to figure out how to teach hybrid courses, teach online and face to face students. Cameras have been installed in teaching rooms now, but we did not start right off due to supply chain. It has been difficult to figure out how to reach out to students, how to evaluate their performance. He pointed other challenges that make everything seems unreal we have been facing such as: tornado over Easter, hurricane, social justice issues and more of national political climate and all in the middle of a global pandemic. He reinforces his appreciation for the job being done to make this work by everyone amidst all this crisis. People are focused on students and doing a great job. He reported that the number of Covid cases had been up to around 120 but today there are around 35 student cases and 5 faculty cases. we have been able to manage the numbers with campus people that we know of. He appreciated all campus people have been doing from wearing masks, keeping the social distancing, limiting the size of gathering, washing hands but it is working, and we can continue offering a high-quality educational experience for our students. All said, he wanted to congratulate all faculty for all they have been able to do. He continued saying that the six-year graduation rate in 2013 was 37% and now we are at 50%. The four-year graduation rate was at 16% and now is at 36%. He strived that we certainly want to bring that four-year graduation rate up to 50% but it seems to be doable now.

Chancellor Angle said that some of what he has mentioned here, he has also addressed in the State of the University. This is a team effort and this entire campus owns what we've accomplished. We need to continue paying attention to the outside of the classroom activities, the scholarship creative activities, research, internships, be involved in student's organizations,

club activities. It talks all of us to do as much as we can to engage our students and help them deal with diversity and difficulties.

Two things he said he mentioned in the State of the University is that we are trying to offer to every incoming freshman student a cohort-based program experience whether is a learning community, being part of our honors program, being part of one of residence colleges, and business or engineering or help design something that get students being pulled out of the group where they can develop some connection to the university to their academic experience and really engage. He mentioned that Dr. Freeman is working diligently with his team and with the entire campus on the cohort basis program referred above. The second item he had addressed in the state of the university and he wanted to address again, is the work of Dr. Laura Ingram, the director of general education and the chair of faculty senate general education committee Dr. Thallia Welsh.

He finished by welcoming new faculty, new Dean Dr. Riggs-Gelasco and called the attention of the difficult circumstances they happen to join UTC given the challenges we are facing currently.

Provost Hale:

He wanted to first echo chancellor's notes complement everyone for the work done amidst the pandemic.

Two items he wanted to share:

A. Pulse survey for students: 1768 responded.

One of the things happening on campus is that everyone is feeling more stressed as compared to previous semester and academic years. 53.3 % of students said they were experiencing more than average or tremendous amounts of stress this semester. However, our students are always optimistic and a lot of the credit for that goes to the incredible work of faculty done under very difficult circumstances. 64.1 % of students agree or strongly agree that they are going to excel academically this semester. Even under the difficult circumstances, our students are confident, and provost thinks they are confident not only based on their own performance but also the performance of faculty and the experience provided to them. 36.2% of students agree or strongly agree that they feel part of the UTC community and that is a little bit disconcerting to him and to Vice Chancellor Freeman. Both have now been having some preliminary conversations about some additional things that can be done to give students more opportunities to connect to UTC community in ways they haven't been able to do. The results were somehow expected because many campus activities have decreased, decreased on campus life in general. He mentioned that this survey was aimed largely at students because they needed to get guidance regarding the scheduling for Spring classes: 45 % of students preferred 3-4 or 5 classes that met exclusively face to face, 35.7% of students preferred 3,4 or 5 classes that met online asynchronous. 56.6% of students preferred zero or 1 of their classes in the

format of hybrid or rotating schedule courses. 61.6% of students preferred zero or 1 course online synchronous.

He thinks that this information is very instructive. This information was shared with the Deans in the last Deans Council meeting and they were also authorized to share the same information with the department heads and schedules for academic program for scheduling for the Spring semester.

- B. The second item Dr. Hale wanted to address was the Strategic Planning process. We are still in the process of finalizing four work groups comprised mostly of faculty but also some members of administration, some staff members and some students. The four groups will be working around the four goals from our last strategic planning: instruction, research, resources and facilities and also related to inclusion and diversity. The work groups will report to the integration committee which will include membership from all four of the work groups. An integrated report will be put together and then will have a number of listening sessions with a variety of different constituencies across campus including the faculty senate, other faculty groups, the two staff councils we have, various student groups, alumni and other groups. They are working on finalizing the work groups, and what their composition will look like. The representatives to the integration committee that come from the work groups will be chosen by the work groups. The provost will be chairing the integration committee.

Tiffany Mitchell a faculty member asked provost whether members that were originally invited to be part of the work groups would still be counted for the current groups being formed. Provost answered that he thinks that the original members are still in place but there are now extending invitations to new members and expect to know the composition of new members by the end of the week and then will be pushing out the communicating to the entire campus.

Another faculty, Jennifer Ellis had a question about survey for course type preference. She wanted to know whether the data is available per program. She thought that having results and overall idea based on course program would be very helpful. Provost answered that it is broken down according to college and him personally did not see any significant differences across colleges. At the time of its administration they were not sure if it would be instructive enough if it was broken down by program or major.

Tiffany Mitchell addressed another question to Provost Hale about the new members being added to the work groups. She wanted to know whether they have considered Non-Tenure Track Faculty to be invited for these groups. As far as she is concerned it seems that she is the only one at this time. Provost appreciated her bringing up the issue and promised to go back and check the roster.

Kathy Gohn also had a question to provost. She wanted to know whether there is a plan to gather all the data we have been collecting about all the good things that certainly have been done and are working this semester and maybe even share with other colleges to help move forward. Provost expects that especially with the pulse surveys which will continue going out throughout the semester, there will be continuous lessons and we can get good things from them. The faculty

survey was administered by the faculty senate and those of you that do not know, Chancellor and I meet every month with the faculty senate executive committee few days before the monthly faculty senate meeting so we will be discussing the results of the faculty survey as well.

Ronald Goulet a faculty senate and faculty member, wanted to know whether there is a count or an estimate on the number of students physically attending classes. Provost Hale did not recall the count for the week, but he believed that the number of people on campus is being reported to the system daily, but he wasn't sure whether is broken down based on number of faculty, staff and students. However, he assured that they are paying attention to the campus population on a regular basis. Vice Chancellor Vicki Farnworth added that about the number of people on campus, is being done through wireless activity because it is pretty consistent and they are looking at the numbers and separating them by faculty, staff. She assures that the numbers have been pretty consistent. There are around 4600 to 5000 people on campus daily and employees are a much smaller population. This number also includes students at their residence halls.

Executive Vice Chancellor Richard Brown

He begun by thanking the Chancellor, the members of the executive leadership team and all the deans for an outstanding stewardship. In order to have a healthy institution financially it takes a team effort and certainly have that here at UT Chattanooga. We started the year in a good financial shape, with a lot of good budget planning and along came COVID-19 and like most high education institutions, we had to circle back with our planning. The good news is that we responded quite well to the Covid-19. He wanted to stop and personally thank every faculty member for stepping up and moving classes into online format to allow us to continue business. Had the faculty not responded in that way it would had been a challenge this institution or any other institution. He also wanted to thank the budget and economic state committee of the faculty senate for their continuing work with my office and for their great advises. He also took the opportunity to report that they closed the financial books for 2019-20 as required by the State law in the black. He assured that the financial health of the University is very strong. He added that for the last 5 years they have been working diligently to make sure that we done prudent financial planning and that we have enough reserves for rainy day and with Covid -19 it is raining. We were able to have funds to apply to that end. Therefore, he wanted to report to the full faculty that the rainy-day fund, what he would consider an emergency fund stands solidly at 8.2 million dollars now. Again, he wanted to strive that the quick leadership and the effective leadership of the faculty allowed us to continue delivering courses. As a result, our Fall enrollment held steady which means that our financial planning for the year also holds firm. The State of Tennessee also did something very good for high education. With Covid -19 we were all concerned with the economic conditions of the State of Tennessee. While they required other state entities to have a base budget reduction, they held high education harmless on those base budget reductions. We are very proud and grateful for that. We also received about 9.7 million dollars of federal support under the care's act to e things like PPE to faculty, staff and students as well as to support students on some of their economic needs. He wanted to get rid of some myths he has been hearing like for instance that there is a plan for a 2% salary reduction for faculty and staff. This last is not true. We also are not planning any furlow of faculty and staff. He reported

that they are starting a new financial planning year right now. We have closed one budget and we are opening a new one and our options for financial planning are just now beginning to surface. We will be returning back to faculty reserve funds of unspent from FNS's, course fees and other types that were unspent in the budget. As we start the budget base planning for 2020-21, we want to encourage all the faculty to get engaged in that process. We will start that with town hall budget meeting that Chancellor Angle and myself will present. We will begin talking about this year's interim calls of all nature divisions as well as other financial issues that affect the University. In December 2020 we will have what we call conversations with the colleges. This was done last year, and we received a great feedback from that particular process. We set with deans and the key leaderships of the colleges, the Chancellor and the executive leadership team of the finance staff to talk about priorities, needs, growth and other kind of issues that may affect the colleges. He announced that the University is going through a SAC COC affirmation of accreditation and we want to make sure that all our divisions are funded well before moving forward with the reaffirmation accreditation. We are also beginning to look at a new master plan for the campus, for another 10 to 20 years out. We are also excited about the new strategic plan and how do we provide financing resources that will align with the new strategic plan and with the reaffirmation accreditation what will we do with regards to funding the new QEP for the campus. He mentioned that they were able to find some support for Vice Chancellor Vicky Farnsworth to put some instructional technology support in the classrooms, we provided PPE and other safety supplies to all across campus.

Donald Reising posed a question to Dr Brown about the surplus FNA's and wanted to know how they would be broken down. Dr. Brown answered that the surplus will be returned to the provost and he can have those conversations with the Deans. The question was then diverted to the Provost which answered that FNA's will be returned to the various colleges and each will follow the procedures in the formula that they have in place. Dr. Brown added that when those funds are returned to the provost, he will have all the information on where those funds were originated.

Vice Chancellor Vicky Farnsworth

She offered an update on lecture capture: 51 out of 74 classrooms listed with full equipment are ready to go. More are coming live daily, notifications are being sent to instructors. All the equipment is being installed and we hope that it gets done by the end of this week. The supply chain took a longer time than expected. We would like to get an additional 20 classroom equipped before Spring semester if supply chain performs similarly or better. The programming is being finalized.

She mentioned that UTC has offered a lot of technology to both Faculty, staff and students. We had 288 students that have requested equipment, some had multiple requests. The equipment we have is holding. Therefore, if students need equipment such as a webcam before leaving for Thanksgiving and before taking their final exam to let them know that is better to request and pick it up before leaving. They can ship but it would be good to pick up if they are already here. We will be soon trying to get a note out to students, maybe through canvas. With social distancing we are having lots of Lab Machine available/not being utilized. We brought software and that gave us a better utilization across machine across campus and to allow students to

connect from wherever they are to get software they may need. For the first part of the semester, we have been looking at the data and across and it's about 1622 Lab Machine Utilization across campus. We would like to see those lab machines to get more use. Maybe faculty and students don't know that this is available. So, we need to get the word out and let people know of these Lab Machines on campus.

A faculty member asked whether there are any plans to put voice over IP phones as well as card swipes throughout the campus. Vice Chancellor Vicky Farnsworth answered that we have been very reactive regarding the voice over IP system. From a technical perspective, is ready to go. Now we are on the roll out face to decide how to start getting phones on people's desks as well as giving options to people. Card access is a partnership between facilities and IT and the different departments. She added that she would like that next spring they take on a big project on making determinations as we move forward and it's going to be a pretty group coming together to have that kind of conversation.

Faculty Senate Report:

Dr. Simmons:

We had a called meeting in July where we adopted a Covid -19 syllabus statement for Fall 20. We are purposely only adopted it for Fall 20. However, we said we would revisit it on October to see if such a statement is needed in the coming Spring semester. So, the faculty senate executive committee are currently finalizing a very brief survey with three questions and we will be sending it out to the faculty asking for their input. Do we need a Covid-19 absence statement for Spring? If we need one, should it be similar to the one for this Fall?

There are lots of Committees in the faculty senate that are working hard. I did charge several of the committees with additional items beyond their normal activities. So, I j just wanted to highlight a couple of them. For example, we have asked the course learning evaluations committee to do a report on how racial ethnic gender bias presents in teaching evaluations. We've asked the budget and economic status committee to conduct an analysis of faculty pay comparing salaries on race, ethnicity and gender. We've asked the undergraduate admissions committee with producing a report on bias on standardized test like ACT and actually some of that work was already done by Vice Chancellor Freeman and so they're actually talking to the student affairs. We may have something about that soon. The general education committee already charged themselves with efforts to expand equity and diversity requirements in general education. They will have their standard charges and the few committees have additional charges.

Dr. Simmons added that in her role as the faculty senate president she also serves on several other organizations. Just this last week the UFC which stands the University Faculty Council made of a group of faculty representatives from the UT campus. We meet once a month to talk about issues on our campuses. In this meeting, we brought out the issue of sick leave or the fact the no 9-month faculty receives sick leave. This is an issue that UT system has been exploring for several months but failed to move forward. We have drafted a resolution and will be voting

on it next week. The resolution is pretty simple and straightforward, it calls on the UT system to adopt a sick leave policy for 9-month faculty. We hope to finalize this resolution and send it to the UT board as an informational item for their October meeting.

A question come from a faculty member wanting to know whether the policy applies only to sick leave or also includes parental leave. Charlene answered that the resolution was framed as sick leave but that's because the UT system sick leave covers all forms of leave including maternity and paternity leaves.

TUFTS is the Tennessee University Faculty senates and it's where the representatives from the senates from all the public four-year institutions come together and meet. We meet several times a year. We happen to meet just last weekend, the same weekend that the National Council effectively were meeting so we kind of doubled it up and attended National and Tennessee meetings. Some of the conversations that were both at the National level and then at the state level were related to workloads and how significantly workload has changed particularly with COVID and we have decided to do a statewide survey and just beginning to draft it. This is something we'll probably send out more around November. The survey will comprise three purposes. The first would be to document how much work faculty do in the summer in a non Covid year. How much work did you do in an average week in summer 2019, how much work did you do on preparing to teach for the next semester if you were teaching summer school, doing research or service. The survey would give us some baseline and it would be usual information when legislators ask what faculty do during those three months that were quote unquote on vacation. We're also going to be asking is it compensated or non-compensated. We would also ask that faculty report how much time was spent doing those activities this past summer impacted by COVID. We will also ask similar questions related to this Fall in terms of changes on workload. This baseline information can then be used by the state, campuses, we could also use it when talking to legislators.

Committee reports:

No committee reports

New Business:

Faculty survey results being processed, and all the results should be available shortly. However, there are already somethings we can see from it: faculty are more stressed than past semesters. We have seen significant changes to the workload. More time was spent on teaching over the summer, preparing to teach for the Fall semester. Faculty who do research reported doing less research than they normally do in a regular summer. This current semester, faculty reported to be doing more hours preparing teaching and less research. Faculty are facing significant challenges in face-to -face classes: technology, student attendance. I will continue looking onto these and for me this is one of the highest priorities for this survey. Once we identify these challenges, we will be working on solving these challenges. Conversations will be taking place with the Chancellor, the Provost and others in the next few weeks to see whether we can fix these problems for this Fall and how many we can stop from happening in the Spring semester.

Another question that the senate president said she is still processing is about how faculty feels supported by the administration. Most faculty expressed that they have received the greatest support from their department. The majority of faculty expressed have received support from their college. Faculty feels least supported by the upper administration. The senate president expressed that her most immediate priority is to try to resolve those challenges that faculty teaching face to face are facing. One of the results we are getting from multiple choice answers and is related to faculty feeling supported is that faculty want choice in teaching modalities and of course we are in the middle of scheduling for the Spring so I will be advocating for faculty choice in selecting teaching modality. One comment on the survey was about child care and she expressed her desire to talk to other faculty and staff and find solutions for child care issues because so many faculty and staff are struggling with this particularly with the current situation with school system.

Charlene Simmons added that she would like to do town halls throughout the year and identify different topics. She added that the next town hall she will be hosting will be related to child care just to give faculty a chance to come together and start finding solutions. She took the opportunity to announce that Stephanie Todd will be hosting one for the non-tenure track faculty. She added that there are also long-term priorities that cannot be solved in the next few weeks but are definitively in the calendar, workload being one. She showed a concern on how we are going to document all this information when it comes to the time for annual evaluation performance (EDO). She said she plans to obtain tips from faculty on how this can be done, especially to document the impacts of Covid (we have to go back and remember all we did on the spring and not count them towards this year). This documentation is important now because it is something that can affect those that will be going for promotion, tenure and post tenure review.

A full faculty member asked whether those results would be sent to the administrations. Charlene assured that the results are already with the administration, but she will make sure to send results as she fills in the short answer questions. Then, the same faculty member asked whether we faculty will be able to see the short answer questions to which Charlene answered yes. Charlene said that the document's link she shared is a word document and it is on SharePoint and the document will continue being updated.

New Business:

Christina Vogel

Christina Vogel reported that she is a member of the UT Board's Education, Research, and Service Committee. The ERS committee is a standing committee of the Board of Trustees and the committee has a broad focus. It addresses matters related to the academic programs, faculty, student's success and conduct, research, service and outreach. Every year, there is a faculty appointed to represent UT system in this committee and this year Christina Vogel is the appointee. As part of her role she is not meant to speak for all faculty but instead give her perspective based on her experience and she said that she is also happy not only to have the opportunity to represent UTC but also offer her voice as a practicing visual artist and educator and creative researcher. As part of her role she also serves in UFC committee along with

Charlene Simmons and Beth Crawford. As ERS committee, they have not yet met but they will be meeting soon and will have more to share in a next opportunity and she announced that she would be including a link in the chat for those that may be interested in knowing more about the committee or any board committee in general. If you cannot access link please access the UT Board web site for more information. To finish, she wanted to thank Chancellor Angle and Provost Hale for entrusting her with the responsibility of serving on the committee and Charlene Simmons for giving her the opportunity to talk about it.

Charlene reported that Gretchen Potts has been serving on the UT Advisory Board Committee for the last two years. Gretchen Potts was not present at this meeting because she had class. but she had given to Charlene an update. Gretchen Potts is rolling off the Advisory Board and Jamie Harvey will be taking over. It has been always every other past president of faculty senate. Therefore, Jamie Harvey will be serving next year. Gretchen Potts had given to Charlene an update. One of the committee tasks is to make a budget recommendation. UT budget was reviewed by the UT Advisory Committee in May and a recommendation was sent to the Board. The budget is around 270,000,000 dollars, the big thing is that there is no tuition increase. Dr. Brown confirmed that there was zero fee increase as well.

Mary Marr from UTC Walker Center wanted to talk about the optional midterm survey. She announced that the walker center wants to help, she has a template of questions and they can either push it into faculty classes or share them. She said there are many ways that it can be done. She added that Dr. Jennifer Ellis has been a great resource on this and has explained to her the great benefits of using the midterm survey. She then announced that she would be having a workshop via zoom, but we can also offer one to one help. She explained that this survey is only for the faculty and it gives an idea on what students are experiencing in class and if they have questions or concerns, it gives the faculty an opportunity to specifically address the issue which could be anything related to the class. She encouraged that the survey be given around midterm window and then take time to address those concerns expressed on the survey. Another benefit of the survey is that after it's done students are more likely to contact faculty and ask for help so it can really improve the relationship with students and kind of smooth the past for the second part of the semester.

The final new business of this meeting was the new faculty introduction. Charlene Simmons reserved some time for new faculty to introduce themselves. She also announced that she would be collecting all information about new faculty and build a web site for new faculty and she hopes that in October there will be an opportunity where faculty can come together and meet new faculty.

Faculty Concerns:

No Faculty concerns

President Simmons reminded to the full faculty that there are other ways to express concerns: faculty can go to the faculty senate web site, reach out to a senate member, there are senators representing several divisions, there are senators representing ranks. Faculty can also reach

President Simmons directly by email or phone. She also reminds that on the faculty senate website there is an anonymous form to submit concerns. This form does not collect any personal information. However, faculty can leave contact if you wanted to be contacted otherwise senate president will pass on those concerns.

Announcements:

The Faculty Senate meets every month, the third Thursday of the month, at 3:10m pm. All our meetings this year will take place over zoom. All faculty are welcome to attend. The agenda carries the link to the zoom meeting, and it is posted on the senate web site and send it out by email. Those sessions are also recorded, and the link is posted on the senate you tube page.

Senate Faculty will be conducting a survey about COVID-19 absence policy. This can happen maybe by next week and it is to obtain feedback to help determine whether we need to adopt a policy for Spring 20 semester.

President Simmons finalized by announcing that wants to hold a series of Townhalls where faculty can come together and discuss. Sometimes the Townhall will have specific topic. Other times it will be open to any issues, faculty want to discuss. She announced that she plans to hold one about childcare, Stephanie Todd will be holding one for NTTF. But will be open for any topic that other faculty might suggest for discussion. She added that she guessed there will be one about general education.

Adjournment:

A motion was put forward by Beth Crawford and another faculty (they spoke at the same time) member seconded.

The meeting was adjourned at 4:22pm

Respectfully submitted,

Nominanda Barbosa,

Senate Secretary 20-21