Meeting Minutes

- **Welcome:** Dr. Sheena Harris, Facilitator
  - Meeting was called to order at 3:10 pm

- **Approval of Minutes**
  - Moved for approval of minutes and minutes were adopted

- **Attendance - 25**

- **Update on Grant Money**
  - There will be a universal form given to colleges and schools to use for travel and equipment.
  - In order to remain in compliance with best practices, the Board of Trustees wants to create a universal system on grant fund request
  - All equipment orders will have to go through (IT)
    - Question: do grants have a policy and procedure manual? If we had a policy and procedure manual, it would cut down on confusion and procedures would not change depending on the day-of-the-week.
    - Dr. Harris will speak with Dr. Sara about grants

- **Title III Director - Mrs. Jeanette Moss-Smith**
  - Title III will provide outside speakers for best practices starting Spring 2018
  - Supports independent faculty development.
o Travel has to go through the Chief Financial Officer (CFO) and this is slowing down the process.
o Allow three weeks for approval.
o Travel has to be discipline specific.
o Make sure justification is attached.
o International travel is not approved.

During the week of November 13-17, travel information will be on Faculty Senate page.

o Some expenses can be pre-paid.

Only two requests are permitted per year.

Will have a unified grant form by the end of the week to be used only if you are drawing money from grant.

Looking at travel process, since it is now known that the CFO has to approve travel.

Note: The Faculty Senate will propose changes to the board, and look for ways to streamline the process without reinventing the wheel. In the past, Deans’ approval was enough.

• **Academic Affairs - Mr. George Edwards**

  o First cycle of reviews is done and waiting on Provost office approval.
  o The process for existing courses – The committee uses a rubric set up by the university, sends recommendation to the provost. When it gets to the Board of Trustees, it is final.
  o Concern from the Senate: Nursing numbers are up and nursing students are having problems getting into general courses.
  o Concern from the Senate: History classes were turned into on-line courses and students were not getting assignments. The on-line classes were due to a professor leaving at the beginning of the academic year.
  o Faculty Senate Request: The Senate request that updates to classes be articulated to faculty and advisors so that they can properly advise students
    ▪ We must refine pre-registration! It has to be a better way!
    ▪ Students should be able to see what courses are closed and schedule conflicts.

• **Academic Personnel Services - Dr. Roberta Troy**
Promotion and Tenure packets are going out to Deans
- Goal is to hold on-line video training to guide faculty through the process.
- Early submission is highly recommended.
- Do not submit too much, and only go back to last five years of scholarly work.
- No one on the committee is going to read a thousand pages.
- Use 2013 faculty handbook
- The new faculty handbook is going through Legal and then back to the Board.

Benefits with Human Resources Update – Dr. Troy
- Last year’s retirement, the University went back and matched funds for the three months it did not match funds taken from payroll. You must check to ensure that your interest was included.
- Faculty should check each month to see the date TU is sending money to TIAA Cref.
- TU matches up to 3%.
- Faculty Handbook has been revised

- Continuing Education and Outreach – Dr. Wayne Barr
  - According to the description, the committee is geared more toward Outreach than Continuing Education.
    - Question: Can we change the name?
    - Answer: Dr. Harris: Would it be better to change the language in the description to better represent the name?
    - Committee is charged with updating the description and submitting to faculty senate for approval.

- Grievance Committee – Dr. William Ndi
  - The committee received one grievance this semester.
  - They have met independently and with the faculty to resolve the matter

- Instruction Committee – Dr. Rindia Hunt
  - The committee will look at registration and software to improve the registration process.
- Still needs more committee members.

- **Research and Graduate Studies - Dr. Jannette Bartlett**
  - Requests not being processed on time and effecting research and causing a student not to graduate.
  - (Harris) We are bringing in Consultants to identify problems we already know.
  - We have contracts to save money.
  - (IT) often says there is no money for up-keep of machines, so we should take a look at leasing these machines.
  - Dr. Bartlett will meet with Dr. Jolani during the week.

  ▪ Question: Do Grants have a Policy and Procedures Manual/

  ▪ Question: Is there a freeze coming on Title III?
  ▪ Answer: No. If you don’t hear it from me (Moss-Smith), it is not true.

  ▪ Question: Is there a set number of travel requests per year?
  ▪ Answer: Yes. Only two requests are permitted per year.

  ▪ Question: What is the cap for Title III funds on-line professional development?
  ▪ Answer: $5000.00

  ▪ Question: Does Title III pay for Non-Tenured Track Faculty?
  ▪ Answer: Yes. It pays for all faculty as long as you are employed by TU.

  ▪ Question: About tenure? In architect, like designing and building, is that considered research?
  ▪ Answer: (Dr. Troy) It comes from the department what they consider. The Dean can make the case based on best practices.

  ▪ Question: Faculty Handbook on-line has draft?
  ▪ Answer: Use 2013 Handbook for Promotion and Tenure.

  ▪ Question: When will Handbook be approved?
  ▪ Answer: It is already approved. It is going through legal, then back to the board.
Meeting adjourned at 4:48pm

- Next Meeting, Monday, December 4, 2017
- Special guest is (IT & CFO)