Administrative Council September 29, 2021 - 3:35 p.m. TEAMSMeeting Minutes

	Voting Members Present	
Dan Allcott	Michael Allen	Amy Brown
Debra Bryant	Jacob Cherry	Kristine Craven
Daniel Brent Drexler	Dennis Duncan	Joshua Edmonds
Mary Lou Fornehed	Scott Hagarty	David Hajdik
	Madison Harris	Bizabeth Honeycutt
	Janet Isbell	Andrea Kruszka

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Proceedings:

Chair Sandi Smith-Andrews called the TEAMS meeting to order at 3:35 p.m. Dennis Duncan motioned to approve the agenda for September 29, 2021. Mark Wilson seconded. Motion APPROVED.

Wilson motioned to approve the April 7, 2021 minutes. Holly Mills seconded. Motion APPROVED.

Mills motioned to approve new Faculty Workload and Overload Policy No. 208. Wilson seconded. Mark Stephens presented and stated that the new policy was a required policy for the SACS review. Stephens indicated that Tennessee Tech operated under the workload policy until we became a Locally Governed Institution (LGI). Stephens noted that this new policy took Tennessee s and put it into the policy format.

Stephens stated that he co-chaired a committee of 14 members that worked on the policy for several months, then COVID hit and it was pushed aside. Stephens indicated that in preparation for the Fifth Year Report for SACS, Dr. Sharon Huo recognized that this policy was needed. Stephens added that it went through several reviews and was presented to Faculty

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Stephens explained that it would vary from unit-to-unit, expectations for research could vary based on the number of journal publications or externally funded grant research.

Allcott asked others for their point of view on whether this policy was so different areas could defend their workload, does it darify across campus, or could faculty go to Human Resources with a complaint and could this policy be used or their AOR? Would a director or chair use this policy to discuss something with a faculty member? Stephens acknowledged the importance of the AOR to specify the workload. Stephens indicated that faculty would work with the chair and with oversight of the dean. Stephens added there could be varying amounts of credit, dependent upon the time involved on the workload. Stephens indicated that the policy protects a faculty member by demonstrating the comparison to another faculty in the unit. Stephens stated the policy defines a full load and it could show if someone had an overload.

Smith-Andrews reminded the group that only voting members of the Administrative Council could vote. Motion APPROVED, four abstained.

Smith-Andrews provided background on the revised Online and Distance Education Policy No. 223. Smith-Andrews stated that the policy passed Academic Council last year. At University Assembly it was discussed that there could be further revisions made and the policy was tabled pending a review by Administrative Council with a return then to Academic Council. Smith-Andrews stated it was not an actionable item but the opportunity to review the policy per the motion at University Assembly. Smith-Andrews noted that following the University Assembly meeting in the Spring, the policy had been revisited by the chairs working group, several ad hoc faculty groups, Lori Bruce, Bedelia Russell and fully vetted by the entire Faculty Senate.

Russel stated that tracked and dean copies of Policy 223 were distributed on Friday, September 24th. Russell screen shared the policy with added highlighted notes from the Faculty Senate meeting on Monday, September 27th and from the

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