

University Council
February 12, 2018, at 8:30 a.m.
East Tennessee Room, Culp Center

1. Call to order

Dr. Wilsie Bishop called the meeting to order.

2. Roll Call

Ms. Kristen Swing called the roll. Those in attendance were: Dr. Bert Bach, Dr. Wilsie Bishop, Mr. Scott Carter, Dr. Cheri Clavier, Dr. William Duncan, Dr. Susan Epps, Dr. Bill Flora, Ms. Kristin France, Dr. Michael Hoff, Dr. Keith Johnson, Dr. Jane Jones, Mr. Ed Kelly, Dr. Karen King, Dr. Claudia Kozinetz, Dr. David Linville, Mr. Michael Luchtan, Dr. Celia McIntosh, Dr. Robert Means, Ms. Keyana Miller, Ms. Stefanie Murphy, Dr. Rick Osborn, Ms. Pam Ritter, Dr. David Roane, Mr. Jeremy Ross, Dr. Jana Scarborough, Dr. Joe Sherlin, Dr. Randy Wykoff.

Those absent were Ms. Bridget Baird, Dr. B.J. King, Dr. Angela Lewis, Dr. Brian Noland, Mr. Joe Smith, Dr. Ramona Williams.

Others in attendance: Ms. Stephanie Goode, Mr. Troy Perdue, Dr. Jeff Howard, Ms. Mary Cradic and Ms. Kristen Swing (taking minutes).

3. Standing Items

3.1 Approve minutes of November 13, 2017 meeting

Dr. Susan Epps made a motion to approve the minutes. It was seconded by Dr. Bill Flora and unanimously approved.

3.2 Approve minutes of January 29, 2018 Special Called meeting

Dr. Susan Epps made a motion to approve the minutes. It was seconded by Ms. Stefanie Murphy and unanimously approved. Dr. Cheri Clavier pointed out that in the minutes of the January meeting, it was noted that she would return to the February meeting with information regarding the creation of an evaluation and assessment sub-council. She said that will occur in the March meeting because she had not anticipated being able to attend this month's meeting due to other outside responsibilities.

3.3 Review Agenda

Dr. Bishop noted that the agenda for the meeting involved some experimentation in format of the meeting. It eliminates the listing of councils to report and instead leaves a spot for those individuals to report on actions completed but does not require reporting. The group tasked with reviewing the agenda and meeting format was scheduled to meet immediately following this University Council meeting. Dr. Celia McIntosh and Ms. Keyana Miller both said they had items to share during the announcements part of the meeting.

3.4 President's Report

3.4.1 Human Resources Review – Mr. Jeremy Ross

Ms. Stephanie Goode presented a status report on the review of Human Resources. A full report to University Council is forthcoming.

3.5 Call for Voluntary Reports of UC – Essential Action Items from Governance Organizations

Ms. Keyana Miller, on behalf of the SGA, noted that the SGA is in the process of looking for a new student trustee. All students receive an application and the committee interviews five to six of the most qualified applicants. Interviews occurred Feb. 11, and the SGA is now going through the process of sending that information to Dr. Jeff Howard. Three students then go on to the next interview with administrators. A recommended appointment comes from that group.

4. Information Items

4.1 Implementation of Non-Student Minors Policy

Dr. Jeff Howard informed the group that this policy has now been in effect since January 21, 2018. He said inquiries are starting to come in, and the appropriate personnel are working through a few bumps, but the policy is in place.

4.2 Revised Campus Use Policy

Dr. Joe Sherlin noted that a state law was passed recently regarding students' right to gather anywhere on campus. He said personnel from his unit are reviewing the campus policy to ensure it is consistent with the law but also allows for effective management. The revised policy will go out for public comment in the coming days and will come back to the University Council next month for review and action. Dr. Mike Hoff requested that the public comment period be reduced from 30 days to 21 days. There were no objections to the shorter review request, and the ad hoc group developing a policy on policies for the University Council expressed its approval of the 21-day review.

5. Action Items

5.1 Old Business

Dr. Bishop mentioned the calendar discrepancy for the 2018-19 year that was discussed at the previous University Council meeting and noted that what is online is correct. She said that the semester is slated to start January 14, 2019, rather than the day after Martin Luther King Jr. Day because every seven years there is an exception due to MLK Day falling so much later in the month that year.

5.2 New Business

5.2.1 Draft Policy on Research Data Ownership and Retention

Dr. Bill Duncan said this policy has been needed for some time and addresses the responsibilities of data access. The Research Advisory Council has approved the proposed policy, and, he added, it has been benchmarked. It addresses issues related to access to data (responsibilities of the institution and the investigator) as well as ownership of data. It also addresses who is responsible for IRB data when students leave the university. There has not been a formal policy on this since Dr. Duncan has been here, he said. He asked that it go out for 30-day comment. Dr. Celia McIntosh cited a portion of

the policy under Data Retention that mentions “financial” report and asked whether the term should be “final” report. Dr. Duncan said the proposed policy was based on NIH wording but added that he would look at it again. Dr. Bishop asked if there were any HIPAA implications and whether Ms. Lindsay Daniel (HIPAA counsel) had reviewed it. Dr. Duncan said IRB regulations are followed in the case of HIPAA. With no further questions, Dr. Duncan said he would bring the policy back at the April meeting after receiving feedback from the public comment period.

5.2.2 Discussion of Process for Receiving and Reviewing College and Unit Level Strategic Plans

Dr. Mike Hoff said every college and unit is supposed to submit a strategic plan in March, but leaders never talked about what happens with those thereafter. He said there should be some type of aggregate report about strategic plan actions at the university, noting that everyone should be on a timeline from now through 2026 with a few exceptions (Student Affairs has the Culp renovation, for example, and some colleges have different cycles because of accreditation). Dr. Hoff proposed a plan in which the strategic plans are submitted at the end of March to vice presidents, at which time discussions occur between the VPs and the units/colleges. VPs would then submit all plans in April to the Budget Planning Committee, and the plans would be reviewed for connections, synergies, and collaboration before a report came to the University Council in May for review. University Council would then develop a report to go to the Academic and Student Affairs Committee of the Board of Trustees. Significant discussion then occurred about the time needed for VPs to review the plans before passing them along and who should actually get them next. Dr. Bert Bach pointed out that looking for synergies and overlap is the key point. Dr. Hoff recommended they go ahead with the deadline of March 31 for the strategic plans to be submitted to VPs, and by the March 12 University Council meeting, he will have developed a formal process for presentation at that meeting.

6. Announcements

Dr. Celia McIntosh announced that Gov. Haslam had proclaimed Feb. 26 through March 2 as Graduate Education Week. She also announced that the Tennessee Conference of Graduate Schools awarded its Outstanding Master Thesis Award to an ETSU student.

Ms. Keyana Miller announced that Lawrence Ross would be speaking at ETSU on Feb. 19, offering a lecture on racism and discrimination. She said he was an amazing orator when he spoke at Appalachian State and is able to not only articulate what students are feeling, but also find a call-to-action. She noted that it is important to be responsive rather than reacting to what is happening on this campus and said she would love to have brought this lecture to the attention of the Diversity Task Force but did not actually know the status of that group. Dr. Jane Jones recommended she call Ms. Ann Eargle in the

Equity and Diversity office. Ms. Miller encouraged members of the group to attend the lecture and said that she believed students would take note of their attendance and see that administration considers this topic as important.

Mr. Scott Carter said it was a historic time, with the Bucs having the nation's longest winning streak in men's basketball. A win that evening, against UNC-G, would break a school record for longest winning streak. He also said that the women's team came back from 16 down to defeat Chattanooga and, for the first time, ETSU was 4-0 versus UT-Chattanooga (men's and women's basketball). Additionally, the student-athlete GPA stands at 3.203, Mr. Carter pointed out.

Mr. Mike Hoff said he had met with two students of Kelly Foster's and discussed doing surveys. He asked members of the University Council to please respond to the message they receive this spring, as it is a huge survey.

7. Adjournment

The meeting adjourned following a motion by Dr. Susan Epps.