

Deans' Cabinet Meeting

Wednesday, April 6, 2011

9:00 AM

Library 475

Attending: Michael Allen, Brad Bartel, Mike Boyle, Jim Burton, Mark Byrnes, Tom Cheatham, Becky Cole, Warner Cribb, Wayne Dornan, Watson Harris, Julie Hight, Faye Johnson, Roy Moore, John Omachonu, Fay Parham, Jenny Sauls, Lana Seivers, Rick Short, John Vile

I. Budget/Budget Hearings

By this Friday morning, we will have definite information about hiring for the Fall term. As previously discussed, we will give back \$1.7M to state, a 2% reduction- taken in centrally. The revision of Performance Funding gave an addition of \$2M. So, \$300,000 in new money left.

The University will have to find funds for 1.6% cost of living increase. Also, \$1,000 bonus per person has been proposed, which would total \$2.6 million.

April 13-14 - Budget hearings with the President. You will have 30 minutes to make your case. We have sent a template to you. We will schedule 20 minutes to run through your presentation before the 13th with Bartel, Omachonu, Cole and Sauls. Plan for half about accomplishments and points of pride and the second half, extraordinary major initiatives for the future, distinctiveness, and new degree programs that require new funds. A total 20-minute power point with hard copy as well. We don't know much money is there for new initiatives, so do not get your hopes up. Becky Cole can supply additional information for re: budget.

At the next one-on-one with each dean, Dr. Bartel will distribute data on the use of reassigned time. Different approaches by chairs and departments to get a handle on how your chairs are doing it. Chairs Council has been encouraging creative thinking, but also accountability. A few problematic areas, but for the most part it is entirely legitimate.

Proposed Tuition increase is 7%, but nothing approved yet. Also, we are being conservative with enrollment increases.

Science Building- the latest negotiation looks like a bond package for our building plus three UT projects to clear the cue. Response has been positive from Governor and legislature. The next project could be a Mass Communication addition, but we'll drop to the bottom of the list. Department of Concrete Industry has donations to build a building.

II. Summer School

Staffing opportunities- if low enrolled, then shift faculty into higher enrolled sections. Internships- we need to be more consistent with what an internship is- need

justification- particularly in the summer internships, there is a wide range of definitions. Jana Hinz will contact Deans on this issue.

III. University Centennial – Andrew Oppmann and Doug Williams

www.mtsu.edu/centennial

September 9th Blue Tie Gala- First signature event. Please distribute in your college. Themes on billboards- Pride, Tradition, Excellence- mock ups passed around. Will be posted in Knoxville, Chattanooga, and Memphis.

Film crews on campus for TV spot to be aired this spring through summer and fall.

Also, radio, newspaper, and digital advertising will be profiling faculty, staff, alumni, and programs.

Also, think about the events within your college and how they can be branded with the Centennial event campaign- definitely your signature events throughout the year. We will have themes each month throughout the year.

MTSU Magazine will be mailed next week (90,000 copies). Launch party is April 13 at 4:00 PM. Hugh Berryman is on the cover. We are trying to send a message to alumni- no more Alumni Record- it is now the *MTSU Magazine*. Next edition is August then January. There will be three per year plus special edition on Research. We are always seeking topics for the magazine. We want to spotlight undergraduate opportunities. Thank you for your encouragement in pushing faculty to utilize ProfNet- an “experts” source.

60% of media reports are turned down by faculty. We understand the immediacy of the request prevents participation some times. Thanks also for the college correspondents in funneling information to Media Relations.

Lapel pins with Centennial logo are now available.

IV. Policy on “Oral English Proficiency- Faculty” (draft attached) – Jenny Sauls

We already English proficiency for faculty document in two places (Personnel Appointment Form and Academic Preparation Certification Form), but we needed a policy for this. Please review and provide feedback by next Dean’s Cabinet meeting.

V. Use of State Vehicles

Reminder of authorized operators and passengers. [Motor Pool Services Policy No. IV:02:01](#) distributed.

VI. Announcements

Welcome to David Schmidt.

John Vile- MTSU has two Goldwater Scholars and one honorable mention.

Warner Cribb- Faculty Senate requested more information re: SGA resolution on faculty evaluations available

Lana Seivers- Strategic planning has started. Also, partnerships with THEC re: Race to the Top funds, Dyslexia Center training for local teachers, after school remedial reading training with MCS and RCS

Library- Learning Commons is progressing. Faculty Study Carrels will have to be reapplied for in an effort to free up office space.

Mark Byrnes- Friends of Liberal Arts advisory board first meeting is today.

Also Scholars Week is going well. "Rent" in Tucker Theatre this week.

Michael Allen- Scholars Week poster session this Friday at Murphy Center.

Jim Burton- Dr. Cornelia Orr, National Assessment Governing Board will give lecture at Embassy Suites and on campus on May 19. Joint venture with College of Education. Congratulations on AACSB re-accreditation.

Roy Moore- We still have two meetings to go for re-accreditation; but we have received a strong vote from committee for re-accreditation.

Fundraising is going quite well for this year.

Tom Cheatham- distributed the *Basic Highlights* magazine.

Watson Harris- TAF committee meets Friday to finalize

Chairs Council- Staff development workshop- 105 participated hosted by Chairs Council and Provost Office- great success that will continue annually.

John Omachonu- E-Catalog training has been completed. Next year revisions will be done electronically.

MIDDLE TENNESSEE STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

POLICY NO: ???????

DATE: March 21, 2011

SUPERSEDES POLICY NO: ???????

DATED: ??????

SUBJECT: Oral English Proficiency - Faculty

APPROVED: Sidney A. McPhee, President _____

I. Purpose

The Senate Joint Resolution 211 adopted by the 1984 General Assembly requires assurance that all faculty employed by Tennessee Board of Regents' Institutions are proficient in use of the English language. Pursuant to this resolution, the accreditation standards of the Southern Association of Colleges and Schools (4.4.1) and TBR policy 5:02:01:03, all TBR institutions must establish written guidelines for documentation of compliance with this requirement.

The purpose of this policy, as promulgated by TBR Policy No. 5:02:01:03, is to assure that all new faculty, full-time and part-time, **as well as Graduate Assistants** are proficient in the English language.

All recommendations for: (1) hiring a new faculty, as defined above, (2) granting tenure to a current faculty member, will be accompanied by confirmation of the faculty member's ability to:

1. Speak English clearly,
2. Write English clearly,
3. Understand written and spoken English, and
4. Communicate effectively both in written and oral format in an academic environment (classroom setting).

The department chair/school director and the appropriate college dean are responsible for verifying proficiency by such means as required to confirm that the candidate meets the minimum standards described above. No individual shall be appointed to a teaching position or recommended for tenure in such a position without express written confirmation to the President of such abilities by the chief academic officer, being advised by the appropriate dean/chair/director of the college/department/school for which the faculty is seeking appointment or tenure. English proficiency for faculty is verified using the Personnel Appointment Form

and the Academic Preparation Certification Form. The University reserves the right to further assess English language proficiency after a faculty member has been appointed in order to ensure the quality of direct instruction of its students.

“The foregoing criteria are to be used strictly as a measure of a candidate’s ability to communicate effectively as an instructor and shall not be utilized to arbitrarily disqualify applicants of certain nationalities”. TBR Policy No. 5:02:01:03.

II. General Statement

If the recommendation is made for a faculty member to pursue activities, such as enrollment in a course in English as a second language, to improve skills in English use to meet the above criteria, it will be the responsibility of the department chair/school director to monitor and verify remediation efforts and the outcome of same.

In the event that the departmental chair/school director thinks that the candidate is capable of developing to an appropriate level in a reasonable period of time and desires to continue to consider the candidate, the department chair/school director should proceed with the remediation.

_____ Date _____
Department chair/School Director

_____ Date _____
Dean

_____ Date _____
Provost

- b. Place all trash from the vehicle in the trash can near the auto shop entrance. All trash or debris that may cause the vehicle to have a bad odor should be removed, and the vehicle should be thoroughly cleaned by the user before returning.
- c. All vehicles must be returned to Motor Pool Services at the time indicated on the request form. In case of delayed return, please notify Motor Pool Services at 898-2415. You should assume the vehicle is scheduled to go back out for use soon after you return it or early the next day, Saturdays included.
- d. Vehicles should not be exchanged between persons or departments without the proper check-in and checkout procedures.
- e. Motor Pool Customer Survey forms are available at checkout and on the website (http://www.mtsu.edu/~facserv/vehicle_request_form.htm). This form should be used to notify maintenance of problems with the assigned vehicle that needs repair. Just fold the form and place it in the key holder before dropping the keys in the key return box located on the south side of Bayer-Travis building near the gas pumps.

13. Authorized Operators and Passengers

- a. Only current MTSU employees with proper departmental authorization are authorized to operate a state vehicle for official business. Authorization to use a state vehicle shall be limited to official use within the scope of employment of the employee.

Students, graduate assistants, teaching assistants, and student assistants must be on active payroll (employee) status while operating a state vehicle. Students on academic service (scholarship) programs are not part of the official payroll and therefore should not drive state vehicles.

- b. All employees must have an appropriate valid Tennessee driver's license prior to being authorized to operate the assigned vehicle.
- c. Passengers in state vehicles shall be limited to the following:
 - (1) Employees of MTSU when within the scope of employment,
 - (2) Students of MTSU engaged in institutional or school sponsored activities; and
 - (3) Other persons when it is necessary for them to accompany an employee on official business or as a guest of MTSU.

14. Restrictions on Commuting

- a. Motor Pool vehicles for trip assignment may not be used for commuting to and from home. Under no circumstances should a Motor Pool vehicle be at an employee's home.