

FACULTY SENATE
Virtual Meeting by Zoom
December 8, 2020 4:00 PM CST/5:00 PM EST
Monthly Meeting

Attendance: 100 (senators, administrators, and faculty)

Senators attending: T. Wilson, Smith, Dabbs, Erickson, Mandal, Davenport, Donaldson, Grandas, Nicholson, Staack, Cory, Reed, Bohn, Hevener, Doettl, Li, Bieber, Choby, Hartig, Mohamed, Spivey, Steinberg, Fan, Quesenberry, Albin, Little, Jasmin, Venturin, Krishnan, Sun, Cooper, Zachry, F. Park, Rowe, Murray, Pourmotabbed, Lackey, Jiang, Lancaster, Torgbe, McClinton, Davis, Sitnick, White-Means, Moss, Claro-Woodruff, Enomoto, Philip, Meekins, Pishko, R. Clark, S. Clark, Herr, McCarthy Maeder, Richey, Harvey, and 10 phone numbers

Meeting called to order at 4:02 pm cst/5:02 pm est

Meeting Minutes:

Floor opened for discussion of the November 10, 2020 meeting minutes. Following no discussion, a motion for acceptance of the minutes was made by Dr. Staack, and seconded by Dr. Hartig. Minutes passed with 56 “yes” (97%), 0 “no”, and 2 (3%) “abstain.”

Update on APPR with Dr. Lori Gonzalez and Dr. Cindy Russell:

- Dr. Gonzalez and Dr. Russell will be meeting with department chairs to discuss the APPR process on Wednesday, 12/9. Dr. Gonzalez stressed the 2020 cycle will need to include “grace,” as the year looked very different for each faculty member.
- Dr. Gonzalez stressed that faculty should talk with their chair; communication will be key to identifying factors that impacted 2020 goals and assignments due to COVID. Additionally, faculty should be thinking of their 2021 goals and assignments, and how COVID might impact those.
- Faculty might want to consider:
 - How are you adjusting to changing demands, both person and professional? Additionally, do these changes mean that you might need to extend timelines (e.g., tenure, promotion)
 - *Impacts on Teaching* – changes in delivery method (in-person to online). How did you restructure your course(s) in the spring and fall (i.e., assignments, expectations, pedagogies, learning of technology)? Identify what worked, what didn’t, what did it mean to you as an instructor and how could you apply it in the future?
 - *Impacts on Research* – what changed? Many labs closed, thus data collection slowed down. Conferences were cancelled. Many faculty experienced delays in the review and publication process for manuscripts. Faculty might consider highlighting instead what you have done or adapted due to various demands.

How did you connect with others, what did you submit, how did you mentor students' scholarship?

- *Impacts on Clinical Expectations* – clinics closed or moved to a different delivery method (i.e., telehealth), in addition to surgeries or procedures being delayed. Faculty might consider what professional development you had to take on to learn a new delivery method? Comments from residents/students or patients could be used to discuss and show how your clinical skills were adapted.
- *Impacts on Service* – Document any and all change. What additional activities did you take on? What activities might have been omitted or changed due to COVID requirements?
- *Acknowledge any competing demands* – document any issues that were experienced in 2020 that impacted your performance (i.e., technology support, home-schooling responsibilities, caregiving).
- Overall, faculty are strongly encouraged to create a roadmap to identify how they were productive in all areas they are assigned. This roadmap can also provide each faculty member with the talking points needed in their ARRPP meeting.
- Post-Tenure Review: The university will not be completing the Post-Tenure Review during the 2020-2021 academic year. The university will be completing the Post-Tenure Review in 2021-2022. Faculty selected for the next round of PTR will be notified in the spring of 2021. In preparation for the next round, the chairs of each department will be provided with material(s) on how to complete a strong APPR and how to write a strong recommendation.

Update on Digital Measures with Dr. Cindy Russell:

- Digital measures has opened, or launched, for each college. Each faculty member has received an email with a link to access their account.
- Digital Measure User Guides are now available and should be able to help. Guides can be found at: <https://www.uthsc.edu/digital-measures/#:~:text=Digital%20Measures%20is%20UTHSC%E2%80%99s%20web-based%20faculty%20activity%20reporting,service%20activities%20and%20accomplishments%2C%20%20including%20clinical%20care>.
- Due dates for each college vary. Faculty are encouraged to check for their individual due dates.

APPR Workflow Schedules - By College

- *Launch Date* - The day the "Faculty Submission Step" becomes accessible to faculty within Digital Measures
- *Faculty Submission Deadline* - The last day for faculty to submit their materials for review before receiving past due alerts
- *Dept. Chair Deadline* - The last day for the chair/evaluator to complete their evaluations of faculty before receiving past due alerts

College	Launch Date	Faculty Submission Deadline	Dept. Chair Deadline
Dentistry	12/1/2020	2/15/2021	3/15/2021
Grad Health Sciences	1/4/2021	1/15/2021	2/1/2021
Health Professions	12/1/2020	2/15/2021	3/15/2021
Medicine	12/4/2020	1/15/2021	3/31/2021
Nursing	12/1/2020	1/15/2021	3/15/2021
Pharmacy	12/7/2020	12/31/2020	3/31/2021
Library	12/1/2020	12/18/2020	1/29/2021

- The *Procedure for APPR* includes:
 - Faculty member provides required documents – summary of activities and accomplishments, summary of proposed academic goals – to their chair in Digital Measures
 - Each chair will review the materials provided in Digital Measures.
 - The faculty member and the chair will meet; reviewing performance, discussing and agreeing on assignment(s), and developing mutually established academic goals for 2021.
 - A narrative will be prepared to summarize the year's accomplishments by assignment and goals.
 - All materials will be reviewed by the administration.
- For the 2020 year, each faculty member will provide an independent rating their effort in each mission area for which they have been assigned time. The chair will also provide an rating for each area. Additionally, an overall performance rating will be assigned by both the faculty member and the chair. However, the overall rating will not be a summative or weighted score of the individual mission areas.
- Faculty were reminded that *Research* and *Other Research* are now all under *Other Research Activity*, in which Cayuse and non-Cayuse information can be added.

At the end of the presentation it was shared that Dr. Lori Gonzalez will be leaving UTHSC in January 2021 to assume the role of Provost at the University of Louisville. Dr. Cindy Russell will serve as the interim CAO until further notice.

Resolution:

- The Faculty Organization Resolution was shared and the floor was opened for discussion or comments. Following no discussion or comments, Dr. Cooper made a motion to pass the resolution. Dr. Wilson seconded the motion. The resolution passed with 51 (94%) "yes," 0 (0%) "no," and 3 (6%) "abstain."

Faculty Feedback Assessment (FFA):

- An announcement regarding the opening of the FFA was shared.

- Two surveys were sent via email to each faculty member. One email has a link to department and college survey, and the second email has a link to the upper administration survey.
- Senators were asked to contact the faculty in their department and strongly encourage faculty to take part in the surveys.
- The surveys will close on January 8, 2021.

Committee Updates:

- No updates shared

New Business:

- Update on Old Business, Dr. Hartig is finalizing the delivery or sending of certificates from the June business meeting to those senators who received recognition.

New Announcements:

- All senators are strongly encouraged to reach out to the faculty in their departments/colleges and encourage them to complete the FFA Surveys.
- *Upcoming Faculty Senate Meetings:*
 - *January 12, 2021 at 4:00 pm cst/5:00 pm est.*
 - *February 9, 2021 at 4:00 pm cst/5:00 pm est.*

There being no other business, the meeting adjourned at 5:02 pm cst/6:02pm est.

Respectfully Submitted,

Jillian McCarthy Maeder, PhD, CCC-SLP
Faculty Senate Secretary