

Faculty Senate Ad Hoc Fort Campbell Campus Review Committee Report Provided to Faculty Senate Executive Committee 2009 – 2010

This report is a summary of recommendations following the discussions and deliberations of the committee assigned to review the Fort Campbell Campus.

Committee Chaired by: Loretta Griffy

**Faculty Representatives: Taylor Emery, Languages and Literature
Stephen Truhon, Psychology
Adel Salama, Engineering Technology
Jeanie Randall, Languages and Literature
Sue Evans, Professional Studies**

This Committee recommends the following as related to *term structure*:

- Establishment of a calendar committee to work collaboratively in establishing the start dates and official registration & advisement dates for each term with special consideration to the number of student contact hours for each 3-hour class (optimally 40). Ideally, this committee would include faculty, administrators from impacted offices and representation from the military's education center.
- Encourage faculty to take advantage of services provided by Distance Education in constructing out-of-class learning opportunities AND provide opportunities for students to become familiar and comfortable with utilizing AP Online Resources (D2L, AP Mail, etc) to accommodate holidays, weather and unexpected closures.
- Make faculty (both campuses) aware that Fall exams on main campus and Fall II exams on Fort Campbell may have conflicting final exam schedules. Faculty should be encourage to exercise flexibility in these situations and to make use of any testing facilities available to serve students who find themselves in the situation of having two exams scheduled simultaneously.
- Establishment of a Final Exam period at the end of each term in which student and faculty responsibilities are solely focused on preparing, administering, grading, end of term exams and assignments.
- Consideration to offering terms, particularly Summer III, that provide students an opportunity to complete coursework while still having a significant summer break. For example, in addition to offering classes in the standard 8-week model, offer two 4-week sessions or at least one 5-week session. In addition, the possibility of offering a 'maymester' should be explored.

This Committee recommends the **advisement procedures** at the Fort Campbell Campus be reviewed and assessed with the goal of moving toward a student advisement model that is associated with increased success, retention and graduation rates. In general, we support a move from prescriptive to a teaching model of advisement.

At a minimum, the following should be explored:

- Establishing a 'pre-registration' period for each department in which departmental advisors set a goal of meeting advisement and pre-registration needs for the majority of their currently enrolled declared majors.
- Permitting departments to conduct advisement sessions during standard registration periods that immediately proceed the start of the term *in their offices* so that adequate advisement resources are available.
- Hiring an Advisement/Orientation full-time professional position for the new APSU Fort Campbell building with scheduled hours of responsibility, duties and workshop development focused on the incoming bachelor's degree seeking student. The person holding a position such as this would be the *first advisement contact for walk-in* students. This position could be similar to the Advisement Coordinator position for the College of Science and Mathematics which is partially funded by Title III.*

** The committee considers this a high priority item.*

This Committee recommends the **providing a faculty support and student information assistance clerical position** in the new APSU building at Fort Campbell.

- Construct a student assistance desk in the lobby to be manned by the person holding the clerical position with flexible working hours to meet the needs of the Fort Campbell student population.
- Departmental faculty, both full-time and adjuncts, whose departments are not housed at Fort Campbell, should be provided day-to-day clerical assistance such as photo-copying, phone messages, etc.

This Committee recommends the following related to the addition of the new APSU building at Fort Campbell and its *safety, security and roads & grounds*.

At a minimum, the following should be explored

- The University's Roads & Grounds Committee should consider the needs of the new facility at Fort Campbell in its deliberations. This can be accomplished in one of several ways: designating a faculty member assigned to the Fort Campbell Campus to serve on the committee; forming a separate roads & grounds committee for the Fort Campbell Campus; or at a minimum, requesting the University's Roads & Grounds Committee meet with those working at the Fort Campbell Campus on a regularly scheduled basis.
- Review ADA building compliance (doors and sidewalks). The committee notes the ADA door openers are not currently functional.
- Extend the current sidewalks to meet the road AND install additional sidewalks to the grounds.
- Pavilions similar to those constructed on the downtown campus should be built for our students and personnel who smoke. The smoking regulations for the APSU building at Fort Campbell should follow both regulations established for Fort Campbell and APSU. Ideally, there would be two of these structures with one placed on the periphery of the parking lot and one at the back of the building but sufficiently far from the building to comply with smoking regulations.
- In an effort to support the 'green' movement, addition of recycling containers.
- A comprehensive security assessment of the APSU building which includes:
 - Lighting
 - Security Cameras
 - Security Personnel
 - Emergency Contacts, Procedures & Drills
 - Inside locking classroom doors
 - Phones in the classroom
 - Public Announcement System

** The committee considers this a high priority item.*

This Committee recommends that *student services* are provided to students enrolled on the Fort Campbell Campus in a fashion that is similar to those provided on the main campus. At a minimum, our students would benefit from the following:

- Tutoring
- Reliable computer lab access

This Committee recommends the following relate to *summer school course assignment*:

- Fulltime faculty will have first priority of summer classes at their assigned campus -- Clarksville or Fort Campbell (during the previous academic contract period), for the maximum semester credit hours/salary allowed according APSU Policy Number 5:028, Summer Session, Intersession, and Extra Compensation. Summer classes not covered by the fulltime faculty assigned to a specific campus will be offered to fulltime faculty assigned to the other campus. Summer classes will be covered by fulltime faculty prior to being offered to adjunct faculty.
- Departmental procedures will be used to determine individual faculty assignments for each campus as long as the campus assignment is the first criteria for determining staffing.

This Committee recommends the following faculty expectations and responsibilities related to work during the non-contract period (summer).

- Faculty advisement and registration duties should be voluntary and compensated for assignments outside the nine-month contract.
- Faculty teaching during the non-contract period have responsibilities to the courses assigned and the students enrolled in those courses.

This Committee recommends beginning a conversation regarding the status of the School of Technology and Public Management. Specifically, the committee is interested in exploring the school becoming a college.