CHAIRS' RETREAT AGENDA
Tuesday August 15, 2023
Tom Jackson Building

Attendants:

Yellow = New chairs

X = In Attendance

	COLLEGE OF BASIC AND APPLIED SCIENCES	
X	Dr. Chaminda Prelis	Aerospace
X	Dr. Jessica Carter, Director	Agriculture (School of)
	Dr. Dennis Mullen	Biology
X	Dr. Amy Phelps, Interim	Chemistry
	Dr. Medha Sarkar	Computer Science
X	Dr. Tom Nicholas, Director	Concrete and Construction Management (School of)
	Dr. Kenneth Currie	Engineering Technology
X	Dr. Melissa Lobegeier, Interim	Geosciences
	Dr. Chris Stephens	Mathematical Sciences
X	Dr. Ron Henderson	Physics and Astronomy
	COLLEGE OF BEHAVIORAL AND HEALTH SCIENCES	
X	Dr. Joshua Harms, Interim	Criminal Justice Administration
X	Dr. Chandra Story, Interim	Health and Human Performance
X	Dr. Gina Pisut	Human Sciences
X	Dr. Jenny Sauls, Director	Nursing (School of)
X	Dr. Nancy Stone	Psychology
X	Dr. Cathy McElderry	Social Work
X	Dr. Marie Patterson (director)	Physician Assistant Studies

	COLLEGE OF BUSINESS	
X	Dr. Kim Honaker, Interim	Accounting
X	Dr. Tim Greer	Information Systems and Analytics
X	Dr. Stuart Fowler	Economics and Finance
X	Dr. Deana Raffo	Management
X	Dr. Robert B. Blair	Marketing
	COLLEGE OF EDUCATION	
X	Dr. Eric Oslund	Elementary and Special Education
X	Dr. Donald Snead	Womack Educational Leadership
	COLLEGE OF LIBERAL ARTS	
X	Mr. Jimmy Mumford	Art and Design
X	Dr. Mary Beth Asbury	Communication Studies
X	Dr. Steve Severn	English
X	Dr. Amy Atchison, interim	Global Studies and Human Geography
X	Dr. Emily Baran	History
X	Dr. Chris Dye, Interim	Music (School of)
X	Dr. Mary Magada-Ward	Philosophy and Religious Studies
X	Dr. Amy Atchison	Political Science and International Relations
X	Dr. Brandon Wallace	Sociology and Anthropology
X	Ms. Kristi Shamburger, Interim	Theatre and Dance
X	Dr. Olaf Berwald	World Languages, Literatures, and Cultures
	COLLEGE OF MEDIA AND ENTERTAINMENT	
X	Dr. Katie Foss, Director	Journalism and Strategic Media (School of)

X	Marie Barnas	Media Arts
X	John Merchant	Recording Industry
	UNIVERSITY COLLEGE	
X	Dr. Matthew Duncan	University Studies
	WALKER LIBRARY	
X	Kristen West, Interim	User Services
X X	Beverly Geckle Denise Quintel, Interim	Collection Development and Management

I.   Important Policies and Procedures

- Academic Freedom
  - Policy 103 – Free Speech on Campus
  - Policy 201 – Academic Freedom and Responsibility
  - MTSU Divisive Concepts Page
- Grade Appeals
  - Policy 313 – Student Grade Appeals
    - Process starts the *following* semester.
    - Must demonstrate "unprofessional," "unethical," or "grade iniquities."
    - The chair cannot change a grade.
- Academic Integrity and Student Behavior
  - Policy 312 – Academic Misconduct
    - Michael Baily is primary contact
  - Policy 540 – Student Conduct
- T&P Annual Evaluations
  - Policy 202 – Faculty definition, Roles, Responsibilities, and Appointment Types
  - Policy 204 – Tenure
  - Policy 205 – Promotion of Tenured and Tenurable Faculty
  - Policy 206 – Tenure and Promotion Appeals
  - Faculty Assessment Calendar
- FERPA
  - Check PIE Status in SPACMNT in Banner
- Workload
- Hiring
  - Note that they will have training for any department (chair and hiring committee) to go over rules and procedures before you can look at files.
  - You will use the PageUp system for all hires.

II.   **People you Should Know**

- Mitzi Brandon (Curriculum)
- Becky Cole and Mitzi Dunkley (Workload)
- David Edgar (Facilities
- Anne Ford and Tyler Henson (Scheduling/One Stop)
- Karen Milstead (HR-FMLA)
- Shannon Sexton (HR – Leave Reporting)

III.   **IT Systems/Applications you Should Know**
- APS
- Banner
  - Will they train us to use it? No. Will need to work with others (aids, other chairs, etc.) to figure it out.
- EPAF (Pipeline)
- Leave Reporting (Pipeline)
- Navigate
- Time reporting (Pipeline)
- T&P (faculty success)
- Annual Evaluations (faculty success)
- Workload (Dynamic Forms)
- Chrome River – can access through Pipeline; for travel (new system, so there will likely be a lot of questions this year)

IV.   **Keith Gamble – AI Project** (director of Data Science Institute; director of Finance)
- Professional development for faculty and staff of MTSU on AI use.
  - Will have 3 LT & ITC presentations to go over AI issues and policies this fall.
  - Contact Keith.Gamble@mtsu.edu if interested in scheduling a workshop or discussion on AI.
    - Discussion can be regarding policies and/or how to use it to help faculty in their daily lives.
  - Can also lead workshops in individual departments but will need to know:
    - What you want to know and
    - When?
- See attached sheet regarding "Course Policies for AI"
  - Four different examples of policies that faculty in your area can choose from.
    - These statements have been run by the provost office, but it is not "official" language.
  - Make sure you have an AI policy in syllabi (communicate to department faculty they need this)
- Is there a way for us to go to ChatGPT and ask it if it made something we suspect is produced by AI? No.

- - Do not take student work and submit it to AI for a check (unless Turnitin). Also, FERPA issue.
- The potential of AI is beyond plagiarism.
- Can use AI as a faculty member to be more productive.
  - Can be used as an assistant.
  - Don't hand it all your work but use it as an assistant.

V. Introductions

a. Steve noted:
- Ideal timeline for a chair is probably 8 years
- Only some of the people here have served longer than that (5)
- Most chairs are new (1/4 are interim this year)
- Know that we support each other.

VI. Initial Admin Items

o Survey results / scheduling (see sheets at end of document)
- Meetings will be zoom, but when the Provost comes, it will be in-person (likely September 18 meeting)
- Meetings will be 3-4:30 pm on Mondays, but we will have one meeting during another time slot to ensure everyone can make at least one. Steve will send info.

o Committee assignments / election
- University Chair Reps
  - Academic Continuity - Gina Pisuit elected.
  - Academic scheduling – Matt Duncan elected.
  - Enterprise Compliance and Risk Management – Jenny Sauls elected.
  - General Education– Amy Atchinson elected.

- Chair Council Committee (see sheet)
  - Email Steve if want to serve on any of these committees
    - Chairs Handbook (one vacancy)
    - Tech and Software (one vacancy)
    - Chairs Compensation (3 vacancies)
    - Dual Enrollment (one vacancy)
    - Quest 2025 (3 vacancies)

a. Future visitors (see sheet)
- Noted who people asked to hear from during the school year.

- Chair evals
  - Why no qualitative comments on chair evals currently? Just forgot to ask when making it.
  - Makes sense to use different types of measures for evaluations.

- o Issue: Truly no job description for the chair role, only a list of tasks/responsibilities.
  - ▪ 5 pages typed single spaced (very old)
  - ▪ Faculty are evaluating me based on what?
  - ▪ Evaluation of chairs should be based on description of our actual job.
- o Should base compensation on the actual job description.
- o Also, current questions are not effective (e.g., Do faculty respect the chair?)
- o There is disagreement – we must sign their evaluations based on fair measures. They can do it anonymously – is that fair?
- o Want to table the question to develop a new instrument that uses a job description to formulate survey.

VII.   President's Visit

- Updates
  - o In our state, rhetoric about higher ed is important, but the action of providing support is not there. We have to do our best with what we have.
    - ▪ 2 sources of revenue
      - Tuition and fees (only have control over this), and it depends on enrollment.
        - o For every percentage of decreasing enrollment, it is the equivalent of $1.5 million.
        - o Emphasis on enrollment, retention, and graduation.
        - o We get 52% of our students from community colleges, but their enrollment is drastically decreasing.
          - ▪ But despite this, we are only down with transfer students by 14%.
      - State funding
  - o Good news
    - ▪ Enrollment data as of 8/15:
      - Increase of 12% of new freshmen (344 students) from last year
    - ▪ Yield – compared to last year, retention is up 3-4%; up in overall enrollment by 2%
    - ▪ Thanked us for our support and leadership for these numbers.
  - o Lack of state funding
    - ▪ Must make tough decisions to show the board a balanced budget.
    - ▪ 80% of the budget is for personnel.
      - Many of us carry multiple roles because we are underfunded.
  - o Would love to increase salaries.
    - ▪ The state is flushed with cash, but they didn't even fully fund the 3.2% (only about 60%)
    - ▪ In the last four years, the state has funded $4 million in state agencies but none in higher ed.

- Is now putting together presentations with other colleges in the state for the legislature.
    - Pushing the legislature to approve higher ed increase like other state agencies.
    - Pushing for at least $15 million to help with research initiatives (helps with R3 to R2). Want to move to R1 eventually.
    - Mental health and lack of support for programs and services for our students, so pushing for mental health and safety for our students.
  - Want to increase salaries but also help department budgets to help with travel, etc.
- Questions/Comments/Advice
  - Rename Forrest Hall?
    - Has submitted a second request to the commission to rename. Hope to be allowed in October to present request/make case to commission.
  - How do you see the changing landscape of college athletics affecting our athletics?
    - Follow the money.
    - Likely not going to be sustainable.
    - NIL (paying athletes) – we lost three athletes in our programs to get more money.
    - We don't know where the future will end up, but he is concerned.
  - Can we get resources to be innovative with recruiting?
    - Yes – with the new budget, they have made allocations for such things.
    - If you are trying to recruit in your department, they will provide the resources, such as training.
  - R3 to R2 money – will any of it go to graduate students?
    - Yes – they will advocate increasing those stipends b/c not competitive.
  - Workloads – is this a necessity?
    - Has been a point of contention for many, many years.
    - Is open to sit down with Provost to look at it again.
  - What is the board's feeling about our future and what are their priorities?
    - Overall, positive
    - But some come from the business world and think it's exactly like that where you cut underperforming units, etc.
    - But by and large, they are very supportive.
    - We have had to do a lot of education with our board, but they are not hostile to the university.
  - Salaries regarding adjunct pay
    - Another area in which we are woefully bad. The question is how to you balance overall faculty issue and have resources to address that.

Have all these needs, and we have to prioritize more permanent faculty first.

VIII. **Discussion – Council Goals/upcoming year**

- See data sheet
- University goal for chairs
    - Clarify MTSU's strategic-level R-2/research/grad program goals
        - Structural problem
            - Grad school does not reach out to ask how they can help with research.
            - Starting point is to talk to provost.
            - Will have to meet and have discussions with David Butler and Amy Harris.
            - Workloads:
                - Kind of a teaching school and kind of a research school. B/c we are not really either, we have workloads.
                - Points to overall faculty morale b/c it communicates that we don't trust them.
                - Workload does not have definitions for positions listed on forms.
                - Other schools like us in the state don't do workloads.
                - The overall issue is we don't know who we are as a school/identity.
- Chair Issues (Tie)
    - Summer Stipend for Chairs.
        - Good place to start and get a connection back to b/c we know what it's based on.
        - Have more leverage b/c if paid for 3 hours a week, only work for 3 hours a week.
        - Will form an ad hoc committee to look at it.
        - We need to decide about term limits for chairs and 12 months before we write the proposal.
    - That mechanism is based on enrollment. Establish a more equitable regular stipend for Chairs.
        - Part of a broader question is what the role of the chair is.
            - The compensation committee start with what is the role of the chair.
    - Our leverage is to say, "I'm not doing it" b/c no one else wants to be chair.

Course Policies for Using AI

John Wallin
Director of the Computational and Data Science Ph.D. Program
Middle Tennessee State University

Overview

One of the difficult issues we are facing this fall in higher education is to determine what policies we use for AI in our classrooms. The use of generative-AI can effectively break some of the ways we might evaluate our students. If, for example, students are being graded on creative writing, the use of generative-AI by some students could give them an unfair advantage over other students.

To understand how this issue is being addressed elsewhere, I looked at the recently updated publication policies for several scientific journals and societies. This included Science, Nature, Cambridge University Press, Elsevier, IEEE, the American Chemical Society, the American Astronomical Society, the Association of Computing Machines, and the American Physical Society.

The guidelines they used were instructive. They ranged from being very restrictive to being open to usage if the contribution was acknowledged in the paper. No publisher allowed AI to be a co-author, but all of them required the human author to be responsible for the content being presented.

Based on these guidelines and with the help of ChatGPT 4.0, I've put together a few template policies that might be suitable for higher education classrooms.   These guidelines don't address the ways we might change our courses. However, they make clear to the students what is considered ethical within a given course.   The policies range from prohibiting AI like the Science publication standard to being open to its usage within some guidelines.   There can't be a single standard, but hopefully this will help you think about how you want to use this in your classes.

You are free to adapt and adopt these as needed for your classes.

I've also made a link of how generative-AI might be used for students to help generate study materials for their classes.

https://www.youtube.com/watch?v=8egjI-p16u4

Using the transcript of a lecture recorded by Panopto last year, I created useful material for students including:

- A lecture outline
- A three-paragraph lecture summary
- Sample lecture questions using multiple choice and essay formats
- A vocabulary list
- Sample data tables
- A list of images and figures to study
- A timeline of events discussed in the lecture
- A list of common misconceptions

This material could be generated by either faculty or students using a generative AI with sufficient memory. (I used Claude 2 so I could load the entire transcript into the system.)   Please note – you need to review the material before you use or distribute it. Some of the questions had multiple right answers, and the explanations were occasionally misguided.

Template Policies

Policy 1 – Use of AI is Prohibited

The use of AI-generated context including text, images, code, figures, and any other material is strictly prohibited for any material submitted in this class.   This includes using this content for homework, papers, codes, or other creative works. This restriction encompasses the creation or revision of work by AI.   Violation of this policy will be considered academic misconduct and will be dealt with accordingly. The use of basic word processing AI systems including grammar and spelling checkers need not be disclosed in this class.

Policy 2 – Use of AI is Permitted with Explicit Disclosure

The use of AI-generated content including text, images, code, figures, and other materials is allowed in this class unless otherwise noted in the specific assignment. However, any use of this content must be explicitly disclosed in all academic work. You may use AI generated tools to aid content generation and revision is allowed within these guidelines.   All work must comply with MTSU's policy on academic honesty. Students must ensure the originality of their own work. The use of basic word processing AI systems including grammar and spelling checkers need not be disclosed in this class.

Policy 3 – Controlled Use

The controlled use of AI-generated content in this class is permitted provided that it follows MTSU's policy on academic honesty and the guidelines on research integrity.   Generative AI will not be considered an author, but rather a tool that assists students in their work.   Students bear the ultimate responsibility for the originality, integrity, and accuracy of the work for this course. All use of Generative-AI must be declared and explained and must not violate the plagiarism policies for campus or this course.   Use of basic word processing AI systems including grammar and spelling checkers need not be disclosed.

Policy 4 – Go for it!

Since we recognize the potential for enhancing the educational process, the use of AI-generated content in this class is welcome.   However, the use of AI tools must be acknowledged just like the use of any other software package. (Note: because of their widespread usage, acknowledging AI systems for grammar and spelling checks need not be acknowledged.) Because generative-AI can copy work without using citations, students are still responsible for ensuring the originality, integrity, and accuracy of their

work. Violation of academic honesty standards including plagiarism is prohibited under the MTSU academic honesty policy.

AI Authorship on Scientific Papers – August 3, 2023, A Snapshot

This is a compilation of the guidelines being given to authors regarding the use of AI written text. The policies vary from simple disclosure in a cover letter to a complete ban on the text in Science journals. This document is not meant to be complete. It quotes elements of the new AI policies I was able to find on-line. These policies may change.

From Science:

Artificial intelligence (AI). Text generated from AI, machine learning, or similar algorithmic tools cannot be used in papers published in Science journals, nor can the accompanying figures, images, or graphics be the products of such tools, without explicit permission from the editors. In addition, an AI program cannot be an author of a Science journal paper. A violation of this policy constitutes scientific misconduct.

https://www.science.org/content/page/science-journals-editorial-policies?adobe_mc=MCMID%3D79730734082570706754102817179663373464%7CMCORGID%3D242B6472541199F70A4C98A6%2540AdobeOrg%7CTS%3D1675352420#image-and-text-integrity

From Elsevier:

Authorship implies responsibilities and tasks that can only be attributed to and performed by humans. Each (co-) author is accountable for ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved and authorship requires the ability to approve the final version of the work and agree to its submission. Authors are also responsible for ensuring that the work is original, that the stated authors qualify for authorship, and the work does not infringe third party rights.

Elsevier will monitor developments around generative AI and AI-assisted technologies and will adjust or refine this policy should it be appropriate. More information about our authorship policy can be viewed here: https://www.elsevier.com/about/policies/publishing-ethics.

https://www.elsevier.com/about/policies/publishing-ethics/the-use-of-ai-and-ai-assisted-writing-technologies-in-scientific-writing

From the Cambridge University Press:

AI Contributions to Research Content

AI use must be declared and clearly explained in publications such as research papers, just as we expect scholars to do with other software, tools and methodologies.

AI does not meet the Cambridge requirements for authorship, given the need for accountability. AI and LLM tools may not be listed as an author on any scholarly work published by Cambridge

Authors are accountable for the accuracy, integrity and originality of their research papers, including for any use of AI.

Any use of AI must not breach Cambridge's plagiarism policy. Scholarly works must be the author's own, and not present others' ideas, data, words or other material without adequate citation and transparent referencing.

Please note, individual journals may have more specific requirements or guidelines for upholding this policy.

https://www.cambridge.org/core/services/authors/publishing-ethics/research-publishing-ethics-guidelines-for-journals/authorship-and-contributorship#ai-contributions-to-research-content

From IEEE:
Guidelines for Artificial Intelligence (AI)-Generated Text

The use of artificial intelligence (AI)–generated text in an article shall be disclosed in the acknowledgements section of any paper submitted to an IEEE Conference or Periodical. The sections of the paper that use AI-generated text shall have a citation to the AI system used to generate the text.

https://journals.ieeeauthorcenter.ieee.org/become-an-ieee-journal-author/publishing-ethics/guidelines-and-policies/submission-and-peer-review-policies/

From ACM:
Generative AI tools and technologies, such as ChatGPT, may not be listed as authors of an ACM published Work. The use of generative AI tools and technologies to create content is permitted but must be fully disclosed in the Work. For example, the authors could include the following statement in the Acknowledgements section of the Work: ChatGPT was utilized to generate sections of this Work, including text, tables, graphs, code, data, citations, etc.). If you are uncertain -about the need to disclose the use of a particular tool, err on the side of caution, and include a disclosure in the acknowledgements section of the Work.

Basic word processing systems that recommend and insert replacement text, perform spelling or grammar checks and corrections, or systems that do language translations are to be considered exceptions to this disclosure requirement and are generally permitted and need not be disclosed in the Work. As the line between Generative AI tools and basic word processing systems like MS-Word or Grammarly becomes blurred, this Policy will be updated.

https://www.acm.org/publications/policies/new-acm-policy-on-authorship

From the American Chemical Society:
Science publishing is not an exception to the trend of growing use of artificial intelligence and large language models like ChatGPT. The use of AI tools is not a negative thing per se, but like all aspects of publishing research, transparency and accountability regarding their use are critical for maintaining the integrity of the scholarly record. It is impossible to predict how AI will develop in the coming years, but there is still value in establishing some basic principles for its use in preprints.

After consultation with ChemRxiv's Scientific Advisory Board, ChemRxiv has made the two following adjustments to its selection criteria to cover the use of AI by our authors:

AI tools cannot be listed as an author, as they do not possess the ability to fundamentally review the final draft, give approval for its submission, or take accountability for its content. All co-authors of the text,

however, will be accountable for the final content and should carefully check for any errors introduced through the use of an AI tool.

The use of AI tools, including the name of the tool and how it was used, should be divulged in the text of the preprint. This note could be in the Materials and Methods, a statement at the end of the manuscript, or another location that works best for the format of the preprint.

Some authors have already used AI language tools to help polish or draft the text of their work, and others have studied their effectiveness in handling chemistry concepts. See some recent preprints related to ChatGPT here.

ChemRxiv authors are welcome to use such tools ethically and responsibly in accordance with our policy. If you have any questions about the use of AI tools in preparing your preprint, please view our Policies page and the author FAQs or contact our team at curator@chemrxiv.org.

https://axial.acs.org/publishing/new-chemrxiv-policy-on-the-use-of-ai-tools

From the American Astronomical Society:

With this in mind, we offer two editorial guidelines for the use of chatbots in preparing manuscripts for submission to one of the journals of the AAS. First, these programs are not, in any sense, authors of the manuscript. They cannot explain their reasoning or be held accountable for the contents of the manuscript. They are a tool. Responsibility for the accuracy (or otherwise) of the submission remains with the (human) author or authors. Second, since their use can affect the contents of a manuscript more profoundly than, for example, the use of Microsoft Word or even the more sophisticated Grammarly, we expect authors to acknowledge their use and cite them as they would any other significant piece of software. Citing commercial software in the same style as scholarly citations may present difficulties. We urge authors to use whatever sources are most useful to readers, i.e. as detailed a description of the software as possible and/or a link to the software itself. Although these programs will surely evolve substantially in the near future, we think these guidelines should cover their use for years to come.

https://aas.org/posts/news/2023/03/use-chatbots-writing-scientific-manuscripts

From the American Physical Society Physical Review Journals:

Appropriate Use of AI-Based Writing Tools

Large Language Models, such as ChatGPT, are rapidly evolving, and the Physical Review Journals continue to observe their uses in creating and modifying text.

Authors and Referees may use ChatGPT and similar AI-based writing tools exclusively to polish, condense, or otherwise lightly edit their writing. As always, authors must take full responsibility for the contents of their manuscripts; similarly, referees must take full responsibility for the contents of their reports.

An AI-based writing tool does not meet the criteria for authorship because it is neither accountable nor can it take responsibility for a research paper's contents. A writing tool should, therefore, not be listed as an author but could be listed in the Acknowledgments.

Authors should disclose the use of AI tools to editors in their Cover Letter and (if desired) within the paper itself. Referees should disclose the use of AI tools to editors when submitting a report. These disclosures
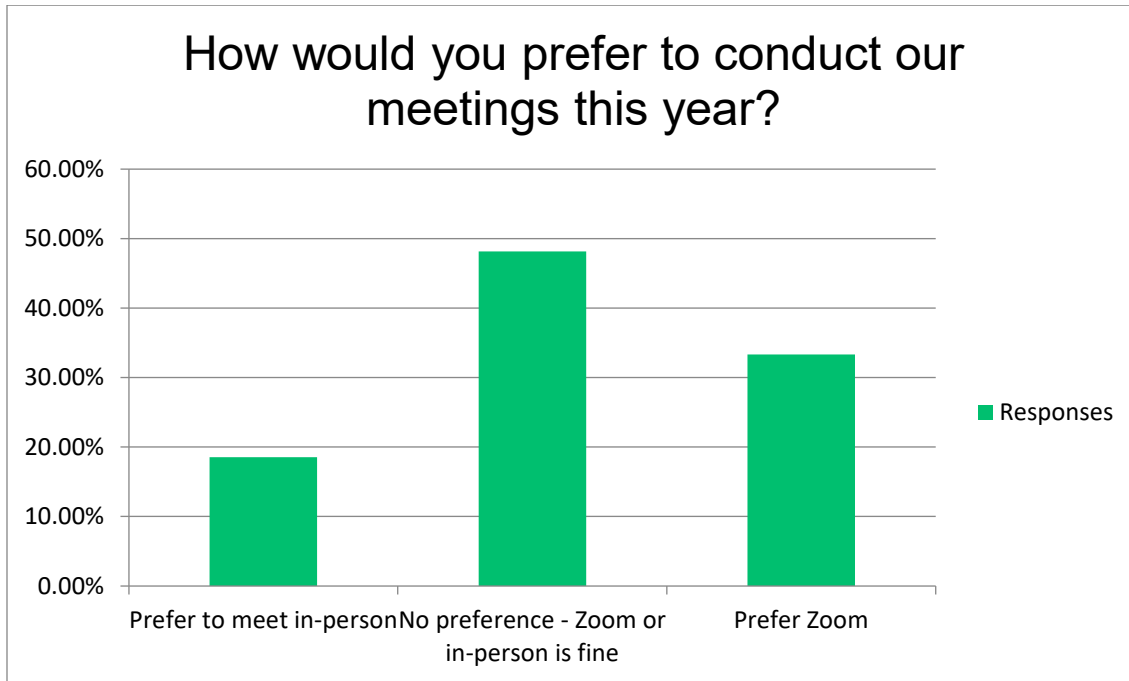
will help editors understand how researchers use the tools in preparing manuscripts or other aspects of the peer review process.
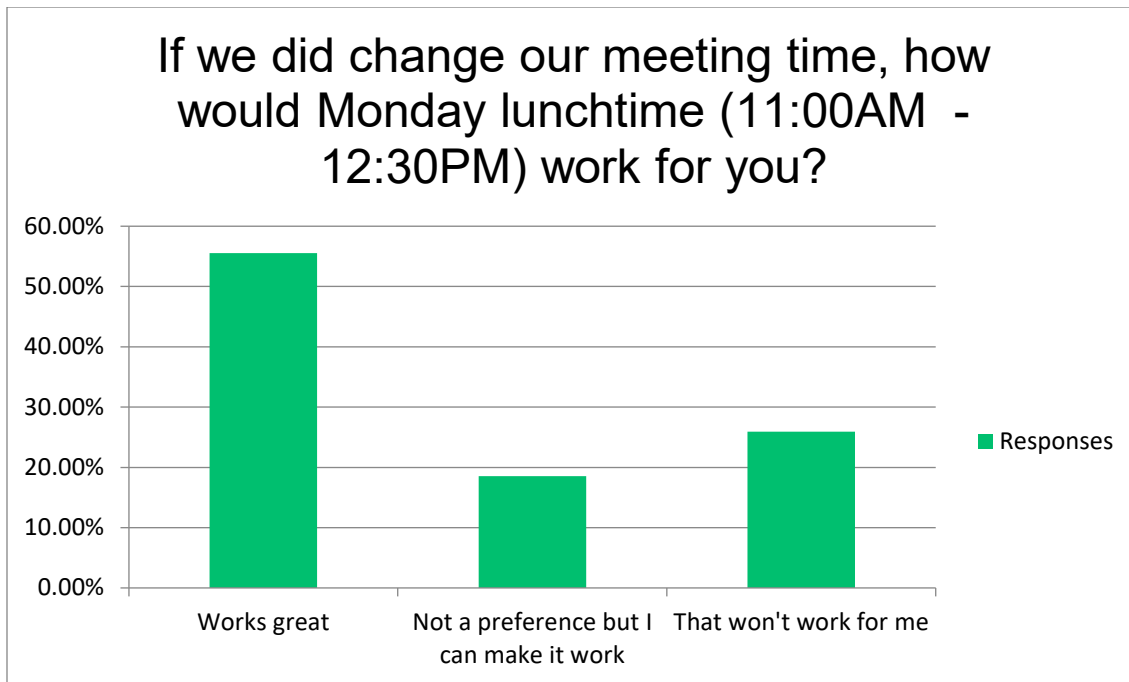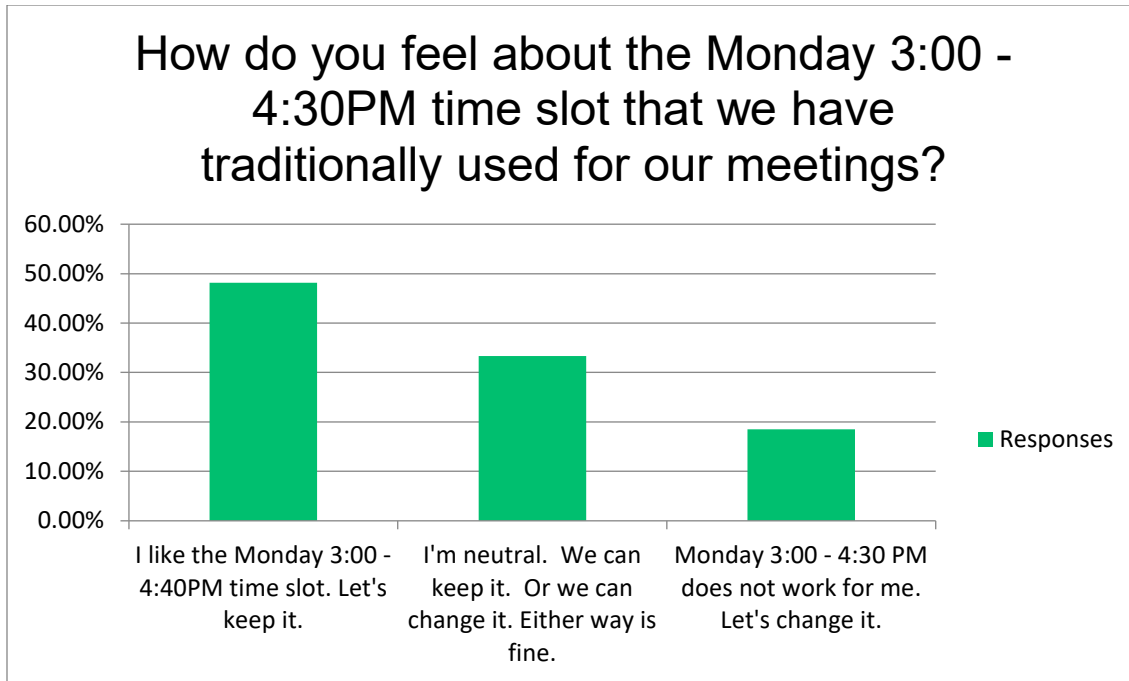
To protect the confidentiality of peer-reviewed materials, referees should not upload the contents of submitted manuscripts into external AI-assistance tools.
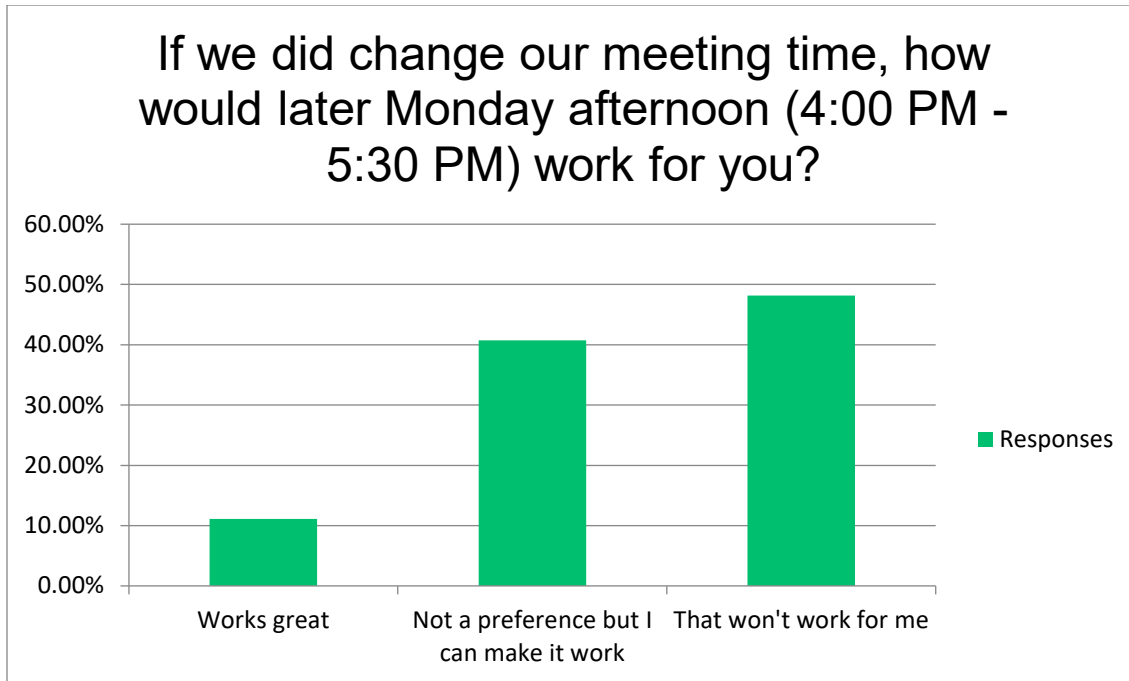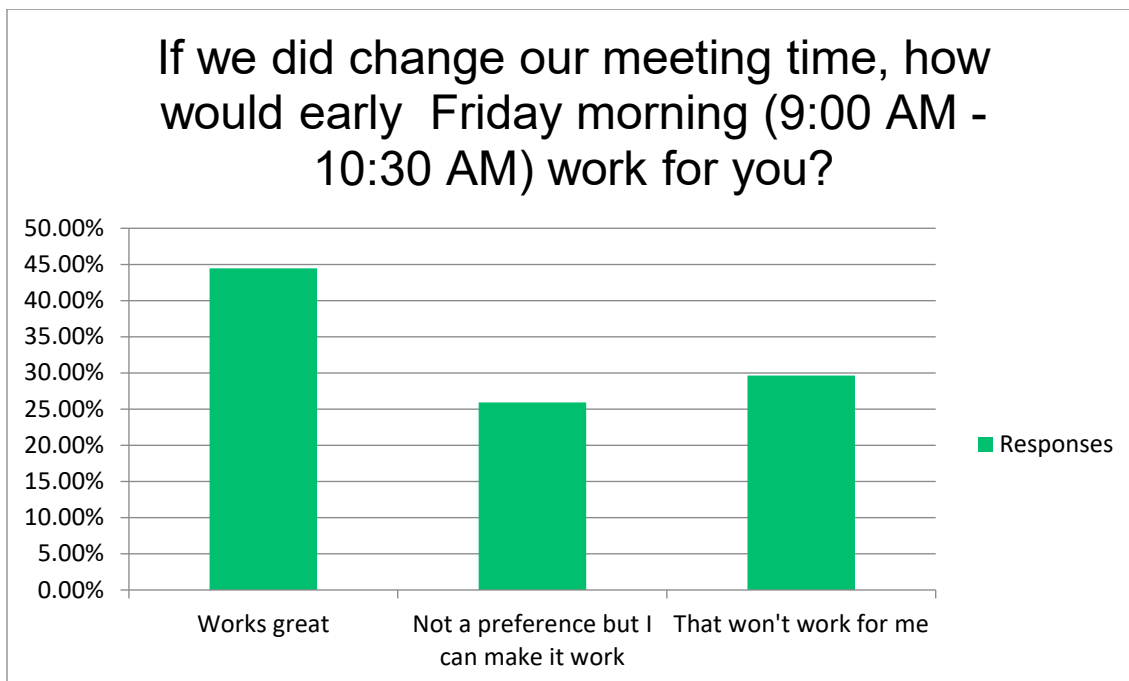
https://journals.aps.org/authors/ai-based-writing-tools

NITIAL ADMIN ITEMS

Scheduling Survey Results

How do you feel about the Monday 3:00 - 4:30PM time slot that we have traditionally used for our meetings?

If we did change our meeting time, how would Monday lunchtime (11:00AM - 12:30PM) work for you?

If we did change our meeting time, how would later Monday afternoon (4:00 PM - 5:30 PM) work for you?

If we did change our meeting time, how would later Tuesday afternoon (4:00 PM - 5:30 PM) work for you?

If we did change our meeting time, how would early Friday morning (9:00 AM - 10:30 AM) work for you?
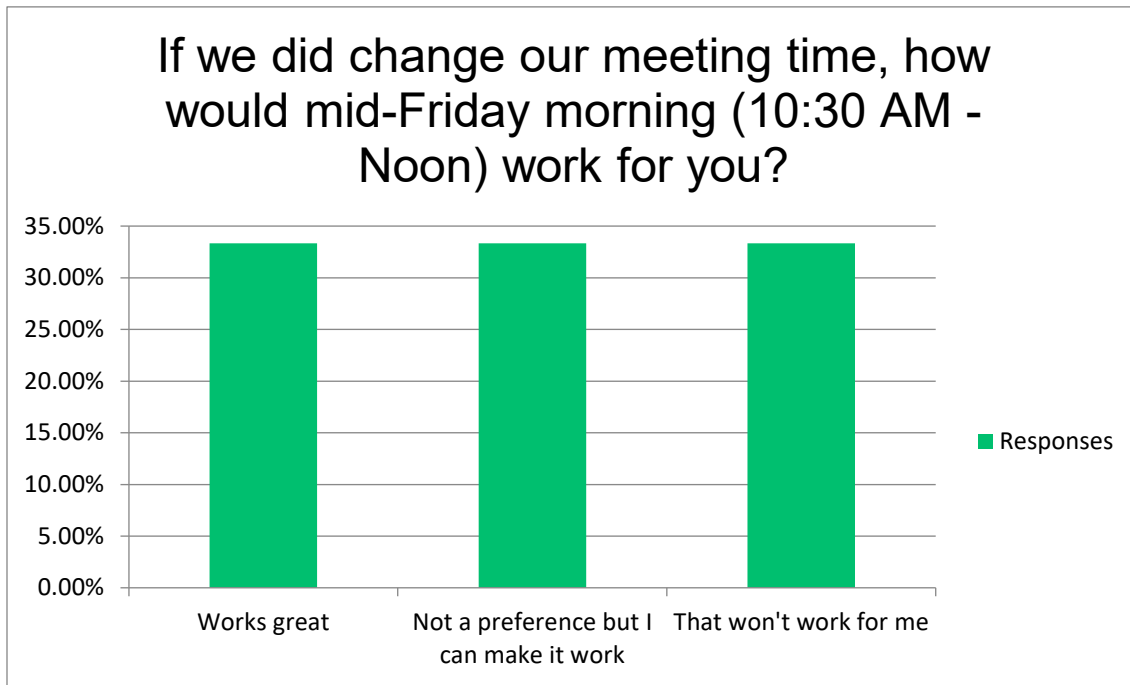
University Committee Vacancies for Chairs' Council Reps

Academic Continuity (2023-2026): Gina Pisut elected
Academic Scheduling (2023-2025): Matthew Duncan elected
Enterprise Compliance and Risk Management (2023-2025): Jenny Sauls elected
General Education (2023-2024): Amy Atchison elected

Chairs Council Committee Status

Chairs Handbook	Donald Snead
	Deana Raffo
	Mary Beth Asbury
	VACANCY
Technology & Software	Amy Atchison
	Gina Pisut
	Josh Harms
	VACANCY
Chairs Compensation	Gina Pisut
	VACANCY
	VACANCY
	VACANCY
DEI	Tim Greer
	Nancy Stone
	Brandon Wallace
	Chaminda Prelis
	Mary Magada-Ward
Dual Enrollment	Matthew Duncan
	Emily Baran
	Stuart Fowler
	VACANCY
Faculty Compensation	Eric Oslund
	Marie Barnas
	Olaf Berwald
	Kenneth Currie
Quest 2025	John Merchant
	VACANCY
	VACANCY
	VACANCY