

## Faculty and Institutional Affairs Committee

### Meeting Minutes

Tuesday, April 19, 2016

UC 213

*Members present:* Dr. Sara Simmons (Senator and Chair), Dr. Polina Chemishanova (Senator), , Dr. Xinyan Shi (Senator), Dr. Joe Sciulli (Senator), Mr. David Young (Senator), Ms. June Power (Senator), Dr. Dennis McCracken (Senator), Dr. Scott Billingsley, (Associate Vice Chancellor for Academic Affairs), Ms. Wendy Lowery (Vice Chancellor for Advancement), Dr. Elizabeth Denny (Chair of Faculty Evaluation Review Subcommittee), Mr. Robert Arndt (Chair of Health, Safety, and Environment Subcommittee), Jenna Freeman, Dr. Scott Ziegler (Chair of Faculty Development and Welfare Subcommittee)

*Members absent:* Carlton Spellman (Vice Chancellor for Finance & Administration)

*Recording Secretary:* Xinyan Shi (Senator)

#### I. Call to Order

The meeting was called to order by Chair Sara Simmons at 3:40 p.m.

#### II. Approval of Minutes of March 17, 2016 meeting

The minutes from the March 17 meeting were approved by unanimous vote.

#### III. Approval of April 19, 2016 Agenda

The agenda was approved by unanimous vote.

#### IV. Report from the Chair

None

#### V. Reports from Administrators

A. Dr. Scott Billingsley (Associate Vice Chancellor for Academic Affairs) reported the following:

Dean/Associate Vice Chancellor searches –

- Dean of College of Arts & Sciences – Search Committee’s work is done – Provost Zoe Locklear will make a decision soon.
- Dean of Library Services – one candidate withdrew, and the search is ongoing.

- School of Education Dean Search – finalists for campus interviews have been identified – the final candidate is scheduled for the first week in May.
- Dean of Graduate Studies – Search Committee will be appointed soon.
- Associate Vice Chancellor for Sponsored Research – an offer has been made for this position.

Braves Kickoff – August 10-11

- Send “save the date” announcements/notices to Deans and Chairs ASAP. Some Department Chairs are planning retreats around this time.
- Robert Arndt would like the Chancellor to explain his mission/values/vision in more detail, and he wants more than just talking points.
- Cover policies – i.e. smoking, etc.

Faculty Appreciation Dinner – Friday, April 23

B.Mr. Carlton Spellman (Vice Chancellor for Finance and Administration) was not present and sent Jenna Freeman to report the following:

- The Sustainability Office released the 2015 Campus Emissions Update which shows a 6% reduction in our global-warming emissions from the 2013 baseline—this equates to over \$200,000 in avoided energy costs alone and an overall emissions reduction of more than 1,000 metric tons of CO<sub>2</sub> equivalent.
- Facilities Operations filled the Facility Superintendent position in March 2016.
- Three key positions in the DoIT leadership team are open; Director of IT Support Services, IT Security Officer and Business Officer. Searches are active for each.
- Director of Employee Relations position search in Office of Human Resources is still underway.
- Director of Business Services search is in the final stages. Two interviews have been conducted and one pending interview is schedule for the week of April 25th. The goal is to have a decision made by the beginning of May 2016.
- The Budget Director search is in the initial stages. The committee has not convened but the process will begin soon.

A. Ms. Wendy Lowery (Vice Chancellor for Advancement) reported the following:

Not received yet

## VI. Reports from Subcommittees

A. Dr. Scott Ziegler, (Chair, Faculty Development and Welfare Subcommittee) reported the following:

- The Subcommittee has made a decision on the recipient of the James F Hubbard Award, and will send it out soon.
- On April 14<sup>th</sup>, Faculty Development & Welfare invited Dr. Eric Dent from Fayetteville State University to talk about 4/4 teaching load and their University's transition to 3/3 teaching load.

B. Dr. Elizabeth Denny (Chair, Faculty Evaluation and Review Subcommittee) reported the following:

- The final meeting was on April 5. The Subcommittee discussed possible areas which we might explore next year.

C. Mr. Robert Arndt (Chair, Health, Safety, and Environment Subcommittee) reported the following:

- No business is reported.

#### VII. Old Business

The Faculty & Institutional Affairs Committee discussed appropriate processes/procedures for surveys to be distributed to faculty/staff regarding units/offices on campus. The committee members discussed the following areas:

- Does it need IRB approval to conduct the survey?
- Should it be disseminated to all faculty/staff or randomly sampled faculty/staff?
- Develop a guideline such as who should send out the survey and how the data should be collected.
- Delegate this task to Office of Institutional Effectiveness or Office of Sponsored Research
- Differentiate institutional research from scholarly research

#### VIII. New Business

None

#### IX. Announcements

- Faculty Senate Chair Scott Hicks sent out surveys on Faculty Evaluation of Administrators.

The next meeting will be held in September, 2016.

X. Adjournment

The meeting was adjourned at 5:10 p.m.

Respectfully submitted by:

Dr. Xinyan Shi  
Senator and Recording Secretary

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