

## **Faculty and Institutional Affairs Committee**

### **Meeting Agenda**

Tuesday, September 27, 2016

UC 213

#### **Members:**

Dr. Jesse Peters, Senator and Chair

Dr. Polina Chemishanova, Senator

Dr. Dennis McCracken, Senator

Dr. Scott Hicks, Senator

Dr. Joe Sciulli, Senator

Dr. Mitu Ashraf, Senator

Mr. David Young, Senator

Dr. Scott Billingsley, Associate Vice Chancellor for Academic Affairs

Mr. Steven Arndt, Vice Chancellor for Finance & Administration

Ms. Wendy Lowery, Vice Chancellor for Advancement

Dr. Bill Brandon, Chair of Faculty Development and Welfare Subcommittee

Dr. Elizabeth Denny, Chair of Faculty Evaluation Review Subcommittee

Dr. Jessica Abbott, Chair of Health, Safety, and Environment Subcommittee

**Recording Secretary:** Mr. David Young (Senator)

#### **Order of Business**

- I. Call to Order
- II. Approval of Minutes from meeting on August 23, 2016 [Appendix A](#)
- III. Approval of Agenda
- IV. Report from the Chair
- V. Reports from Administrators
  - A. Associate Vice Chancellor for Academic Affairs – Dr. Scott Billingsley
  - B. Vice Chancellor for Finance & Administration – Mr. Steven Arndt
  - C. Vice Chancellor for Advancement – Ms. Wendy Lowery
- VI. Reports from Subcommittees
  - A. Faculty Development and Welfare Subcommittee – Dr. Bill Brandon, Chair
    1. Discussion of motion concerning the Teaching and Learning Center ([Appendix B](#))
    2. Discussion of motion concerning NC Promise ([Appendix B](#))
  - B. Faculty Evaluation Review Subcommittee – Dr. Elizabeth Denny, Chair
  - C. Health, Safety, and Environment Subcommittee – Dr. Jessica Abbott, Chair

VII. Old Business

VIII. New Business

A. Discussion of Policy on Campus Surveys ([Appendix C](#))

Guest: Chunmei Yao, Director, Office of Institutional Research

IX. Announcements

X. Adjournment

The next meeting will be held on October 25, 2016.

## Appendix A

### Faculty and Institutional Affairs Committee

Meeting Minutes

Tuesday, August 23, 2016

University Center 213

*Members present:* Dr. Jesse Peters (Senator and Chair), Dr. Polina Chemishanova (Senator), Dr. Dennis McCracken (Senator), Dr. Scott Hicks (Senator), Dr. Joe Sciulli (Senator), Dr. Mitu Ashraf (Senator), Mr. David Young (Senator), Dr. Scott Billingsley, (Associate Vice Chancellor for Academic Affairs), Mr. Steven Arndt (Vice Chancellor for Finance & Administration), Ms. Wendy Lowery (Vice Chancellor for Advancement), Dr. Bill Brandon (Chair of Faculty Development and Welfare Subcommittee), Dr. Elizabeth Denny (Chair of Faculty Evaluation Review Subcommittee), Dr. Jessica Abbott (Chair of Health, Safety, and Environment Subcommittee)

*Members absent:* None

*Recording Secretary:* Mr. David Young (Senator)

#### I. Call to Order

The meeting was called to order by Chair Jesse Peters at 3:32 p.m.

#### II. Approval of Minutes of April 19, 2016 Meeting

The minutes of the April 19, 2016 meeting of the Faculty and Institutional Affairs Committee were approved.

#### III. Approval of Agenda

The agenda for the August 23, 2016 FIAC meeting were approved with one addition being offered by Dr. Mitu Ashraf. He proposed that a new item be added under New Business on the agenda. Specifically, he wanted a discussion centered on class scheduling. After some discussion, Dr. Ashraf made a motion that this discussion item be added, and Dr. Joe Sciulli seconded the motion. The motion passed by unanimous vote.

#### IV. Report from the Chair

FIAC Chair Jesse Peters began the meeting by asking FIAC Committee members to introduce themselves. After introductions, he reported that the Faculty Senate Executive Committee had met the prior week with Chancellor Cummings and Provost Locklear.

#### V. Reports from Administrators

A.Dr. Scott Billingsley (Associate Vice Chancellor for Academic Affairs) reported that Provost Zoe Locklear announced her retirement on August 22. It will be effective June 30, 2017. Also, there was a brief discussion of Braves Kickoff. There are some issues Academic Affairs needs to work out with the process, but, overall, the event went off relatively well.

B.Mr. Steven Arndt (Vice Chancellor for Finance and Administration) reported that Chancellor Cummings wants to bring EHRA faculty up to minimum of salary ranges. Certain resources have been identified and those faculty below the required minimum salary range will be brought up to at least the minimum of their particular salary range. This process would involve about 30 faculty here at UNC-Pembroke. In the end, about 7-8 employees would still fall short of their proper salary level. The Vice Chancellor also reported to FIAC that there would be a 1 ½ percent across the board increase in salary pay. There will also be a .5 % bonus across the board and then a 1.5% pool for additional merit-based one-time bonuses.

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

- Discussed vacancies and recent personnel announcements for Advancement. Additionally, she encouraged the FIAC Committee to share job postings within their network.

- Provided an update regarding the Capital Campaign on campus.

- Discussed Development Director position that will be assigned to work with faculty on fundraising initiatives.

- Separation of University Communications and Marketing from the Advancement operation.

#### VI. Reports from Subcommittees

A. Dr. Bill Brandon (Chair, Faculty Development and Welfare Subcommittee) had no report to present.

- B. Dr. Elizabeth Denny (Chair, Faculty Evaluation and Review Subcommittee) reported two concerns. First, the 2016-2017 Faculty Handbook does not reflect all Senate-approved changes that had been put forth by FERS. The two main areas of concern are Promotion and Tenure Review (proposal approved by the Faculty Senate in April 2016) and Post-Tenure Review (proposal approved by the Faculty Senate in February 2016). Further, the current Handbook does not match official policy in some areas nor does it match proposal language. After some discussion ensued, Chair Peters agreed to pass on concerns regarding policy changes to the Faculty Senate Executive Committee.
  
- C. Dr. Jessica Abbott (Chair, Health, Safety, and Environment Subcommittee) had no report to present. However, two issues were brought forward for the Subcommittee to consider at their next scheduled meeting. First, the new on-campus emergency system needs to be addressed. The committee wants to make sure that people can get the emergency assistance that they need. Secondly, the reoccurring issue of mold being found in the Dial Humanities Building was discussed. Dr. Abbott agreed to bring both of these issues to the Subcommittee.

## VII. Old Business

None.

## VIII. New Business

- A. Discussion of Faculty Development Initiatives. Chair Jesse Peters discussed briefly with FIAC members the issue of travel funding. Currently, any additional travel money (beyond departmental funds) is distributed to faculty by Deans. Additionally, the Teaching and Learning Center has a new Interim Director, Dr. Cyndi Miecznikowski. The Committee discussed faculty involvement in selecting a permanent director.
  
- B. Discussion of Faculty Evaluation. There seems to be some confusion about the correct procedures in place for faculty promotion and tenure. The last changes to the promotion and tenure model were postponed for one year. Technically, the new guidelines should be in effect; however, the Senate recommended that all new changes be rescinded at the end of the academic year. FIAC Chair Peters stated that Chancellor Cummings and Provost Locklear plan to discuss the issue with the Board of Trustees. The topic will be discussed again at a future meeting. In terms of the post-tenure review process, there is concern that the language in the current published faculty handbook may not reflect what was passed by the Faculty Senate. The post-tenure review changes were placed on hold for 2015-2016, but should have gone into effect for 2016-2017.

The final faculty evaluation discussion issue was the value of service in faculty evaluation. Chancellor Cummings would like for all faculty to do more service.

At this point, Dr. Elizabeth Denny made a motion to extend the FIAC meeting by 15 minutes (to 5:15 p.m.). The motion was seconded by Dr. Dennis McCracken.

- C. Discussion of Class Schedules. Dr. Mohammad Ashraf brought forward the issue of scheduling more Monday/Wednesday classes to the FIAC members. He wanted to know if the University could possibly be closed on Friday. Committee members expressed the difficulties in closing completely on Fridays. There was additional discussion of possible hybridization of scheduling.

IX. Announcements

The next meeting will be held in UC 213 at 3:30 p.m. on September 27, 2016.

X. Adjournment

The meeting was adjourned at 5:15 p.m.

Respectfully submitted by:

Mr. David Young  
Senator and Recording Secretary

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## Appendix B

### Motion on Teaching and Learning Center:

*The Faculty Development and Welfare Subcommittee encourages administration to convene a task force to study best practices in teaching and learning centers at four-year universities, and to develop a model for the Teaching and Learning Center at UNC-Pembroke. Further, faculty should be directly involved in the search for a Director.*

### Motion on NC Promise

*Given the potential impact of NC Promise on the faculty of UNC-Pembroke, the Faculty Development and Welfare Subcommittee strongly recommends the administration include legitimate faculty participation (persons in faculty roles, not administrative roles) in discussions of NC Promise at the state level. Such participation ensures representation of faculty concerns and allows direct reporting back to faculty.*

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## Appendix C

### Guide for Administrating Surveys at UNCP

**Authority:** Provost and Vice Chancellor for Academic Affairs

**History:**

First Issued: [September 1, 2016]

**Additional References:**

[UNC Pembroke Institutional Review Board](#)

[Qualtrics: Additional Information](#)

**Contact Information:** Director, Office of Institutional Research – 910.521.6295

#### 1. PURPOSE

1.1 Campus-wide surveys target the members of students, faculty, staff, and alumni at UNCP. The routine surveys provide essential feedback of our students' learning experience, quality of academic supporting programs and services, and work experience of our faculty and staff. The results are carefully reviewed by department chairs/deans, and central administrators and used for further improvement.

1.2 The purpose of the survey policy is to provide guidelines and central clearinghouse for campus-wide survey administration to help minimize the occurrence of survey fatigue, reduce oversampling of students and employees, increase survey response rates, and finally improve the quality of surveys.

#### 2. SURVEY ADMINISTRATION

2.1 Campus-wide surveys usually include surveys required by UNC General Administration (e.g., GA Graduating senior survey), UNCP central administration (e.g., graduating seniors future plan), or surveys involved with national consortium/associations (e.g., National Survey of Student Engagement). Most of these surveys are mandatory and should be led by the Office of Institutional Research (OIR) for survey review, preparation and administration; Corresponding analysis and reports should be delivered to campus community for further discussion and application. The results can be used for improvement in institutional planning, assessment and Quality Enhancement Plan (QEP) at UNCP.

2.2 Campus-wide surveys which target many students, employees, or alumni should be approved in advance by OIR unless they meet one of the following **exceptions**:



2.2.a. Surveys/evaluations are sent only to persons who have used a given service or attended a specific program/event and for which the author already has the email contact information.

2.2.b. Academic research projects conducted by faculty, staff or students and survey projects conducted by students as part of a course assignment.

2.2.c. Institutional elections.

2.2.d. In some cases, departments/schools/individual units on campus may administer their own surveys in coordination with the OIR staff.

### **3. SURVEY REVIEW AND APPROVAL**

3.1 Formal review of survey requests may take up to two weeks once all materials are received. Materials listed below should be submitted to OIR for review and approval:

3.1.a. The purpose of the survey.

3.1.b. Description of the targeted population and sampling procedure.

3.1.c. Schedule for administration of the survey.

3.1.d. Final version of the online survey questionnaires to be used.

3.1.e. All e-mail contents including one invitation and three reminders to be used.

3.2 If an anonymous survey is conducted, the survey administrator needs to clearly address the anonymous issue in the invitation letter; meanwhile, personal information (e.g. name, ID, department/office and email address) should not be identified and tracked through the survey contents and procedure.

3.3 If a survey involves human subject participation, the survey administrator must obtain an approval from the Institutional Review Board (IRB). Further information about the IRB can be found at <http://www.uncp.edu/academics/research/institutional-review-board>.

### **4. SURVEY SOFTWARE: QUALTRICS**

4.1 UNCP offers an online-survey tool to faculty and staff through [Qualtrics](#). This software allows for creation, distribution, tracking, and summary of online surveys. It has the capability to build surveys with several question types (including single choice, multiple choice, yes/no, rating scales, skip logic, and open ended). The survey links are then emailed to targeted groups or placed on a website for completion online. Data are conveniently stored in spreadsheet format and reports are automatically generated.

4.2 Technical support is provided by Qualtrics. After approval by OIR, each individual unit should be able to create their own online surveys and administer the surveys themselves.

## **5. OTHER TYPES OF SURVEYS**

5.1 Except surveys required by UNC GA and UNCP central administration, or involved with national consortium and associations, administration of locally developed surveys should be the responsibility of each individual unit. Contact OIR staff for additional recourses and consultation.

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