

Faculty and Institutional Affairs Committee

Meeting Minutes

Tuesday, September 27, 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

Also attending were: Chunmei Yao, Director of Institutional Research and Dr. Joe West (Political Science and Public Administration Department)

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 August 23, 2016 Meeting

The minutes of the August 23, 2016 meeting of the Faculty and Institutional Affairs Committee were approved.

III. Approval of Agenda

The agenda for the meeting was approved. Chair Peters did ask that special guest Chunmei Yao, Director of Institutional Research, be allowed to speak first so that she could leave the FIAC meeting when necessary.

IV. Special Information from Chunmei Yao, Director of Institutional Research

Information about the UNCP Survey Policy was presented to the Faculty and Institutional Affairs Committee. Director Yao stated that the purpose of the policy was to accomplish the following three purposes: provide guidelines and central clearinghouse for campus-wide survey administration to help minimize the occurrence of survey fatigue and reduce oversampling of students and employees, increase survey response rates, and bring the best practice to administration of surveys. At this point, further discussion ensued.

V. Report from the Chair

Chair Peters reported that the Faculty Senate Executive Committee would meet on September 28.

V. Reports from Administrators

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

- There are approximately 23 faculty whose salaries are below the tenth percentile of market range. UNCP plans to bring those faculty up to the tenth percentile this fall.
- The Chancellor and Provost are engaged in ongoing discussions about the possibility of partnering with Academic Partnerships.
- The search committee for the Associate Vice Chancellor Enrollment Management position met for the first time on September 27 to receive its charge.
- The search committee for the Provost was announced at the most recent Board of Trustees meeting. Dr. Cummings will convene the committee on Friday, September 30 to deliver the charge. The committee plans to get faculty input regarding the job description and position requirements.
- Convocation will be held September 27 at 7:00 in GPAC. Josephine Humphreys, author of *Nowhere Else on Earth*, is the featured speaker.

B.Mr. Steven Arndt (Vice Chancellor for Finance and Administration) reported that there was a noticeable enrollment drop this year which concerned Chancellor Cummings. Additionally, there will be a one-time merit bonus for all faculty and staff this year, and the bonus will come from a 1.5% pool. The merit bonus will be awarded based on instructions received from General Administration. The instructions for the merit bonuses have been received, and information will be sent out to faculty and staff at the appropriate time.

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

- Capital Campaign Update: Goal of \$25 million either over 5 or 7 years. The pillars of the Campaign would be School of Business, GPAC, Esther Maynor Program, Athletics, and Old Main. A feasibility study is currently underway.
- Personnel update: All positions have been filled with the exception of Major Gifts Officer. The Vice Chancellor for Advancement encouraged FIAC members to share opportunity with any fundraising colleagues. An announcement about a new GPAC Executive Director could occur next week.
- Recent major gifts: Dr. Len Holmes (\$425,000), LREMC (\$500,000), and Dr. Ken and Michelle Locklear (\$50,000) naming of the Serenity Garden.
- The GPAC show, Unelectable You, will be Thursday, September 29 at 7:30 p.m.
- Foundation purchase and investment of two townhomes at Hunter's Run. The housing will serve as a transition for new faculty & staff.

VI. Reports from Subcommittees

- A. Dr. Bill Brandon (Chair, Faculty Development and Welfare Subcommittee) brought forward two proposals for FIAC to consider. The first item was a discussion surrounding a motion concerning the Teaching and Learning Center. After some discussion, the following two recommendations were made by FIAC:

Recommendation. The Committee recommends there be faculty involvement in the study of best practices in Teaching and Learning Centers at Masters Comprehensive universities and in the development of a model for the Teaching and Learning Center at UNC Pembroke. Further, faculty should be directly involved in the search for a Director.

[Note: At this point, a motion was made by Dr. Elizabeth Denny to extend the FIAC meeting by 15 minutes. Dr. Dennis McCracken seconded the motion].

Recommendation. Given the potential impact of NC Promise on the faculty of UNC-Pembroke, the Committee strongly recommends that administration include legitimate faculty participation (persons in faculty roles, not administrative roles) in discussions of NC Promise. Such participation ensures representation of faculty concerns and allows direct reporting back to faculty.

- B. Dr. Elizabeth Denny (Chair, Faculty Evaluation and Review Subcommittee) reported that the Subcommittee would ask for some direction from FIAC on how to proceed with their business items. Last year, several motions were brought forward, approved by FIAC and the Faculty Senate, yet the changes do not appear in the Faculty

Handbook. The Subcommittee continues to grapple with the online evaluation of teaching instrument. At this point, further discussion ensued.

- C. Dr. Jessica Abbott (Chair, Health, Safety, and Environment Subcommittee) reported that the Subcommittee would have a meeting scheduled for Monday, October 3. The items for discussion would be the campus emergency system, possible mold issue in both the Dial Humanities Building and Old Main, and skateboarding safety issues/ concerns on campus.

VII. Old Business

None.

VIII. New Business

The new business item was a presentation made by Institutional Research Director Chunmei Yao which was moved to the beginning of the meeting.

IX. Announcements

The next meeting will be held in University Center 213 at 3:30 p.m. on October 25, 2016.

X. Adjournment

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

Respectfully submitted by:

Mr. David Young
Senator and Recording Secretary