

Faculty and Institutional Affairs Committee

Meeting Agenda

Tuesday, October 25, 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 September 27, 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
 1. Changes to Graduation Clearance Process – Guest Lourdes Silva, Registrar
 - 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
 - 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 Bravebook Objectives and Faculty Governance ([Appendix B](#))

B. Discussion of the new (?) University Mission and Values ([Appendix C](#))

IX. Announcements

X. Adjournment

The next meeting will be held on November 22, 2016.

Appendix A

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

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Appendix B

Defining Objective Initiative

12. “Assess and modify academic program offerings based upon course enrollment, student interests, and other related criteria”

Available at <https://www.uncp.edu/about-uncp/bravebook>

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Appendix C

Published online UNCP Home – About UNC Pembroke – University’s Mission

University's Mission & Values

More than a century ago, seven visionary men looked to the future and founded the Croatan Normal School to spread the ‘gospel of education.’ Today, we honor this distinct history by living out their historic mission of access and affordability to higher education.

Our mission is expressed simply as:

CHANGING LIVES THROUGH EDUCATION.

UNCP believes that we exist to change the lives of our students, faculty/staff and the communities we serve.

VALUES

Messaging throughout our campus encourages our 6 core values of:

- Communication
- Collaboration
- Integrity
- Accountability
- Innovation
- Service

UNC Pembroke is focused and committed to our core mission of **CHANGING LIVES THROUGH EDUCATION**. To ensure we successfully execute that mission, the Chancellor and Cabinet have developed our BRAVEBook to guide faculty and staff on the implementation of our mission and vision.

Previous Version (still published in the catalog)

MISSION OF THE UNIVERSITY

Founded in 1887 as a school for the education of American Indians, The University of North Carolina at Pembroke now serves a distinctly diverse student body and encourages inclusion and appreciation for the values of all people. UNC Pembroke exists to promote excellence in teaching and learning, at the master’s and undergraduate levels, in an environment of free inquiry, interdisciplinary collaboration, and rigorous intellectual standards.

Our diversity and our commitment to personalized teaching uniquely prepare our students for rewarding careers, postgraduate education, leadership roles, and fulfilling lives. We cultivate an international perspective, rooted in our service to and appreciation of our multi-ethnic regional society, which prepares citizens for engagement in global society. Students are

encouraged to participate in activities that develop their intellectual curiosity and mold them into responsible stewards of the world.

UNCP faculty and staff are dedicated to active student learning, engaged scholarship, high academic standards, creative activity, and public service. We celebrate our heritage as we enhance the intellectual, cultural, economic, and social life of the region.

VISION STATEMENT

The University of North Carolina at Pembroke will challenge students to embrace difference and adapt to change, think critically, communicate effectively, and become responsible citizens. Working from a strong foundation in the liberal arts, we will increase opportunities to infuse our curriculum with interdisciplinary innovation while promoting undergraduate and graduate research as well as international opportunities.

CORE VALUES STATEMENT

The Faculty and Staff of UNC Pembroke are guided by the following set of Core Values:

- 1) The commitment to serving the local region
- 2) The creation, exploration, evaluation, and articulation of ideas
- 3) The value of a liberal arts foundation as the basis of self-realization and lifelong learning
- 4) The importance of honor and integrity to learning and leadership as we educate students to be stewards of the world
- 5) The appreciation of the American Indian history of the University and local community
- 6) The appreciation of diversity and respect for the dignity and worth of every individual
- 7) The commitment to prepare graduate and undergraduate students to succeed in an ever-changing and increasingly technological global environment
- 8) The accessibility of education which leads to the enhancement of the economy and culture in the region
- 9) The maintenance of a sustainable, safe, healthful, attractive and accessible campus

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