

## **Faculty and Institutional Affairs Committee**

### **Meeting Agenda**

Tuesday, November 22, 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 October 25, 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
  - 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

IX. Announcements

X. Adjournment

The next meeting will be held on January 24, 2017.

## Appendix A

### Faculty and Institutional Affairs Committee

Meeting Minutes

Tuesday, October 25, 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. Mohammad Ashraf (Senator), Mr. David Young (Senator), Dr. Elizabeth Normandy (reporting for Dr. Scott Billingsley), Mr. Steven Arndt (Vice Chancellor for Finance & Administration), Ms. Brittany Sandefur (reporting for Ms. Wendy Lowery), 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:* Dr. Scott Billingsley, Ms. Wendy Lowery

*Also attending were:* Ms. Lourdes Silva (University Registrar)

*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 September 27, 2016 Meeting

The minutes of the September 27, 2016 meeting of the Faculty and Institutional Affairs Committee were approved.

#### III. Approval of Agenda

Approved without additions or corrections.

#### IV. Report from the Chair

Chair Peters reported that the Senate Executive Committee had met. He stated that Provost Zoe Locklear is on medical leave until further notice. Additionally, Chair Peters stated the following:

- Promotion and tenure language will be language as contained in the Faculty Handbook.
- Provost Search Listening Forum is going on in the UC Annex assembly room on October 25.
- Memo sent to and received by faculty about how bonus pay allocated.
- Chair Peters attended one of the Academic Partnerships forums.

#### V. Reports from Administrators

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

- A video of Academic Partnerships is available for faculty & staff to view. There's no decision to move forward yet, but it may happen. Chancellor Cummings is in favor of it. Dr. Cummings feels that Academic Partnerships as a way to increase enrollment and online programs at UNC-Pembroke.
- The contract with Academic Partnerships can be for as long as 7 years.
- Academic Partnerships would work primarily with the UNCP MSA and MBA programs.

As part of the Academic Affairs report, Lourdes Silva, the University Registrar, spoke to FIAC members about the changes to the Graduation Clearance process. As a rationale for the change in the graduation clearance process, Ms. Silva raised several points/concerns which were noticed in the Registrar's Office:

- The graduation clearance change is being implemented/proposed to help students.
- Registrar's Office is responsible for no student leaving UNCP without taking all the required courses.
- At the University, we need to run an operation that is tight and runs smoothly. The Registrar's Office does not want to encounter distraught students who find out that they aren't graduating on time. The new graduation clearance changes will help alleviate those issues.
- Ms. Silva convened a Graduate Clearance Counsel to help with the project.
- A 2-page graduation clearance memo was assembled to illustrate things that could be improved. The memo was shared with Academic Deans.
- The Registrar noticed that degree audits were not being done soon enough.

- A list of “problems” and “solutions” as it pertained to graduation was presented to her Graduate Clearance Counsel and the Deans.

At this point, further discussion ensued. Committee members raised concerns and suggested that the process be reviewed and vetted by faculty, perhaps through the Enrollment Management subcommittee.

B.Mr. Steven Arndt (Vice Chancellor for Finance and Administration) reported on the commencement of the new School of Business Building project. At this point, proposals for the building design are due on November 22, 2016. Rather than rely on a private partnership, it was decided to go with a traditional process instead. The beginning design on the new building could begin as early as February 2017. A possible location for the Business Building could be the gravel parking lot located between the Adolph Dial Building and Sampson Hall. Finally, Vice Chancellor Arndt reported that a memo was sent to faculty which detailed the one-time bonus being awarded by the legislature.

C.Ms. Brittany Sandefur (reporting for Ms. Wendy Lowery, Vice Chancellor for Advancement) stated the following:

- Ms. Sandefur mentioned that one of her duties in the Advancement Office was to keep faculty “plugged in” as to events taking place on campus.
- The goal for the University’s Capital Campaign is 25 million dollars. Approximately 13 million dollars of the total is appropriated for the School of Business.
- The Advancement Office has increased their staff numbers.
- The Scholarship Dinner is October 25 at the Main Gym (approximately 420 people are expected at the event).
- An advisory council has been assembled for the new Business School.

## VI. Reports from Subcommittees

A. Dr. Bill Brandon (Chair, Faculty Development and Welfare Subcommittee) reported that the Subcommittee would like to continue discussion of the 3X3 teaching load (as is used currently at Fayetteville State University). Dr. Brandon also stated that Dr. Laura Staal is looking into the Lab School mandate and will consult with Dr. Scott Billingsley on the matter. Finally, there are continuing concerns over the promotion and tenure process as well as the Teaching and Learning Center Task Force (or how it is comprised).

B. Dr. Elizabeth Denny (Chair, Faculty Evaluation and Review Subcommittee) reported that the Subcommittee continues to consider the issues related to both electronic portfolios and the online collection of SEI data. She related FERS does not wish to inadvertently change essential aspects of our evaluation procedures simply because of suggested technology changes.

C. Dr. Jessica Abbott (Chair, Health, Safety, and Environment Subcommittee) reported that the issue of skateboarding on campus will be brought forward as a discussion item at the Subcommittee's November meeting. Additionally, the Subcommittee plans to discuss the Live Safe App that Campus Police are promoting as well as the continuing problem of mold in the Dial Building as additional items for their next meeting.

VII. Old Business

None.

VIII. New Business

A. Discussion of Bravebook Objectives and Faculty Governance. One member of the Faculty and Institutional Affairs Committee offered as a recommendation to the Committee some revised wording for Bravebook Defining Objective #12. After some discussion, Dr. Scott Hicks made the following motion, seconded by Dr. Ashraf:

After discussion, the motion passed 10-0-0

FIAC Recommendation. The Committee recommends that Bravebook Defining Objective Initiative 12 be revised as follows: "Assess academic program offerings based upon course enrollment, student interests and other related criteria and provide that assessment to the appropriate faculty bodies for reflection and action."

B. Discussion of new University Mission and Values. There appears to be a change to the University Mission as reflected in the website. The old Mission, Vision, Core Values and Institutional Distinctiveness Statements are still published in the university catalog. Chair Peters told the Committee members that he would investigate the change in the University Mission wording and will report back at the November 22 meeting.

IX. Announcements

The next meeting will be held in University Center Room 213 at 3:30 p.m. on November 22, 2016.

X. Adjournment

There being no further business, the meeting was adjourned at 5:15 p.m.

Respectfully submitted by:

Mr. David Young  
Senator and Recording Secretary

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