

Faculty and Institutional Affairs Committee

Meeting Minutes

Tuesday, January 24, 2017

UC 213

Members present: Dr. Jesse Peters (Senator and Chair), Dr. Dennis McCracken (Senator), Dr. Joe Sciulli (Senator), Dr. Mitu Ashraf (Senator), Dr. Xinyan Shi (Senator), Mr. David Young (Senator), Mr. Carlton Spellman (reporting for Mr. Steven Arndt (Vice Chancellor for Finance & Administration), Ms. Brittany Sandefur (reporting for Ms. Wendy Lowery, Vice Chancellor for Advancement), Dr. Elizabeth Denny (Chair of Faculty Evaluation Review Subcommittee), Dr. Jessica Abbott (Chair of Health, Safety, and Environment Subcommittee)

Members absent: Dr. Scott Billingsley (Associate Vice Chancellor for Academic Affairs), Dr. Scott Hicks (Senator), Dr. Polina Chemishanova (Senator), Dr. Bill Brandon (Chair of Faculty Development and Welfare Subcommittee)

Also attending were: Ms. Jodi Phelps (Executive Director University Communication and Marketing), Ms. Nancy Crouch (Associate Vice Chancellor Information Resources Chief Information Officer)

Recording Secretary: Mr. David Young (Senator)

I. Call to Order

The meeting was called to order by Chair Jesse Peters at 3:34 p.m.

II. Approval of Minutes of November 22, 2016 meeting

The minutes of the November 22, 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 the following:

*Attended retreat on Student Success & Enrollment at COMTECH (December 19, 2016). The focus of the retreat was to identify strategies to improve enrollment at UNC-Pembroke.

*The University has eliminated the men's soccer program (**Jesse, is this based on budgetary needs?**).

*Dr. Zoe Locklear is no longer Provost and Vice Chancellor for Academic Affairs. Dr. Scott Billingsley is Interim Provost and Dr. Stuart Thomas will be the Associate Provost.

*Dr. Sara Simmons will retire as Faculty Senate Chair (and from the University) at the end of the academic year.

*The MBA program will be using Academic Partnerships.

*A Committee has been formed and met two times to study Blackboard, Moodle, and Brave Space. There seems to be a consensus that Blackboard needs to be updated/improved.

*There has been no further word about e-portfolios. For now, physical/paper portfolios are preferred. Additionally, no further action on electronic student evaluations of faculty teaching.

*For the next FIAC meeting in February, Dr. Chunmei Yao, Director of Institutional Research, will provide updates on surveys.

V. Reports from Administrators

A. Dr. Scott Billingsley (Associate Vice Chancellor for Academic Affairs)

No report.

B. Mr. Carlton Spellman (substituting for Mr. Steven Arndt, Vice Chancellor for Finance and Administration) reported the following:

*New Canon copier/printer machines have been installed in some campus buildings

*Printing concern emails/phone calls are directed to Business Services instead of the Division of Information Technology Help Desk.

*Copier fleet (for faculty & staff) switched carriers. Student fees pay for printing, toner, etc.

*Business Services is looking at how to change printing in certain areas.

*It was discovered that the Computer Lab in the Library was spending approximately \$1,100 just for toner. A Canon printer/copier is now located in the Library's Computer Lab.

*Business Services wants to get rid of laser printers. They are looking at what other campuses charge for printing. The Library and Business Services are partners in the project right now.

At this point, David Young was asked to speak about concerns about the printing issues going on at the Library. Specifically, the issues involve a lack of print cards (only \$3 or \$5 print cards offered, as \$1 print cards are not offered to students/patrons anymore), the long periods of time it takes to get replacement cards, and the current Canon copier/printer default printing settings. Currently, the defaults are set to color and double-sided. The defaults should be black and white and one-sided. Ms. Nancy Crouch listened to the concerns that were raised and would take them back to her Division. They're hoping to have Phase 1 (changing printing in residence halls) done soon.

Ms. Crouch stated that if patrons have any printing questions/concerns, they should contact either the DoIT Help Desk (x6260) or Joey Locklear in Business Services.

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

*Hurricane relief fund available now for both faculty/staff as well as students. For faculty and staff, approximately \$18,000 has been raised thus far. For students, about \$24,000 has been raised thus far.

*Ms. Caprice Lenge is the new Corporate and Foundations Manager at UNCP.

*For the Capital Campaign, a Business School Working Group has been assembled to help name the new Business School on campus. There is a \$13 million dollar goal by the end of the year.

VI. Reports from Subcommittees

A. Dr. Bill Brandon (Chair, Faculty Development and Welfare Subcommittee)

No report.

B. Dr. Elizabeth Denny (Chair, Faculty Evaluation and Review Subcommittee) reported that the Committee did not continue to look at e-portfolio issue. Print portfolios continue to be used until further notice. FERS is looking at what other UNC System schools do on their campuses regarding portfolios. Western Carolina University still use paper portfolios.

C. FERS is looking at advantages of paper versus electronic portfolios.

D. Dr. Jessica Abbott (Chair, Health, Safety, and Environment Subcommittee) had no report other than to mention that their Subcommittee would meet next in early February.

VII. Old Business

None.

VIII. New Business

Ms. Jodi Phelps reported to the Faculty and Institutional Affairs Committee about the new Media Policy which is being implemented on the UNC Pembroke campus. Specifically, she reported the following developments regarding the proposed policy:

*Mr. Joshua Malcolm, University Counsel, sent out draft of policy for review by faculty and staff to comment.

*Jodi and her staff read changes and she met with University faculty and staff who suggested changes.

*There were some questions as to why the University needed a media policy.

*Jodi stated that there needs to be a specific distinction between official University spokesman (Chancellor Cummings and Jody) versus our own opinions. In other words, if asked to be interviewed by local broadcasters, don't say that you are speaking for the University in an official capacity. If in these situations with broadcasters wishing to do a story, it would be advisable to contact Jodi or officials in her office for advice.

*Jodi indicated that one of the Brave Book initiatives was to look at all University policies and see if we have all the information that we need.

IX. Announcement

The next meeting of FIAC will take place on February 28, 2017 at 3:30 p.m. in UC 213. Additionally, Sara Simmons and Chair Peters will be presenting to the Faculty Senate membership a seminar on philosophies of teaching and they want to see how attendees will respond. The event will occur at COMTECT on February 8, 2017.

X. Adjournment

There being no further business, the meeting was adjourned at 5:00 p.m.

Respectfully submitted by:

David Young
Senator and Recording Secretary