

## Faculty and Institutional Affairs Committee

### Meeting Minutes

Tuesday, February 28, 2017

UC 213

*Members present:* Dr. Jesse Peters (Senator and Chair), Dr. Dennis McCracken (Senator), Dr. Joe Sciulli (Senator), Dr. Mitu Ashraf (Senator), Mr. David Young (Senator), Dr. Polina Chemishanova (Senator), Dr. Scott Hicks (Senator), Dr. Liz Normandy (reporting for Dr. Scott Billingsley, Associate Vice Chancellor for Academic Affairs), 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:* Mr. Steven Arndt (Vice Chancellor for Finance & Administration), Dr. Scott Billingsley (Associate Vice Chancellor for Academic Affairs), Dr. Bill Brandon (Chair, Faculty Development and Welfare Subcommittee).

*Also attending were:* Dr. Dennis Swanson, Dean of Library Services and Mr. Roger Cross, Collection Development/Serials Librarian.

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

#### I. Call to Order

The meeting was called to order by Chair Jesse Peters at 3:30 p.m.

#### II. Approval of Minutes of January 24, 2017 Meeting

The minutes of the January 24, 2017 meeting of the Faculty and Institutional Affairs Committee were approved.

#### III. Approval of Agenda

The agenda was approved after one minor correction was noted. The date of the next meeting should be March 28, 2017 instead of February 28, 2017.

#### IV. Report from the Chair

Chair Peters reported on the following:

\*Jesse was elected as the new Faculty Senate Chair for the next academic term. Dr. Aaron Vandermeer was re-elected to serve as Faculty Senate Secretary.

\*The School of Business is going ahead and will use Academic Partnerships to help promote an online MBA program at UNCP.

\*A Learning Management System Committee has been formed to study how to improve Blackboard as a course management software program. Some of the options on the table are to update Blackboard or use another program like Moodle, or Bright Spot.

## V. Reports from Administrators

A. Dr. Liz Normandy reporting in place of Dr. Scott Billingsley (Associate Vice Chancellor for Academic Affairs) stated that she is trying to get a report (on productivity levels) sent to SACS by the end of March 2017. She also said that UNCP is up for reaccreditation from SACS in 2020. Finally, a new quality enhancement program (or QEP) topic needs to be identified. At this point, further discussion ensued.

B. Mr. Steven Arndt (Vice Chancellor for Finance and Administration)

No report.

C. Ms. Brittany Sandefur reported for Ms. Wendy Lowery (Vice Chancellor for Advancement) reported that the University is on track to get in/earn \$3 million dollars in contributions by the end of the year. Also, the capital campaign is progressing. The Advancement Office is also examining strategic planning priorities for next year. Finally, on March 15, UNCP will host an Annual Day of Giving.

## 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) asked If anyone had any questions about the FERS report (given as Attachment B in the FIAC agenda) as to the decision to keep the paper portfolios instead of using electronic ones for the time being. Further discussion ensued, but the consensus was to support the FERS decision.

C. Dr. Jessica Abbott (Chair, Health, Safety, and Environment Subcommittee) stated that the issue of skateboarding and mold in the Adolph Dial Humanities Building had come up as issues at the last meeting. It turns out that there is an official skateboarding policy in place, and a copy of this policy might be shared with FIAC at

the next meeting. At their March meeting, the Subcommittee will also discuss train safety issues as they relate to the campus, faculty, and staff.

## VII. Old Business

- A. Guide for Administering Surveys at UNCP: Dr. Chunmei Yao, Director of the Office of Institutional Research, could not make the meeting, but Chair Peters will take questions from FIAC to Director Yao and report back to the FIAC members at the March 28 meeting.

## VIII. New Business

- B. Discussion of Library (role, support, holdings, etc.): Guest: Dr. Dennis Swanson, Dean of Libraries. Dean Swanson's report to FIAC can be summarized as follows:

- Dr. Swanson distributed a diagram which outlined the current Library budget situation.
- If nothing changes, the Library will only have \$635,000 left to cover all of its expenses.
- In January 2017, the entire campus community received \$800,000 for expenditures and the Library got approximately 16 % of that total.
- Essentially, the Library has no budget at present. If the current trend continues, Dr. Swanson would be operating/directing the Library at 44% of what was originally expected.
- Since 2012-13, the Library has been down three positions. Hence, due to limited staff, it was necessary to cut back the Library operating hours. It is impossible to hire any new personnel since there is a hiring freeze in place.
- In Spring 2016, there were only 10 student workers, but Dr. Swanson was able to add 5 students to that total for this year.
- Dr. Swanson has worked to restructure the Library and made an organizational chart based on tasks versus individuals. Job descriptions would have to be revised.
- Dr. Swanson also wanted to dispel any rumors that might be circulating around campus. Specifically, there is no intention of getting rid of juvenile books. However, using a Dewey Classification System for the juvenile books is not effective. These books will be reclassified under the Library of Congress call number system, and moved to a different part of the Library.
- Currently, the Library shelving is at 92% of capacity, and there are about 25,000-30,000 books that have been misclassified. For instance, books are being classified as Folio when they are really Oversize. Efforts are underway in the Library to alleviate this situation.
- Dr. Swanson stated that there are only 200 study spaces for students to use in the Library. In the short term, we need to create more study spaces. Different options are being explored.

- Dr. Swanson suggested that the physical Government Documents collection could be eliminated or reduced as many titles exist currently in electronic format.

At the conclusion of Dr. Swanson's report, an opportunity for questions and answers occurred.

IX. Announcements

The next meeting will be held in University Center Room 213 at 3:30 p.m. on March 28, 2017.

X. Adjournment

The meeting was adjourned at 5:00 p.m.

Respectfully submitted by:

Mr. David Young  
Senator and Recording Secretary