

Faculty and Institutional Affairs Committee

Meeting Agenda

Tuesday, April 25, 2017

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 March 28, 2017 ([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
 1. Discussion of administrative changes to the faculty evaluation model ([Appendix B](#))
 - C. Health, Safety, and Environment Subcommittee – Dr. Jessica Abbott, Chair
 1. Discussion of EV Initiative ([Appendix C](#))
- VII. Old Business
 - A. Guide for Administering Surveys at UNCP; Guest: Chunmei Yao ([Appendix D](#))
- VIII. New Business

IX. Announcements

X. Adjournment

The next meeting will be held in September of Academic Year 2017-18.

Appendix A

Faculty and Institutional Affairs Committee

Meeting Minutes

Tuesday, March 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. 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), Mr. Steven Arndt (Vice Chancellor for Finance & Administration), Dr. Bill Brandon (Chair, Faculty Development & 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 (Associate Vice Chancellor for Academic Affairs), Dr. Polina Chemishanova, and Ms. Wendy Lowery (Vice Chancellor for Advancement)

Also attending were: Michael Baker (Student Government Association), Ray Buehne (Director of Enterprise Applications), Dr. Susan Cannata, Nancy Crouch (Associate Vice Chancellor for Technology Resources and Chief Information Officer), Wes Frazier, Mark Gogul, and Chunmei Mao (Director of Institutional Research), and Dr. Aaron Vandermeer.

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 February 28, 2017 meeting

The minutes of the February 28, 2017 meeting of the Faculty and Institutional Affairs Committee were approved.

III. Approval of March 28, 2017 Agenda

The agenda for the March 28, 2017 meeting was approved.

IV. Report from the Chair

Chair Peters had nothing to report. However, he did make a request to the members to move the report from the Learning Management System Committee to the beginning of the agenda as several of their members would have to leave the FIAC meeting shortly after giving their report. The FIAC members approved this agenda amendment.

V. Reports from Administrators

A. Dr. Liz Normandy reporting in place of Dr. Scott Billingsley (Associate Vice Chancellor for Academic Affairs) stated that the latest SACS report had been submitted, and she is awaiting word back on the report in June. She also mentioned that the Quality Enhancement Plan (QEP) would need to be updated and finalized within 2 ½ years.

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

*As a facilities update, Steven announced that there would be a ribbon cutting ceremony for the new Student Health Center Building on April 20.

*The new School of Business building project continues to make progress. At this point, two designer firms have been contacted/identified (one located in Virginia and the other one out of Fayetteville, NC).

*Office 365 is coming soon to campus. Essentially, Office 365 will be an update to the current Microsoft Office suite which is being used in most offices around campus.

*Security cameras are being installed/updated in several buildings around campus. This initiative is being organized by the Office of Campus Safety. The intent is to offer extra security for personnel and help monitor potential crimes.

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

*A “Future of Farming in North Carolina” talk will be given at the Business Incubator Building on March 30 @ 6:30 p.m. The event is free and open to the public.

*On April 20, the annual “Cash Bash” to raise money to support student scholarships here at UNCP will occur.

*Two weeks ago, the “#We Are UNCP!” fundraising campaign resulted in a record-setting amount of contributions from donors. The original goal of the campaign was to gather 400 donors, but 573 donors actually contributed approximately \$93,000.00 for UNCP.

VI. Reports from Subcommittees

A. Dr. Bill Brandon (Chair, Faculty Development and Welfare Subcommittee) reported that there's an effort currently underway to achieve a 3/3 teaching load on campus, but the Faculty Development & Welfare Committee decided to abandon this prospect. Additionally, Laura Staal is looking into the feasibility of placing the Lab School required on the UNCP campus, and is in conversation with Dr. Alfred Byrant about the matter. Finally, there's a great deal of anxiousness among faculty about Academic Partnerships. Specifically, members are concerned about faculty ownership of online materials.

B. Dr. Elizabeth Denny (Chair, Faculty Evaluation and Review Subcommittee)

No report.

C. Dr. Jessica Abbott (Chair, Health, Safety, and Environment Subcommittee) stated that even though the Subcommittee did not have a quorum at their March 13 meeting, she did meet separately with David Hatch from Facilities Management about the Adolph Dial Humanities Building mold issue. Repairs have been made, but the only remaining issue would be to replace several of the air ducts in the building. Steven Arndt added to Jessica's statements by mentioning that the mold issue is a transparent one which impacts many personnel.

VII. Old Business

A. Guide for Administering Surveys at UNCP. Given the number of corrections to be made to the administering surveys policy that several members brought forward, it was determined/decided by the FIAC membership to move Dr. Chunmei Yao's discussion to the April 25 FIAC meeting.

VIII. New Business

A. Recommendation from the Learning Management System Committee. Special Guest Susan Cannata spoke as Chair of the LMSC on behalf of their Committee and made the following statements:

*The LMSC first met at the beginning of the year to compile a list of requirements/criteria for a new learning management system.

*Several different systems were examined by Committee members (as well as student reactions to different systems across the UNC system).

*The majority of the LMSC members voted for *CANVAS* as a replacement learning management system, but *Desire to Learn (D2L)* would also be acceptable. Several members of the Committee expressed concerns with the stability of *Blackboard*. Because of these issues, *Blackboard* (or an improved version of Blackboard) was not considered.

*Nancy Crouch stated that the "best case scenario" for the implementation of *CANVAS* would be implementation of the new management system within one year's time. Before

final implementation, considerations such as development or conversations/collaboration with vendors would have to be explored.

After some discussion, Scott Hicks made the following motion:

Motion. FIAC would like to make a motion to approve the recommendation of the Learning Management System Committee and take their recommendation to the next Faculty Senate meeting on April 5 for final approval.

Dr. Joe Sciulli seconded the motion and it passed by unanimous consent.

B. Discussion of the 2017-2018 Bravebook. Special guest Mark Gogal talked to the FIAC members about the Bravebook implementation. Mark emphasized that he had met with several faculty groups, and wanted the opportunity to talk to the Faculty Senate at a future meeting. At this point, further discussion ensued. With time running out in the meeting, Dr. Elizabeth Denny made the motion to extend the FIAC meeting by 15 minutes.

In the end, the Committee decided that Mark's discussion could be continued the next FIAC meeting on April 25 if necessary.

IX. Announcements

The next meeting will be held in University Center Room 213 at 3:30 p.m. on April 25, 2017.

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

It has come to the attention of the Faculty Evaluation Review Subcommittee administrators are discussing making changes to the published Faculty Evaluation Model. These changes include revision of the approved Student Evaluation of Instruction instrument, significant modification to published deadlines for submission of materials for evaluations, and alteration of the approved format for evaluation reports.

The administration is respectfully reminded the policies published in the *Faculty Handbook* apply university-wide. In addition, these policies document the agreed-upon procedures to follow when revising the Faculty Evaluation Model. We invite administrators to contact the Faculty Senate chair, the Faculty and Institutional Affairs Committee (our parent committee) or the Faculty Evaluation Review Subcommittee to discuss acceptable protocol. We welcome a constructive and continuing dialog on any areas of concern.

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Appendix C

Recommendation for Growing Electric Vehicle (EV) Charging Initiative

1/12/2017

In light of recent \$10,000 grant awarded to UNCP from Duke Energy Progress to install two EV charging stations in parking lot 26 (resident student lot) at Village Apartments, which will bring the total number of charging stations on campus from four up to six, the following is recommended:

Offer an EV permit, decal or sticker for any UNCP EV driver to purchase in addition to their student, staff, faculty or special reserved parking permit which would allow them to use anyone of the campus's charging stations for four hours, then they are to move and park in one of their designated lots. The funds from the costs of this EV permit will be used to cover costs associated with the electricity, maintenance and/or future replacement costs to sustain this initiative. Note: these level 2 EV chargers will fully charge vehicles within four hours. Currently, UNCP has six EV drivers consisting of faculty, staff and students, based on charging station usage and observation. Per the 2016 commuting survey (Sep 2016), 14 EV drivers were reported.

EV charging station locations on campus:

1. Lot 17 (visitor) *central part of campus*
2. Lot 17 (visitor) *central part of campus*
3. Lot 6 (faculty/staff) *south side of campus*
4. Lot 14 (general: means students, faculty or staff) *central part of campus*
5. *Lot 26 (resident student) *north side of campus*
6. *Lot 26 (resident student) *north side of campus*

*To be installed Spring Semester 2017 via a grant from Duke Energy Progress

Discussed and recommended by the UNCP sustainability Council on 1/11/2017. Feedback requested from SGA, Faculty Senate and Staff Council
POCs: Jay Blauser (x6509) or Daren Nelson (x4589)

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Appendix D

Guide for Administrating Surveys at UNCP

Authority: Provost and Vice Chancellor for Academic Affairs

History:

- First Issued: [September 1, 2016]

Additional References:

- [UNC Pembroke Institutional Review Board](#)
- [Qualtrics: Additional Information](#)

Contact Information: Director, Office of Institutional Research – 910.521.6295

1. PURPOSE

1.1 Campus-wide surveys target the members of students, faculty, staff, and alumni at UNCP. The routine surveys provide essential feedback ~~of on our~~ students' learning experiences, ~~quality of~~ academic supporting programs and services, and ~~work experience of our~~ faculty and staff ~~work satisfaction~~. The results are reviewed by department chairs/deans, and central administrators and used for further improvement. ~~Additionally, surveys are used in faculty research and for conducting preference polls and elections on campus.~~

1.2 The purpose of the survey policy is to provide guidelines and a central clearinghouse for campus-wide survey administration to help minimize ~~the occurrence of~~ survey fatigue, reduce oversampling of students and employees, increase survey response rates, and ~~finally~~ improve the quality of surveys.

2. SURVEY ADMINISTRATION

2.1 Campus-wide surveys usually target a class of students, faculty, staff and/or alumni. Some of these surveys are required by UNC General Administration (e.g., GA Graduating senior survey) and UNCP central administration (e.g., seniors' future plan); some are involved with national consortium/associations (e.g., National Survey of Student Engagement); others may be administered by individuals, committees, departments/programs, or schools/colleges.

2.2 Campus-wide surveys which are mandatory by UNC GA ~~system~~ or UNCP central administration should be ~~led~~ ~~conducted~~ by the Office of Institutional Research (OIR) for survey design, preparation, administration, analysis and report. The results can be used for improvement in institutional planning, programs and services, assessment, and ~~the~~ Quality Enhancement Plan (QEP) at UNCP.

2.3 Campus-wide surveys which target a ~~class~~ ~~group~~ of students, employees, or alumni should be approved in advance by OIR unless they meet one of the following **exceptions**:

2.3.a. A locally developed survey which targets a group of people who have used a given service or attended a specific program/event and for which the survey owner already has the contact information.

2.3.b. Surveys ~~are~~ conducted by faculty, staff or students as a part of their research/projects, or course assignments. The survey administrator ~~may~~ **should** contact the Institutional Review Board (IRB) for further approval if it is necessary. More information about the IRB can be found at <http://www.uncp.edu/academics/research/institutional-review-board>.

2.3.c. **Surveys used for** institutional elections.

2.3.D. Surveys administered by the Faculty Senate or Staff Council

3. SURVEY REVIEW AND APPROVAL

3.1 Survey review should focus on whether the survey design, description, questionnaires, and administrative procedure follow ~~the~~ sound practices. The review of survey requests may take up to two weeks once all materials are received. Materials ~~listed below~~ **required** include:

3.1.a. The purpose of the survey.

3.1.b. **A** description of the targeted population and sampling procedure.

3.1.c. **A** schedule for administration of the survey.

3.1.d. **The** survey questionnaires.

3.1.e. The contents of emails, including one invitation and three reminders, to be used.

3.2 If an anonymous survey is conducted, the survey administrator needs to clearly address the anonymous issue in the invitation letter; ~~meanwhile~~ **also**, personal information (e.g. name, ID, department/office and email address) should not be identified and tracked through the survey contents and procedure.

3.3 If a survey needs to collect personal information (e.g. ID, program/department), in the invitation letter, a confidential agreement should be addressed and the results should **not** be ~~report~~**ed** at **the** individual level.

4. SURVEY SOFTWARE

4.1 UNCP offers an online-survey tool for faculty, staff and students through [Qualtrics](https://www.qualtrics.com) (<https://www.qualtrics.com>). This software allows for creation, distribution, tracking, and summary of online surveys. It has the capability to build surveys with several question types (including single choice, multiple choice, yes/no, rating scales, skip logic, and open ended questions). The survey links are then emailed to targeted groups or placed on a website (e.g., student portal or student learning management system) for completion. Data are conveniently stored in spreadsheet/PDF format and reports are automatically generated.

4.2 Technical support and survey consultation are provided by **the** Qualtrics team and OIR staff. After approval by OIR, each individual should be able to create their own online surveys and administer the surveys themselves.

4.3 Other types of survey tools, such as Survey Monkey are allowed ~~to use~~ for campus-wide surveys. However, the survey consultation and technical support may not be available from OIR.

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