

Faculty and Institutional Affairs Committee  
Meeting Agenda  
Tuesday, October 24, 2017, 3:30 PM, UC 213

Members:

Dr. Joe Sciulli, Senator and Chair  
Dr. Polina Chemishanova, Senator  
Dr. Dennis McCracken, Senator  
Dr. Ottis Murray, Senator  
Dr. Nathan Phillippi, Senator  
Dr. Joe West, Senator  
Mr. David Young, Senator and Secretary  
Dr. Scott Billingsley, Associate Vice Chancellor for Academic Affairs  
Dr. Stewart Thomas, Vice Chancellor for Finance and Administration  
Mr. Mark Gogal, Interim Vice Chancellor for Advancement  
Dr. Robin Snead, Chair of Faculty Development and Welfare Subcommittee  
Dr. Elizabeth Denny, Chair of Faculty Evaluation Review Subcommittee  
Dr. Walt Lewallen, Chair of Health, Safety, and Environment Subcommittee

Order of Business

- I. Call to Order
- II. Approval of Minutes from meeting on September 26, 2017 (Appendix A)
- III. Approval of Agenda
- IV. Report from the Chair (Appendix B)
- V. Reports from Administrators
  - a. Associate Vice Chancellor for Academic Affairs, Dr. Scott Billingsley
  - b. Vice Chancellor for Finance and Administration, Dr. Stewart Thomas
  - c. Interim Vice Chancellor for Advancement, Mr. Mark Gogal
- VI. Reports from Subcommittees
  - a. Faculty Evaluation Review Subcommittee (FERS), Dr. Elizabeth Denny
  - b. Faculty Development and Welfare Subcommittee (FDW), Dr. Robin Snead
  - c. Health, Safety, and Environment Subcommittee (HSE), Dr. Walt Lewallen
- VII. Old Business
- VIII. New Business
  - a. Guest: Derek Oxendine
    - i. Topic: Student Success and EAB
  - b. Guest: Jodi Phelps, Executive Director University Communications and Marketing
    - i. Topic: Web page update
  - c. Guest: Scott Hicks
    - i. Topic: Teaching Excellence, Teaching and Learning Center
- IX. Announcements  
Guests for next meeting.
- X. Adjournment

The next meeting is Tuesday, November 28, 2017, UC 213

## Appendix A

### Faculty and Institutional Affairs Committee

#### Meeting Minutes

Tuesday, September 26, 2017

UC 213

*Members present:* Dr. Joe Sciulli (Senator and Chair), Dr. Polina Chemishanova (Senator), Dr. Dennis McCracken (Senator), Dr. Ottis Murray (Senator), Dr. Nathan Phillippi (Senator), Dr. Joe West (Senator), Dr. Dennis McCracken (Senator), Dr. Mohammad Ashraf (Senator), Mr. David Young (Senator and Secretary), Dr. Scott Billingsley (Associate Vice Chancellor for Academic Affairs), Dr. Stewart Thomas (Vice Chancellor for Finance and Administration), Mr. Mark Gogal (Interim Vice Chancellor for Advancement), Dr. Robin Snead (Chair of Faculty Development and Welfare Subcommittee), Dr. Elizabeth Denny (Chair of Faculty Evaluation Review Subcommittee), Dr. Walt Lewallen (Chair of Health, Safety, and Environment Subcommittee)

*Members absent:* None.

*Also attending were:* Dr. Aaron Vandermeer (Faculty Senate Chair), Nancy Crouch (Associate Vice Chancellor for Technology Resources and Chief Information Officer), Dr. Elizabeth Normandy (Associate Vice Chancellor for Planning and Accreditation), Dr. Dennis Swanson (Dean of Library Services), and Mr. Robert Arndt (Reference/Instructional Services Librarian).

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

#### I. Call to Order

Dr. Joe Sciulli called the meeting to order at 3:30 p.m.

#### II. Approval of Minutes of April 25, 2017 meeting

The minutes of the April 25, 2017 meeting of the Faculty and Institutional Affairs Committee were approved after one correction made.

#### III. Approval of September 26, 2017 Agenda

The agenda for the September 26, 2017 meeting was approved.

#### IV. Report from the Chair

Dr. Sciulli let FIAC members know what activities that he's involved with this academic term, including the following: Canvas 101 training, and being elected to serve as part of the University College Faculty Shared Interest Group.

V. Reports from Administrators

A. Dr. Scott Billingsley (Associate Vice Chancellor for Academic Affairs) reported on the following matters:

Merit Raises.

\*\* Who = all eligible faculty on board after a certain hire date.

\*\*How = Deans were provided a pool of dollars (based on the state allocation of merit dollars) to distribute across their area. Deans worked with Department Chairs to use annual performance reviews as the basis for merit increases from 0 % - 4.99 %.

\*\*When = Finalizing now and it will be retroactive to July 1, 2017. The merit raise money should be reflected in the October 2017 paycheck. You can get the specific payroll date that they should see from Leslie Bell.

\*\*Dr. Billingsley stated that he would share the metric the Deans are using to distribute the merit increases.

University College.

\*\*Retention, Progression, Graduation. There will be a single metric for success of University College is increased FTFTF retention rate.

\*\*There is a portal for all first year and transfer undergraduate students. The students begin in University College regardless of major. They are advised by professional advisors working within the framework of Meta-Majors. Progression out of UC into majors (with faculty-based advising) is based on academic success. Progression can vary by major.

\*\*Various units/functions/programs reside within UC

Online MBA with Academic Partnerships update

How many students?

- a. 40 admitted
- b. 21 enrolled for October 23 (Fall II term)

Begin classes in October 2017

Faculty will use Canvas

Weekly meetings continue with Academic Partnerships

Only two census dates, fall and spring that UNCGA recognizes

Teaching and Learning Center (TLC). Dr. Scott Hicks is new Director

Dr. Billingsley stated that there have been several personnel changes in Academic Affairs, but did not provide any specific names. Dr. Billingsley also mentioned that he is serving as the Associate Vice Chancellor for Engaged Outreach.

B. Dr. Stewart Thomas (Vice Chancellor for Finance and Administration) reported the following:

\*There are a number of projects in Facilities & Construction, which include the following: \$10 million awarded to renovate West Hall (renovation and occupation by Departments to be completed within 18 months), movement underway to move services from Lindsay Hall to West Hall as part of West Hall renovation project, efforts underway to improve University Center patio and make it safer for the campus community, \$3 million grant from the State Legislature to make improvements to Prospect Road.

\*School of Business Building Project underway. A construction manager has been identified for the project, and a contractor was hired last week. By December 31, all money will be identified which can be used for the project.

\*Dr. Thomas asked FIAC what types of information should be presented in his report on a recurring basis. The members agreed that what was being presented (in other words, updates on projects going on around campus) should continue to be identified and presented at the FIAC meetings.

\*A Bookstore Committee has been formed to study the change in ownership which has taken place at the facility and other related matters.

C. Mr. Mark Gogal (Interim Vice Chancellor for Advancement) mentioned the following updates:

\*Mark has been in his role at UNCP for 2 ½ months. He stated that a Search Firm has been engaged and a Search Committee has conducted phone conversations to identify a permanent Vice Chancellor for Advancement. The goal is to get someone in the permanent position by February or March 2018.

\*In terms of pledges received, a total of \$3.7 million was received in 2016. The goal is to get the numbers higher moving forward.

VI. Reports from Subcommittees

A. Dr. Robin Snead (Chair, Faculty Development and Welfare Subcommittee)

No report.

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

Dr. Denny reported on the work FERS is doing to incorporate into the Faculty Handbook the Senate-approved requirement for disciplinary statements to be used in tenure and promotion decisions. Before answering members' questions she discussed:

- The desired timeline with the draft coming to FIAC in November so that it can be considered by the Senate in December. This tight timeframe is necessary so that the Board of Trustees can approve the final revision before the end of the spring semester.
- The need for all involved (departments, deans, provost) to remember *The Code of the Board of Governors of The University of North Carolina* prohibits the use of “mechanically applied checklists, criteria, or formulas” when assessing faculty performance. The full section of *The Code* was read to FIAC members. Thus, disciplinary statements should not take the form of a quantitative rubric. Rather, the statements are intended to ensure a common understanding of the ways university expectations for faculty apply across heterogeneous disciplines and departments.
- The areas that FDW will need to look at (shared appointments and chair duties) although those revisions will not have to go to the Board of Trustees.
- She announced FERS will have an extra meeting on October 10 to ensure the work is complete by November.

C. Dr. Walt Lewallen (Chair, Health, Safety, and Environment Subcommittee) stated the Subcommittee is looking at the following issues: NC Promise and parking concerns, crosswalks, and the construction project on Prospect Road to change it from 4 lanes to 2 lanes with roundabouts. Finally, Dr. Lewallen reported a concern from Darren Nelson in the Geology Department. Apparently, some research has been done on the well heads on the UNCP campus. Some of the well heads may be insecure.

VII. Old Business

None.

VIII. New Business

Nancy Crouch, Associate Vice Chancellor for Technology Resources and CIO, was a guest at the FIAC meeting. The main topic of conversation was Canvas and its rollout on the UNCP campus. Currently, DoIT is working with the Learning Management Implementation Committee. One of their main tasks is to determine when Blackboard will terminate. Nancy stated that the current contract with Blackboard is set to run out in June 2018. Additionally, faculty are taking a Canvas 101 training course in order to become more familiar with this new course/learning management system. Finally, Nancy stated that her team is attempting to upgrade Wi-fi connections in all academic buildings, and she stated that EAB is an abbreviation for Education Advisory Board which is being led by Derek Oxendine here on the UNCP campus. Derek will be a guest at the October FIAC meeting.

Robert Arndt, Reference/Instructional Services Librarian, reported on the new Canon copier print system in the Library. The Library has been Phase 1 and the Computer Lab is Phase 2. The Library has become a de facto information point on campus. Robert's main comments were as follows:

- It would be nice to know where student printers will be located
- Part of Library's issue is how much money can be put on print cards, if any.
- Students are being faced with multiple accounts right now: a flexible account, and BraveDollars. The account BraveDollars is the only one that students can use to put money on to print in the Electronic Resources Center at the Library.
- The librarians end up printing jobs/documents for the students since they have no money on their BraveDollars account.
- Robert wants to know what new print service is starting.
- Will money be automatically added to students accounts for printing, and, if so, how much?
- When will student printing (phase 3 of printing project) be switched over?
- Business Services indicated that only \$10 print cards would be available for purchase by students and public patrons. This amount seems excessive for patrons to pay.

After some discussion ensued, Dr. Sciulli stated that he would look into these issues, and report back at the October meeting.

#### IX. Announcements

The next meeting of FIAC will be held on October 24, 2017 at 3:30 p.m. in UC 213 with the following individuals being invited as guests: Derek Oxendine (Director, Education Advisory Board), Dr. Scott Hicks (TLC), and Jodi Phelps (Executive Director, University Communications and Marketing).

#### X. Adjournment

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

Respectfully submitted by:

Mr. David Young  
Senator and Recording Secretary