

Faculty and Institutional Affairs Committee

Meeting Minutes

Thursday, March 17, 2016

UC 233

Members present: Dr. Sara Simmons (Senator and Chair), Dr. Polina Chemishanova (Senator), , Dr. Xinyan Shi (Senator), Dr. Joe Sciulli (Senator), Mr. David Young (Senator), Dr. Dennis McCracken (Senator), Dr. Scott Billingsley, (Associate Vice Chancellor for Academic Affairs), Mr. Carlton Spellman (Vice Chancellor for Finance & Administration), Ms. Wendy Lowery (Vice Chancellor for Advancement), , Dr. Elizabeth Denny (Chair of Faculty Evaluation Review Subcommittee), Mr. Robert Arndt (Chair of Health, Safety, and Environment Subcommittee)

Members absent: Ms. June Power (Senator), Dr. Scott Ziegler (Chair of Faculty Development and Welfare Subcommittee)

Recording Secretary: Xinyan Shi (Senator); *Alternate Recording Secretary:* David Young (Senator)

I. Call to Order

The meeting was called to order by Chair Sara Simmons at 3:30 p.m.

II. Approval of Minutes of meeting held on February 16, 2016

The minutes of the meeting held on February 16 were approved with minor amendment by taking out the word 'Yes' in the bulleted item for Ms. Wendy Lowery's report section.

III. Approval of March 17, 2016 Agenda

The agenda was approved with the change of moving the FERS proposals under New Business before the Reports from Administrators.

IV. Report from the Chair

Chair Sara Simmons suggested creating item B under New Business for the changes on Section III, Chapter 1, Academic Advisement. The motion was approved. Yeas: 10, Nays: 0, Abstentions: 0.

V. Reports from Administrators

- A. Dr. Scott Billingsley, Associate Vice Chancellor for Academic Affairs, reported the following:
- Searches are going on for the following: Dean of School of Business, Dean of Arts & Sciences, Dean of Library Services, Dean of School of Education, Dean of Graduate Studies and Associate Vice Chancellor for Sponsored Research. Dr. Billingsley said the Office of Academic Affairs expected that all the Dean and Associate Vice Chancellor searches will be finished by date of the Board of Trustees April meeting. The current status of the respective searches is as follows:
 - School of Business – Barry O’Brien was named dean
 - School of Education – phone interviews completed
 - Library – campus interviews complete this week
 - College of Arts and Sciences – campus interviews began this week
 - Graduate School – in process
 - Sponsored Research – in process
 - Dr. Billingsley mentioned the Brave Kickoff that will take place on August 10-11.
 - All employees including faculty and staff are expected to attend.
 - There will be campus-wide, divisional, and departmental meetings.
 - Dr. Billingsley said that President Spellings’ visit will take place on March 18.
 - Dr. Billingsley mentioned that the Chancellor’s Installation will be held on April 8 at 3:00 p.m.
- B. Mr. Carlton Spellman, Vice Chancellor for Finance and Administration, reported the following:
- Staff served as panel speakers during the US Department of Energy’s national “Higher Education Plug-in Electric Vehicle Charging” webinar on March 10th—shared examples of UNCP’s leadership in this area with over 150 attendees from across the US, representing both private and state-supported schools.
 - UNCP jointly hosted the 2016 UNC Financial Systems Conference in Fayetteville. The event was a huge success, with over 300 attendees from across all universities in the UNC system.
 - Copier Management Project—UNCP is in the process of replacing its existing copier fleet which consists of 75 machines.
 - Purchasing will assist Campus Police with Campus Surveillance Camera Replacement—Existing Vendor will be used and assessment will be performed. This project will be handled in phases. Phase 1 will include the housing and residence halls.
 - Smoking Policy has been revised and it is under review by General Counsel. More information will follow.
 - Jones Center Wireless access was upgraded successfully over the Spring break. Students, faculty and staff will now enjoy reliable WiFi connectivity.
 - The Bookstore began offering textbook reservations for the spring semester in January 2016. It has processed 572 reservations.
 - The person previously in the position of travel administrator accepted a position in the Purchasing Department.

- The IT Security Officer resigned and the Office of Finance and Administration is in the process of posting the vacancy.
- The search for the Director of Business Services is ongoing.
- The Summer Flex memo is being drafted (May 9th–August 5th).

FIAC members requested that a meeting be scheduled to talk with Dr. Joe West about the surveys related to the library and DoIT that he has distributed during this academic year via email, presumably under the auspices of the Office of Finance and Administration. Issues of concern include the need to make transparent which office is sending out the survey and for what purpose, whether or not IRB approval/informed consent is required, and the research methodologies utilized. Mr. Spellman, Dr. Billingsley, and Dr. Denny agreed to make arrangements and attend such a meeting with Dr. West.

C. Ms. Wendy Lowery, Vice Chancellor for Advancement, reported the following:

- The Office for Advancement concluded their 24-hour “We Are UNCP” campaign with 365 donors. This was the greatest day of giving in UNCP history.
- An update on the Chancellor’s Installation on April 8 was provided.
- An overview of potential performances for the next GPAC season was shared. GPAC will attempt to have a collective calendar of university art shows, theatre productions, and musicals. The next season brochure will include all of these performances.
- On April 26, UNC Charlotte will host a welcoming reception for Chancellor Cummings. Charlotte area UNCP alumni will be invited.

A FIAC committee member requested that the Office of Advancement review the style guide in order to consider providing more flexible formats for various publishing needs. Ms. Lowery agreed to follow up on that request.

VI. Reports from Subcommittees

A. Dr. Scott Ziegler, Chair, Faculty Development and Welfare Subcommittee, was not present and sent the following to be reported:

- At the last FDWS meeting on March 3, committee members discussed the Hubbard Awards, the criteria, the application and the rubric. Each member will evaluate each project proposal and return their rubric to Dr. Ziegler by April 8. The decision will be announced at the next meeting, which is on April 14.
- On April 14, FDWS will welcome two guests from Fayetteville State University to talk about 3/3 teaching load and their University’s transition to a 4/4 teaching load.

B. Dr. Elizabeth Denny, Chair, Faculty Evaluation and Review Subcommittee, presented proposals (see item for New Business below):

- Proposed Promotion and Tenure Changes: consisting of Agenda Attachment A (Format for Evaluation Reports) and Attachment B (Section II, Chapter 2, Faculty Evaluation Policy).
- Proposed Advisement Section revision: consisting of Agenda Attachment C (Section III, Chapter 1, Academic Advisement).
- Further information about the proposals was provided in the rationale (Agenda Attachment D).

C. Mr. Robert Arndt, Chair, Health, Safety, and Environment Subcommittee:

No report

VII. Old Business

None

VIII. New Business

Committee members discussed the proposal on Promotion and Tenure Policy Revisions brought to FIAC by FERS Chair, Dr. Denny. Discussion centered mainly on issues related to faculty evaluation that were either 1) already addressed in the existing faculty evaluation model or 2) outside the scope of the proposal. The latter issues could be addressed next year if warranted. The proposal was passed. Yeas: 10, Nays: 0, Abstentions: 0.

Committee members discussed the revised agenda item B under New Business for the changes on Section III, Chapter 1, Academic Advisement. The proposal was passed. Yeas: 10, Nays: 0, Abstentions: 0.

IX. Announcements

- Ms. Wendy Lowery mentioned about the service opportunity on April 15.
- Mr. Robert Arndt mentioned the faculty and staff survey that was sent out by the Academic Support Services Subcommittee. Every two years the subcommittee surveys the university community about the following student service areas: Accessibility Resources Center, Academic Support Center, Division of Information Technology (DoIT), Mary Livermore Library, and the Writing Center.
- A team from the National Council for Accreditation of Teacher Education (NCATE) will hold an on-site visit for review of the UNCP Teacher Education Program on April 16-19.

FIAC 2015-2016

- The next FIAC meeting will be held at 213 University Center at 3:30 p.m. on April 19, 2016.

X. Adjournment

The meeting was adjourned at 4:53 p.m.

Respectfully submitted by:

Dr. Xinyan Shi
Senator and Recording Secretary