

Faculty and Institutional Affairs Committee
Meeting Minutes
Thursday, October 22, 2015
University Center 251

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

Members absent: None

Recording Secretary: Dr. Xinyan Shi (Senator), with assistance from Mr. David Young (Senator and Alternate Recording Secretary)

I. Call to Order

The meeting was called to order by Chair Sara Simmons at 3:31pm.

II. Approval of Minutes of Sep. 22, 2015 meeting

Dr. Elizabeth Denny, Chair of FERS, made a correction to the Reports from Subcommittees section to clarify that the task for FERS is to look at the consistency of all types of evaluation instead of the evaluation just within the departments. She also corrected the statement about her examination of post-tenure review policies at other institutions.

III. Approval of Agenda

FIAC Chair Simmons made an adjustment to move the discussion item on the policies and procedures for Faculty Evaluation of Administrators before the reports from subcommittee chairs.

IV. Report from the Chair

FIAC Chair Simmons reported the charge from the Faculty Senate Executive Committee on policies and procedures for Faculty Evaluation of Administrators.

V. Reports from Administrators

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

The North Carolina Legislature announced recently that this bonus money would be awarded to all State employees (EPA and SPA) at a future date. Dr. Billingsley mentioned that the projected delivery time for \$750 bonus money is in December. Dr. Billingsley reported that there are four dean searches going on: Dean of Library Services, Dean of the College of Arts and Sciences, Dean of the School of Business, Dean of the School of Education. The Academic Affairs Division is in charge of these searches.

B. Mr. Carlton Spellman (Vice Chancellor for Finance and Administration)

Mr. Spellman reported that our projected operating budget has been reduced by \$444,720 this year. Also, there is a projected increase in enrollment growth funding of \$185,954. The projected management flexibility reduction is \$413,313. He also reported that the summer Bridge program funding of \$150,000 will be discontinued, and the University is required to transfer \$67,361 to UNC General Administration to support the UNC System SMART Initiative focused on consolidation of services. Mr. Spellman said that only 25% of departmental budgets have been deployed, based on last year's budget, and that departments must justify spending beyond that amount. He said that "strategic discussions" are being held regarding priorities.

Some committee members asked Mr. Spellman about a budget-related survey that recently was sent out to selected individuals over one particular faculty member's name. Most committee members indicated that they were unclear about the purpose and origin of the survey. The members from the Library mentioned that they were allowed to give limited input. Summing up the discussion by committee members, Chair Simmons suggested that if future surveys were to be conducted with similar ramifications, then clear communication should be provided regarding which office was sending out the survey and for what purpose, and relevant stakeholders should be given the opportunity to provide input.

C. Ms. Wendy Lowery (Vice Chancellor for Advancement)

Ms. Lowery reported that the Division of Advancement is conducting two searches. One is for the Assistant Vice Chancellor position, and the other one is for the Executive Director for the University Communications and Marketing position. Ms. Lowery also reported an initiative on a comprehensive capital campaign. Currently, it is at the stage of conducting the feasibility study, which will help identify our strengths and weaknesses. FIAC Chair Simmons asked about the spending priorities for the funds to be raised. Ms. Lowery mentioned the following areas as those that

currently are being considered: the building for the School of Business, increasing the endowment, athletics, GPAC, and the museum in Old Main.

VI. Old Business

The discussion was on policies and procedures for faculty evaluation of administrators. The charge to FIAC by the Faculty Senate Executive Committee is to look at the whole evaluation process and to propose a system and instruments by Jan 31, 2016. FIAC Chair Simmons asked the Committee to start with even-numbered years to see whether the changes need to be made on the offices and staff in each office to be evaluated.

During the discussion, Committee members identified several issues with previous evaluations: (1) the timeframe for sending out the survey; (2) the participation rate, which was approximately 25% last time; (3) the individuals' names were not listed for some of the offices being evaluated, which raises the issue that faculty may not have any clear idea about whom they were evaluating; (4) questions regarding whether the whole office or the individual administrator should be evaluated; (5) the concern about how faculty would evaluate administrators/administrative staff or offices about which they have no knowledge.

The Committee seemed to reach a consensus on the following suggestions to address some of the above-mentioned issues: (1) send out the survey in March or April rather than in May; (2) list all the individuals' names for each office so faculty are clear about whom they are evaluating; (3) since it is difficult to separate the office from the administrator who is in charge of the office, evaluate the whole office with an open-ended comment box so that perceptions related to a particular office can be entered into the text box; (4) for each office being evaluated, ask first whether respondents have knowledge about that office; if the answer is 'No,' the site will automatically take the faculty to the next office being evaluated, but if the answer is 'Yes,' evaluation questions for this office will pop up for faculty to answer.

VII. Reports from Subcommittees

- A. Faculty Development and Welfare Subcommittee. Dr. Scott Ziegler (Chair), reported that the Subcommittee continues working on the processes for appointment, reappointment, and evaluation of department chairs. The Subcommittee will meet in November to discuss these issues further.
- B. Faculty Evaluation and Review Subcommittee. Dr. Elizabeth Denny (Chair), reported that FERS continues working on the post-tenure review policy as well as the promotion and tenure policies.
- C. Health, Safety, and Environment Subcommittee. Mr. Robert Arndt (Chair), reported that the Subcommittee continues working on the revision of the University's smoking

policy. Dr. Polina Chemishanova suggested that the Subcommittee check the speed bumps recently built in front of Lumbee Hall.

VIII. New Business

None.

IX. Announcements

None.

X. Adjournment

The meeting was adjourned at 5:10 p.m.

Respectfully submitted by:

Dr. Xinyan Shi
Senator and Recording Secretary

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