

# **Faculty & Institutional Affairs Committee (FIAC)**

**Tuesday, October 15, 2019 at 3:30pm**

**Chavis University Center 213**

**Meet the 3<sup>rd</sup> Tuesday of Each Month**

## **AGENDA**

### **Committee Members:**

Joe Sciulli (Chair FIAC)  
Rachel Smith (Chair; Faculty Evaluation & Review Subcommittee)  
Ashley Allen (Chair; Faculty Development & Welfare Subcommittee)  
XXXXXX (Chair; Health, Safety and Environment Subcommittee)  
Mark Tollefsen (Senator)  
Victor Bahhouth (Senator)  
Bill Brandon (Senator; Secretary)  
Nathan Phillippi (Senator)  
Gretchen Robinson (Senator)  
Melissa Schaub (Senator)  
Scott Billingsley (AVC for Academic Affairs)  
Jodi Phelps (Interim VC for Advancement)  
Virginia Teachy (VC for Finance & Administration)

### **Order of Business**

- I. Call to Order
- II. Approval of Minutes from April 16, 2019 (Appendix B)
- III. Approval of Minutes from September 17, 2019 (Appendix A)
- IV. Approval of Agenda
- V. Report from the Chair
- VI. Reports from Administrators
  - a. Vice Chancellor for Finance & Administration
  - b. Vice Chancellor for Advancement
  - c. Associate Vice Chancellor for Academic Affairs
- VII. Reports from Subcommittees
  - a. Faculty Development & Welfare
  - b. Faculty Evaluation & Review
  - c. Health, Safety & Environment
- VIII. New Business
- IX. For the Good of the Order
- X. Announcements
- XI. Adjournment

The next meeting will be held at 3:30 pm, November 19, 2019 UC 213.

## Appendix A

### Faculty and Institutional Affairs Committee

Meeting Minutes

Tuesday, September 17, 2019

UC 213

*Members present:* Dr. Joe Sciulli (Senator and Chair), Dr. Mark Tollefsen (Senator), Dr. Melissa Schaub (Senator), Dr. Victor Bahhouth (Senator), Dr. William Brandon (Senator), Mr. Nathan Phillippi (Senator), Dr. Ashley Allen (Chair of Faculty Development and Welfare Subcommittee), Dr. Rachel Smith (Chair of Faculty Evaluation Review Subcommittee), Dr. Scott Billingsley (Associate Vice Chancellor for Academic Affairs), Ms. Virginia Teachey (Vice Chancellor for Finance & Administration), Ms. Brittany Sandefur (reporting for Mr. Bryan Robinson, Vice Chancellor for Advancement),

*Members absent:* Dr. Gretchen Robinson (Senator)

*Vacancy:* Chair of the Health, Safety, and Environment Subcommittee

*Recording Secretary:* Dr. William Brandon (Senator)

#### I. Call to Order

The meeting was called to order by Chair Joe Sciulli at 3:36 p.m.

#### II. Approval of Minutes of November 22, 2016 meeting

The minutes of the April 23, 2019 and the August 19, 2019 meeting of the Faculty and Institutional Affairs Committee were approved.

#### III. Approval of Agenda

Approved without additions or corrections.

#### IV. Report from the Chair

Chair Sciulli reported the following:

- Claudia Nicolson stepped down as Chair, Health, Safety, and Environmental Subcommittee and that position needs to be replaced. At which point, Scott Billingsley relayed that he is working on more explicitly defining the role of the Health, Safety,

and Environmental Subcommittee, since there are two similar committees addressing Health, Safety and Environment.

- The document explaining the role of FIAC was distributed to all FIAC members. The Attendance policy was stressed.

## V. Reports from Administrators

A. Ms. Virginia Teachey (Vice Chancellor for Finance and Administration) reported the following

- The North Carolina State budget has not yet been approved, and therefore...
- No news regarding the Annual Raise Process
- Search committees are on the horizon for Chief Information Officer (DoIT) and an Associate Vice Chancellor positions
- *Ribbon-cutting ceremony was on Aug. 29, marking the expansion of University Courtyard Apartments (48 new units)*
- West Hall renovation (Teaching and Learning Center will be located there) is scheduled for completion in July 2020 – delay is predicted
- School of Business construction project is on target
- Prospect Road construction project is on schedule for October completion
- Water diversion seems to be working well, but probably cannot withstand the torrential rainfall that follows a storm such as Hurricane Matthew
- Dr. Ashley Allen enquired about the current parking situation: 141 additional parking spaces have been requested, Lot 18 still has 80 – the University is trying to acquire property across the street for more spaces. Also, the Board of Trustees recently gained permission to deal with parking space expansion via leases with local Pembroke landowners.
- There was a net gain of ~280 FTE this fall.

B. Ms. Brittany Sandefur (substituting for Bryan Robinson – Vice Chancellor for Advancement)

- Three million dollars was raised (last fiscal year → July 1 – June 30), which is down approximately one-half million dollars from the previous year.

- Six new full-time personnel have been added to the Advancement Office.
- Advancement has been restructured (e.g. more compartmentalized and reorganized in a more “departmental” specific manner).
- Working toward a new database (i.e. a customer-related management system)
- A Foundation Board has been created in order to accept gifts on behalf of the University and steward the resources in an appropriate fashion.

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

- Record enrollment – 7698
  - Transfers – up 4.5%
  - Graduate students – up 20.6%
  - Retention – 71.7%
- Selected budget priorities (not an exhaustive list)
  - Dial 225
  - Classroom and technology upgrades
  - Library funding
  - New faculty lines
- Searches this year
  - Director of Online Learning – Ki Chae (chair)
  - Dean of SOE
  - Dean of Honors College
- Minority faculty recruitment
  - Developing ad hoc committee
- SACSCOC
  - The Compliance Certification Report, the major document required to secure the University’s reaccreditation with SACSCOC, was submitted at the end of August 2019. It is being reviewed by an off-site committee of nine people from institutions similar to ours. The results of that review will be available to us in mid to late November. The on-site review team comes to campus March 17-18 2020

## VI. Reports from Subcommittee Chairs

### A. Dr. Ashley Allen (Faculty Development and Welfare Subcommittee)

- Future and current parking issues
  - Shuttle – status?
  - Construct a Freshman Parking Lot (far away)
  - Send a notice for students to allow time for parking and getting to class on time. Joe Sciulli suggested to ask the Advising Center to take care of that issue.
- Class size issues
  - No policy – do we need a policy for course caps? Essentially, should FDW attempt to develop a policy for course caps and adhere to the 18/1 student/faculty ratio?
  - Should the policy on course caps be centralized? Uniform policy?
  - Mellissa Schaub conveyed that this has been discussed in Strategic Planning Committee
- Course loads and overloads (much work has been done)
  - No more extreme overloads (3 overloads should NOT be allowed- unless extenuating circumstances exist)
  - We should only be doing a 3, 3 according to UNCP peer institutions (who determines peer institutions – HR?)
- Senior Lecturers (multi-year contracts) – Unforeseen issues, Advantages vs. Disadvantages
- Joe Sciulli asked about the status of “Wintermester”. Scott Billingsley relayed that it is being discussed

### B. Dr. Rachel Smith (Chair of Faculty Evaluation and Review Subcommittee)

- Dr. Ward, at the request of the Chair, attended and spoke about two potential revisions to P&T process and evaluation/contract model.
  1. The need for more clarity about whether or not new faculty are making adequate/significant progress towards promotion & tenure – possibly revise the Deans’ report forms to include a direct statement about whether faculty are making significant progress or need to improve/produce more in teaching, scholarship and service.

2. Consider changes to time of initial review (perhaps currently completed too soon) and alter the contract length.
  - Suggested possibility of first review in Spring of 2<sup>nd</sup> year, and make this the only review until P&T; consider 3 and 4 year contracts
  - Chair asked each subcommittee members to review the faculty evaluation model and timing of initial evaluation for one UNC peer and one IR peer and report at next meeting
- Since the first meeting the Provost provided the following data: Since 2015-2016, 0 faculty members were not renewed after their initial probationary evaluation and only seven were not renewed prior to application for promotion and tenure, one of whom was due to program discontinuation.
- FERS will tackle revisions to faculty evaluation portions of the Faculty Handbook to fix current typos and also with regards to switch to digital portfolios, and the timeline for spring evaluations vs. chair evaluations. Other issues which have been brought to the Chair's attention since the first meeting:
  - Organization of the Post-tenure review section of Handbook
  - Evaluation of Assistant/Associate Deans (not addressed)

#### VIII. Old Business

- None
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#### IX. New Business

- Melissa Schaub implored Senate and Committee members to attend the Strategic Planning Committee and complete the survey.

#### X. Adjournment

- There being no further business, the meeting was adjourned at 5:00 p.m.

Respectfully submitted by: William Brandon (Senator and Recording Secretary)

## Appendix B

**Faculty & Institutional Affairs Committee (FIAC)**  
**Tuesday, April 16, 2019 at 3:30pm**  
**Chavis University Center 233**

### Meeting Notes

#### **Committee Members:**

Heather Kimberly Dial Sellers (Senator)  
Wendy Miller (Senator)  
Nathan Phillippi (Senator)  
Melissa Schaub (Senator)  
Robin Snead (Senator)  
Sally Vallabha (Senator)  
Larry Arnold (Chair; Faculty Evaluation & Review Subcommittee)  
Autumn Lauzon (Chair; Faculty Development & Welfare Subcommittee)  
Walter Lewallen (Chair; Health, Safety and Environment Subcommittee)  
Scott Billingsley (AVC for Academic Affairs)  
Bryan Robinson (VC for Advancement)  
Stewart Thomas (VC for Finance & Administration)  
Ottis Murray (Chair; Faculty & Institutional Affairs Committee)

#### Order of Business

- XII. Call to Order: 3:34
- XIII. Approval of Minutes from March 19, 2019: approved
- XIV. Approval of Agenda: approved Under new business A: for Resolution
- XV. Report from the Chair

Access and Security, chancellor suggested swipe card but it is expensive. Scott says that exterior doors can make it more cost effective and could be done a few at a time. Stewart says that zones are going to be created where the exterior doors are locked, and then another set inside could also be locked and son on as the interior of the building is approached.

Ottis met with Mark Vesely of facilities and Travis and said that there was a question by the BOG to run a "study". The health building was looked at as a sample and made an estimate on doors that would need to be locked on campus. So there was no real study into safety for locking doors.

New business was moved unanimous approval.

- XVI. New Business  
See below for the resolution

Resolution is up for discussion and approval concerning the doors being locked. There is no concrete information on total cost or results of the threat assessment for how many doors on campus are not secure. The most vulnerable (Lowery) are being looked at first to work on securing doors.

Studies that look at shooting incidents (Ottis) will take place in classrooms and in classrooms without locks.

Question was brought forward by Scott that there should be more research into this matter to justify the cost and suggested that faculty should do a study into this particularly if it pertains to their research.

Argument is that it should be looked at regardless, because if an incident occurs, then it is too late.

Robert McDonald does research into this area.

Chapel hill and Charlotte are preparing plans to implement doors locking on the inside.

What are we going to do if this happens while this question is being debated.

Maybe Grants research can find outside money to look into a study.

Resolution (Motion to adopt) was approved

Voted unanimously to be sent to Senate.

## XVII. Reports from Administrators

### a. Vice Chancellor for Finance & Administration

As far as next year student census 8,044 target will be reached.

Preparations for the fall: (summer projects)

- Noise vibration in Weinstein and interior update
- Old health services, military services will be updated
- Courtyard apartments are being 192 beds will be add
- Oxendine snorkels will be updated in the labs.
- Cyber security lab will be added (1<sup>st</sup> floor)
- Upgrades to Lumbee hall
- Dial furniture and technology will be updated except room 225 because of the size but will be updated later.
- Project of reconditioning the intermural field will have synthetic turf followed by the old intermural field.
- Construction will begin for the new Business building
- West hall will begin refurbishing in May.

### b. Vice Chancellor for Advancement

- Hired several new employees that will be focusing on specific fund raising programs
- Changes in advancement services, Splitting Amanda Spades position into two new positions that will work more efficiently
- Advancement is still working within budget
- Still working on a fundraising theme and will be ready by next year



- New software for scholarships is still becoming effective for distribution and everyone is still learning and other applications for the current software will be updated in time
- Cashbash starts 6:30 Friday the 26<sup>th</sup>
- 50<sup>th</sup> class reunion will take place during graduation and they will be entering with the graduates of this year.



Admissions  
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- c. Associate Vice Chancellor for Academic Affairs
  - Commencement 123 graduates this Spring Undergraduates May 4<sup>th</sup> 594 students graduating
  - In May 2018 it was 525 Undergraduate and 121 Graduate
  - Enrollment-see attached
  - Parking Study- see attached

Motion for 15 minute extension: Approved

#### XVIII. Reports from Subcommittees

- a. Faculty Development & Welfare
  - More communication about the parking survey (done). Encourage a walking culture for students to reduce stress on parking.
  - Bravekickoff planning to make it more relevant to all of those that have to attend maybe supply a list to faculty and staff to make choices for what can be covered.
- b. Faculty Evaluation & Review
  - i. Concern over schedule for student evaluation and instruction
  - ii. There is a discrepancy in handbook about when faculty receives evaluation and when the chairs have to have their evaluations presented to the Deans.
- c. Health, Safety & Environment
  - Discussed emergency 911 question with Travis consider 1) ambulance drivers are from outside the county 2) there is a que system for ambulance availability
  - List of building address have been given to the county dispatch. Not sure if this will expedite response time.
  - Travis says we have to develop a culture of security awareness and discuss plans with the students.

XIX. Resolution on Improving UNCP Classroom Safety and Security

XX. For the Good of the Order

XXI. Announcements

XXII. Adjournment 5:13 PM

The next meeting will be held at 3:30 pm, September 17, 2019.