

## Faculty and Institutional Affairs Committee

### Meeting Minutes

Tuesday, October 15, 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), Dr. Gretchen Robinson (Senator), Ms. Brittany Sandefur (reporting for Mr. Bryan Robinson, Vice Chancellor for Advancement)

*Members absent:* Ms. Virginia Teachey (Vice Chancellor for Finance & Administration)

*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 3:30 p.m.

#### II. Approval of Minutes of previous meeting

The minutes of the Tuesday, August 20, 2019 and Tuesday, September 17, 2019 meeting of the Faculty and Institutional Affairs Committee were approved.

#### III. Approval of Agenda

The agenda of the Tuesday, October 15, 2019 meeting of the Faculty and Institutional Affairs Committee was approved without additions or corrections.

#### IV. Report from the chair (Joe Sciulli)

Report on behalf of the Health, Safety, and Environment Subcommittee (Joe Sciulli)

- Difficulties persist in attempting to find a chair for the Health, Safety, and Environmental Subcommittee. The ongoing search for a new chair has yet to produce a replacement for the previous chair. Joe served as interim chair for the month of September.
- Safety on campus:
  - Still considering standards on classroom doors
  - [LiveSafe](#) app has been suggested

- Essentially – is there any way to truly protect ourselves from an attack?
- Find out just how safe do our community members really feel, perhaps via an online poll?
- Nathan Phillippi asked – what about a desktop app, one that functions as a panic button?
- Concern about the “mulch fire”
- Concerns from the Department of Nursing
  - Services that can be made directly to students: a) Ambulance and b) 911
  - Any student participating in field work must have liability insurance
- Dean Search (School of Education)
  - A higher education search firm will be contracted to locate qualified candidates

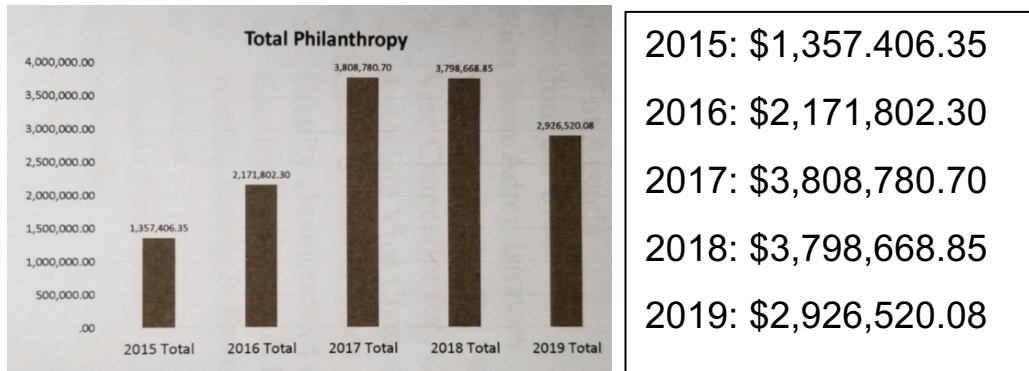
## V. Reports from Administrators

- A. Ms. Virginia Teachey (Vice Chancellor for Finance and Administration) absent – no report
- B. Dr. Scott Billingsley (Associate Vice Chancellor for Academic Affairs)
1. Southern Association of Colleges and Schools ([SACS](#))
    - a) Report submitted to off-site review committee
    - b) On-site review will occur in March
  2. Quality Enhancement Program ([QEP](#))
    - a) Focus on capstone experiences/courses
    - b) Narrowly focused
    - c) Liz Normandy will send email invitations to open forum in November
  3. [Gardner Institute](#): [Betsy Barefoot](#) visit
    - a) First of 3-4 visits
    - b) Identify 3-4 themes to address
  4. Office of Online Learning ([OOL](#)) Director search
  5. Hickory Hall North (reallocation)
    - a) [Academic and Military Outreach](#)
    - b) [The Graduate School](#)

Melissa Schaub asked about the [pepper spray incident](#). Investigation is ongoing. The officer has been placed on administrative leave.

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

1. Revenue raised by Advancement:



2. Recent Highlights

- \$556,973 raised in FY20 to date
- Significant recent gifts include:
  - \$60,000 wrestling scholarships
  - \$100,000 baseball/softball complex
  - \$125,000 Business & Education scholarships
  - \$25,000 Bladen/Robeson student scholarships
  - \$20,000 Museum for lumBEES: Women of the Darkwater
- September direct mail appeal to 8,000 alumni and donors has raised over \$7,000.00
  - Ms. Sandefur stressed the importance of developing a comprehensive, robust and accurate alumni database (also see below: “October email campaign”)\*

3. Upcoming Projects

- October email collection campaign\*
- November 1: College of Health & Sciences event in Pinehurst
- End of year stewardship and solicitation campaigns
- Key database conversion dates: 10/17, 10/24, 11/6
- Scholarship Recognition Dinner: Thursday 11/21
- Alumni Drop-In, Saturday 12/14

VI. Reports from Subcommittee Chairs

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

1. Proposed change to the faculty handbook regarding multiyear appointments for lecturers/senior lecturers.

2. Is there a common understanding or policy that chairs are required to consult with faculty when making the course schedule?

For example, some faculty are not asked about courses at all and don't find out what they are teaching until the schedule is posted. Some faculty are assigned to teach a class in a format that they have never taught before without being asked or notified before the schedule is made and posted.

3. In an attempt to address the overload policy, FDW found that the faculty handbook needs to be updated first before overload limit can be adequately addressed. Currently, the handbook distinguishes between overloads funded by the general fund and those funded through Distance Education ("Distance Education" is no longer designated as such).

4. Other issues being investigating:

- a) What is the full time equivalency (FTE) average at UNCP and how much deviation is there between those faculty members assigned the most vs. the least? This stems from a concern that FTE load is disproportionate as some faculty are teaching classes with 2-3 students.
- b) Request from FDW for Provost Ward to attend and share his vision for the academic enterprise. This concern stems from confusion regarding what the long-term vision is in terms of course load/class size/ teaching load/lecturer support. In addition, the committee would like for him to weigh in on the constant discrepancies between policy and practice.

There was a prolonged discussion concerning contracts, incentives, titles, salaries.

Bill Brandon requested that FDW explore the registrar's role in assigning classrooms. Joe Sciulli commented that this poses a potentially a problematic issue ("can of worms") that should certainly be addressed.

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

1. At the October FERS meeting Aaron Vandermeer demonstrated the Interfolio electronic evaluation software system and the subcommittee discussed the language changes which will be necessary in the Faculty Handbook.
2. Subcommittee members reported on contract length and initial review timing of peer institutions:
  - a. FSU: 2/2/3 with first review in 2<sup>nd</sup> semester like UNCP

- b. UNCA, UNCW, AppState, Francis Marion, WCU and UNCG all have 4/3 contracts with initial review in the 6<sup>th</sup> semester.
3. At the November FERS meeting, the subcommittee will consider 3:4 and 4:3 contract options with initial probationary review in the 4<sup>th</sup> or 6<sup>th</sup> semester respectively. One concern that was brought up concerning the pushing back of the initial review was some concern that new faculty would receive adequate feedback regarding their progress and mentoring from their department.

Joe Sciulli asked about faculty development. Perhaps a general acclimation process should be established? Rachel Smith suggested that a faculty mentorship program would address such issues.

Melissa Schaub pointed out that Department Chairs are responsible for and establishing collegial relations, as described in the [Faculty Handbook](#).

#### VIII. Old Business

- None

#### IX. New Business

- None

#### X. Adjournment

- There being no further business, the meeting was adjourned at 4:56 p.m.

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