

Faculty and Institutional Affairs Committee

Meeting Minutes

Tuesday, November 19, 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. Gretchen Robinson (Senator), Dr. Ashley Allen (Chair of Faculty Development and Welfare Subcommittee), Dr. Rachel Smith (Chair of Faculty Evaluation Review Subcommittee), Mr. Robert Arndt (Chair of Health, Safety and Environment Subcommittee), Dr. Scott Billingsley (Associate Vice Chancellor for Academic Affairs), Ms. Virginia Teachey (Vice Chancellor for Finance & Administration), Ms. Jodi Philips (Interim Vice Chancellor for Advancement)

Recording Secretary: Dr. William Brandon (Senator)

I. Call to Order

The meeting was called to order by Chair Sciulli at 3:31 p.m.

II. Approval of Minutes of previous meeting

The minutes of the Tuesday, October 15, 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, November 19, 2019 meeting of the Faculty and Institutional Affairs Committee was approved without additions or corrections.

IV. Report from the FIAC Chair (Joe)

- New Business involving potential conflict between tenure portfolio (and evaluations) for faculty also serving in administrative roles: Examples include -
 - adverse effects on tenure portfolios due to administrative roles, and conversely,
 - the possibility of inflated reviews for “political reasons.”
- Suggested remedy: Clarify the chain of command for faculty that hold temporary administrative responsibilities, which initiated a brief discussion concerning the standard operating procedure for the evaluation of those in “dual roles” (i.e. faculty line/administrator). As an example consider an Associate Dean undergoing promotion and tenure evaluation could present an “awkward” situation. A synopsis of the discussion is that the process of dual role evaluation needs clarification.

V. Report from the Health, Safety, and Environment Subcommittee (Robert Arndt)

After an extended chair vacancy, Mr. Arndt kindly agreed to Chair the committee

- Safety on campus:
 - Still considering standards on classroom doors
 - Researching [LiveSafe](#) app for potential implementation

VI. Reports from Administrators

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

I) Budget

1. We don't have a budget yet due to the Governor's veto and the present NC State Senate impasse ([SEANC report](#))
2. Presently articulating how the budget impasse has adversely affected our welfare
3. Requests for new positions (e.g. faculty lines) are on hold.
4. Proposal for a new College of Science building
5. According to AVC Billingsley, we are on a continuing resolution from last year, which was 880K short of what it should have been and there is no money for anything extra (e.g. see line 3).
6. VC Teachey pointed out all the NC promise institution budgets were short. Nevertheless, NC promise is continuing funding. It would require legislative action to cease.
7. There is no concern about contracts regarding lecturer positions being terminated.

II) Infrastructure Process

1. Chrome River has been a major disappointment (routing issues). Apparently, they are considering abandoning the program altogether.

B. Ms. Jodi Philips (Interim Vice Chancellor for Advancement)

- Total philanthropy (including all gifts, pledges and planned gifts) is up 44% over prior year-to-date as of November 5, 2019
- Focus of Advancement moving forward this year:
 - Alumni engagement plan and communications – to make alumni engagement more of a campus culture by inviting alumni to interact with faculty and staff they connected with during their time on campus
 - Working to re-engage alumni and get updated contact information through targeted appeal
 - Deploying a comprehensive annual fund plan that includes multiple *appeal* letters as well as *stewardship pieces*, some upcoming include:
 - Giving Tuesday Appeal
 - End-of-Year Appeal

- Thanksgiving Thank-You Stewardship Piece
- New Year Stewardship Piece
- We Are UNCP Campaign will shift to a 72-hour campaign March 2020 and each day will focus on one of the following categories:
 - Academics (Day 1)
 - Athletics (Day 2)
 - Campus & Community Life (Day 3)
- Several events coming
 - Scholarship Recognition Dinner Nov 21
 - Lighting of Old Main Dec 3
 - Chancellor's Holiday Drop-In Dec 14

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

1. Commencement
 - December 6 & 7 - Please attend!
 - Speaker: Jim Jones
 - Speakers are strategically chosen to promote UNCP
 - Currently, the BOG winner will be delivering one speech
2. Searches
 - Online Learning – wrapping up soon
 - Honors College – committee formed and charge delivered
 - School of Education – working with search firm
 - VC for Advancement – working with search firm
3. Budget
 - Current budget gives us adequate funding
 - Continuing resolution from last year
 - Shorted almost \$800K last year
 - No cushion for “extra”

VII. Reports from Subcommittee Chairs

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

1. Upon reviewing the Collaborative on Academic Careers in Higher Education (COACHE) Survey results, Non-Tenure Track faculty are clear on the contract process, but are unclear on the promotion process.
 - i. FDW will continue to work toward a multiyear contract with the understanding the clarity does not necessarily mean satisfaction.
 - ii. However, it seems that the lack of clarity regarding the possibility of promotion is more frustrating and might be a more pressing concern.

2. FDW is still considering additional language under Chair responsibilities outlining consideration and communication with faculty when planning the course schedule.
 - i. There was an issue with Coache survey. It was not known if responder was a lecturer, tenure track, adjunct, etc... Senator Bahhouth commented that the information in question can be obtained via HR.
3. Provost Ward will be attending FDW February meeting to share his vision for UNCP regarding faculty load/class size/lecturer support/promotion. He will be asked to weigh in on reoccurring discrepancies between policy and practice.

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

1. Motion passed by FERS moves back initial probationary evaluation to 2nd year and changed the contracts from 2/2/3 to 3,4. This is address the concern (by Provost) that initial review in 2nd semester is too early.

Concerns include:

- i. is there enough opportunity for mentoring and feedback in the 1st year
- ii. if there is no other major evaluation between 2nd year and 6th year, is that too long?

FIAC suggested that the motion be withdrawn and a forum held to get feedback from faculty and chairs prior to advancing any change in this policy.

There was significant discussion regarding the details of not only the evaluation timeline, but also of the timeline for developing modifications of the evaluation process. There are issues involving scoring format (1,2,3,4) – this format should be scrutinized as some interpret it incorrectly. It was suggested to acquire more concrete feedback from more faculty (faculty forum).

2. Course evaluations:
 - i. discussed approach to adding language describing the process for conducting online course evaluations for online course
 - ii. stressed the need for normalizing the process and the reports generated between in class and online
 - iii. need to contact Online Education to understand the process for generating the email asking students to conduct the evaluation
 - iv. Nursing does all evaluations online as a Qualtric survey administered by the Administrative Assistant.

VC Billingsley pointed out that the difference in In-class vs. online evals is mostly due to the how the answers are broken down by items

It was also pointed out that Online and Graduate courses do evals every semester as opposed to the staggered format for in-class evals,

3. FERS made significant progress on revising the language in Section II to address two typos and the incorporation of Interfolio. These changes will be presented as a package to FIAC in February.
4. Next up is creating and adding language to the Chair's report section of the Handbook which requires a clear statement indicating whether or not the evaluated faculty members is making significant progress in areas of teaching, service and scholarship or not.

VIII. Old Business

- None

IX. New Business

- None

X. Adjournment

- There being no further business, the meeting was adjourned at 4:53 p.m.

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