

**The University of North Carolina at Pembroke  
Faculty Senate Agenda**

Wednesday, April 1, 2020 at 3:30 p.m.

<https://uncp.webex.com/meet/abigail.mann>

+1-415-655-0001 US Toll  
+1-415-655-0001 US Toll  
Access code: 736 175 029

Abigail Man, Chair  
Joseph Van Hassel, Secretary

Members of the Senate:

To 2020	To 2021	To 2022
<b>ART</b> Joseph Van Hassel	<b>ART</b> Mark Tollefsen	<b>ART</b> Laura Hess
<b>CHS</b> Jeffrey Warren	<b>CHS</b> Shenika Jones	<b>CHS</b> Tamara Savage
<b>EDN</b> Joe Sciulli	<b>EDN</b> David Oxendine	<b>EDN</b> Gretchen Robinson
<b>LET</b> Abigail Mann	<b>LET</b> Wendy Miller	<b>LET</b> Robin Snead
<b>NSM</b> Nathan Phillippi	<b>NSM</b> Benjamin Killian	<b>NSM</b> Bill Brandon
<b>SBS</b> Michael Spivey	<b>SBS</b> Jack Spillan	<b>SBS</b> Victor Bahhouth
<b>At-Large</b> Melissa Schaub	<b>At-Large</b> Cherry Beasley	
<b>At-Large</b> Ottis Murray	<b>At-Large</b> Susan Edkins	
<b>At-Large</b> Joe West	<b>At-Large</b> David Young	
<b>Chancellor</b> Robin G. Cummings <b>Provost and Vice Chancellor for Academic Affairs</b> David Ward		

**Order of Business**

- I. Roll Call**
- II. Approval of Minutes and 3/20 Special Meeting Minutes:** (Appendices A and B)
- III. Adoption of Agenda**
- IV. Reports from Administration**
  - a. Chancellor—Robin G. Cummings
  - b. Provost and Vice Chancellor for Academic Affairs—David Ward
- V. Reports of Committees**
  1. Operations Committees
    - a. Executive Committee—Abigail Mann

- a. Thank You
- b. A word on voting
- c. Action Item. Recommendation: In light of the extraordinary circumstances of Spring 2020, the faculty senate recommends that Student Evaluation of Instruction (SEIs) be collected in all classes, so that valuable data can be gathered, but that SEIs should only be used in evaluating faculty at the request of the faculty member.
- d. Action Item: Recommendation: In light of the extraordinary circumstances of Spring 2020, the faculty senate urges that faculty evaluations contextualize the tremendous service requirements of the transition to remote teaching, and apply flexibility and understanding to the way such changes altered outcomes. Recognizing that some disruptions may be longer term, the faculty senate recommends that, as future events dictate, the possibility be investigated that pre-tenure faculty affected by this semester be offered the option to take an additional year before applying for tenure, with the appropriate contract adjustment
- e. Informational ICC: Will be addressed at next Academic Affairs; Website with Proposal, Requested Background, SGA statement, and space for open comments (Appendix C)

- b. Committee on Committees & Elections—David Oxendine
  - a. Action Item: Approve Student Conciliator Nominees (Appendix D)
  - b. Informational: Appointments (Appendix D)
- c. Committee on Faculty Governance—Cherry Beasley
- d. Committee on the Oversight of the Faculty Handbook—Tom Dooling

## 2. Standing Committees

- 1. Academic Affairs Committee—Robin Snead
  - 1. Action Items: Curriculum  
<https://uncp.curriculog.com/agenda:129/form>
  - 2. Informational: curriculum (Appendix E)
- 2. Faculty & Institutional Affairs Committee— Joe Sciulli
  - 1. Action Items: Proposal to amend Faculty Handbook Procedures for Contract Renewal Evaluations and Advisory Evaluations of Untenured Tenure (Appendix F)
  - 2. Informational: The cabinet and deans have requested, in light of the current situation, that the proposed revised pre-tenure evaluation structure, currently in FIAC, if passed, be delayed for one year, to the 2021-2022 academic year
- 3. Student Affairs & Campus Life Committee—David Young
- 4. Academic Information Technology Committee—Joe West
  - 1. Informational: Faculty Senate Webex Teams Space

## 3. Faculty Assembly (Appendix G)

4. Teacher Education Committee
5. Graduate Council (Appendix H)
6. Other Committees

- VI. Unfinished Business**
- VII. New Business**
- VIII. For the Good of the Order**
- IX. Announcements**
- X. Adjournment**

**The University of North Carolina at Pembroke  
Faculty Senate Minutes**

Wednesday, March 4, 2020 at 3:30 p.m.

EDUC 222

Abigail Man, Chair

Joseph Van Hassel, Secretary

Members of the Senate:

To 2020	To 2021	To 2022
<b>ART</b> Joseph Van Hassel	<b>ART</b> Mark Tollefsen	<b>ART</b> Laura Hess
<b>CHS</b> Jeffrey Warren	<b>CHS</b> Shenika Jones	<b>CHS</b> TBA
<b>EDN</b> Joe Sciulli	<b>EDN</b> David Oxendine	<b>EDN</b> Gretchen Robinson
<b>LET</b> Abigail Mann	<b>LET</b> Wendy Miller	<b>LET</b> Robin Snead
<b>NSM</b> Nathan Phillippi	<b>NSM</b> Benjamin Killian	<b>NSM</b> Bill Brandon
<b>SBS</b> Michael Spivey	<b>SBS</b> Jack Spillan	<b>SBS</b> Victor Bahhouth
<b>At-Large</b> Melissa Schaub	<b>At-Large</b> Cherry Beasley	
<b>At-Large</b> Ottis Murray	<b>At-Large</b> Susan Edkins	
<b>At-Large</b> Joe West	<b>At-Large</b> David Young	
<b>Chancellor Robin G. Cummings</b> <b>Provost and Vice Chancellor for Academic Affairs David Ward</b>		

**Members Present:** Victor Bahhouth, Cherry Beasley, William Brandon, Susan Edkins, Laura Hess, Benjamin Killian, Abigail Mann, Wendy Miller, David Oxendine, Nathan Phillippi, Melissa Schaub, Joe Sciulli, Robin Snead, Jack Spillan, Michael Spivey, Mark Tollefsen, Jeffrey Warren, David Ward, Joe West, David Young

**Members Absent:** Robin Cummings, Shenika Jones, Ottis Murray, Gretchen Robinson, Joseph Van Hassel

**Guests:** Irene Aiken (Graduate School), Christine Bell (Business), Scott Billingsley (Academic Affairs), Thomas Crowe-Allbritton (SGA), Thomas Dooling (Chemistry and Physics), Jeff Frederick (CAS), Richard Gay (CAS), Rita Hagevick (Biology), Beth Holder (University College), Renee Lamphere (Sociology and Criminal Justice), Jamie Mize (AIS), (Zoe Locklear (Education), Dennis Swanson (Library), Virginia Teachey (Finance and Administration), Jennifer Wells (Nursing)

**Order of Business**

- I. Roll Call. Called to order: 3:31**
- II. Approval of Minutes:** (Appendix A): **Approved unanimously**

### III. Adoption of Agenda **Approved unanimously**

### IV. Reports from Administration

a. Chancellor—Robin G. Cummings **Absent**

b. Provost and Vice Chancellor for Academic Affairs—David Ward

- i. **Corona Virus.** UNC System office is preparing a formal plan. Scott Billingsly will discuss more, but there are no plans to end face-to-face classes. Faculty is asked to prepare personal plan and send to their Chair.
- ii.
- iii. **Scott:** Systems office wants to ensure that all campuses have plans in place to ensure that classes continue without interruption in the case of a Pandemic.
- iv.
- v. **Provost:** Specific clarity related to university sanctioned international travel. Fees for travel related to cancelled conferences. Faculty may want to wait until the last minute to register.
- vi.
- vii. **Cherry:** Are there options to put classes online for students who do not have computers and online access?
- viii. **Abby:** What do we do for students who do not have computers or Internet?
- ix. **Provost:** Faculty can give these students an incomplete if necessary. Faculty should have as much flexibility as possible.
- x. **Joe Sciulli:** Faculty travelling on a grant and are stuck in a country. Will UNCP pay for this?
- xi. **Provost:** No. More clarity forthcoming.

**Abby:** Can we clarify what constitutes “University-Sanctioned” travel?

**Provost:** Funded and approved by the university, requires Provost’s signature

### V. Reports of Committees

#### 1. Operations Committees

a. Executive Committee—Abigail Mann

- a. Informational: AIS (now ICC) proposal: **Figuring out the logistics associated with the ICC (Indigenous Cultures and Communities) proposal.**

**Jamie Mize report:** Concerns: Resources and student choices. 80 hours must be completed. One ICC class is 40 hours. Community service is 1 hour:1 hour credit. Programming is 1 hour: 2 hours credit. This requirement does not impact any existing students, and is pro-rated regarding transfer credit.

- b. Informational: Withdrawal Forms/ Larger Questions: **Plan is to move to an online workflow. 48 hours (business days) notice to a faculty member in order to contact student or registrar.**

If faculty want to continue discussing, we don't have to move forward at this moment. We will get pushback from administration, however.

Working towards online by next Fall. Still wouldn't be necessary for a faculty signature, unless Faculty Handbook is changed.

- c. Informational: Curriculog update: Fill out an online form that looks like the paper form for curriculum changes.
  - d. Informational: Parking: Parking forum with Travis Bryant and Chief Cummings? If so, let Abby know. If there are any health related issues associated with parking, let Chief Cummings know, he can issue a temporary permit. Cherry: faculty parking should be reserved for faculty after 5pm. All parking slots should not be open after 5pm. Wendy: We need a parking forum!
  - e. Informational: Library Search: Irene: Trying to nail down the search firm. Meet March 16<sup>th</sup> to get their charge. Laura Hess and Joe Sciulli are on this committee.
  - f. Faculty Senate 3 Things: **Did not discuss**
    - a. Continuing to work closely with faculty and administration to ensure curriculum changes get processed and considered
    - b. Working closely with administration as we face budget impasse: focusing on moving as much funding as possible to Academic Affairs, making sure faculty voices are heard in prioritizing funding, and making sure adverse changes made for the current situation are temporary
    - c. Continuing to prioritize transparency in governance, both faculty and administrative, with the goal of keeping faculty involved so we can benefit from faculty knowledge and experience
- b. Curriculum Changes:**
- a. **Appendix E**
    - a. **Vote: 18/0/0 Agricultural Curriculum**
  - b. **Appendix E**
    - a. **Vote: 18/0/0 MBA**
- b. Committee on Committees & Elections—David Oxendine**
- a. Approval of Committee/Subcommittee nominations and information on appointments (Appendix B) **Vote: 18/0/0**
- c. Committee on Faculty Governance—Cherry Beasley**
- i. **INFORMATIONAL:**

Message from governance Chair Scott Hicks: “We would be grateful if you (1) shared this draft with the Executive Committee and Senate, (2) encouraged members to provide feedback to me in writing prior to March 17, and (3) invited all members of the Executive Committee and Senate to join the committee at its March 24 meeting (in person or via WebEx) for discussion in person.

Proposed Changes to Faculty Governance: Senator terms are extended to 4 years; Chair and Secretary Terms to 2 years; Chair becomes Faculty Assembly Delegate; Creation of Chair-elect and Secretary-Elect; change in senator attendance policy (Appendix C)

Request is to provide feedback to Scott and/or attend the meeting on March 24

- d. Committee on the Oversight of the Faculty Handbook—Tom Dooling
  - a. Proposal to accept changes to Faculty Handbook for, as per charge, “consistency, accuracy and currency.” (Appendix D): **Vote: 18/0/0**

## 2. Standing Committees

### 1. Academic Affairs Committee—Robin Snead

1. <https://uncp.curriculog.com/agenda:120/form>

- 1. Biology: Agricultural Science Emphasis
- 2. Master of Business Administration with Concentration in Forensic Accounting
- 2. Informational: Approved Curricula (Appendix E)
- 3. Proposal: Change to Academic Probation Policy (Appendix F): **Vote: 18/0/0 Approved with No Changes**
- 4. Withdrawal Policy Update
- 5. Library Staffing and Card Swipes

### 2. Faculty & Institutional Affairs Committee— Joe Sciulli

- 1. Motion: move the initial probationary review to year 3 and change to an initial 4-year contract followed by an additional 3-year contract if positively reviewed (Appendix G): **Discussion ensued. Motion to send document back to FIAC for further clarification. Vote: 18/0/0**
- 2. Motion: add language requiring Chairs to candidly assess the faculty member’s progress toward promotion and tenure (Appendix G): **Concern over the word “candid” being normative Vote: 16/1/1**
- 3. Motion: Revision to offer Lecturers with 5+ years of service Multi-Year Appointments (Appendix H): **Extensive discussion. Vote: 14/1/3**

3. **Motion to Extend 5 minutes: 18/0/0**

4. Student Affairs & Campus Life Committee—David Young – **No Report**

### 5. Academic Information Technology Committee—Joe West

- 1. Informational: Technology Presentation During Braves Kick-Off
  - 1. **Will not be mandatory**

## 3. Faculty Assembly

1. **Cherry Beasley**

4. **Motion to Extend 5 minutes: 18/0/0**

5. Teacher Education Committee (Appendix I, Appendix J)
  1. **No Questions**
6. Graduate Council (Appendix K)
  1. **No Questions**
7. Other Committees
  1. **None**

**VI. Unfinished Business**

- a. **None**

**VII. New Business**

- a. **None**

**VIII. For the Good of the Order**

- a. **Unable to hear on recording – possibly about confusion over revised agendas**

**IX. Announcements**

- a. **None**

**X. Adjournment at 5:08 PM**

**Minutes taken by Joe West (in person) and Joseph Van Hassel (from recording)**



**The University of North Carolina at Pembroke**  
**Special Meeting of the Faculty Senate Agenda: Jointly called by Chancellor Cummings and**  
**Faculty Senate Chair Mann**  
**Minutes**

Friday, March 20, 2020 at 1:00 p.m.

Webex Link:

<https://uncp.webex.com/uncp/j.php?MTID=m4fe6fbba8dd5d5e8012c20b9cdd15944>

Abigail Man, Chair

Joseph Van Hassel, Secretary

Members of the Senate:

To 2020	To 2021	To 2022
<b>ART</b> Joseph Van Hassel	<b>ART</b> Mark Tollefsen	<b>ART</b> Laura Hess
<b>CHS</b> Jeffrey Warren	<b>CHS</b> Shenika Jones	<b>CHS</b> Tamara Savage
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<b>Chancellor</b> Robin G. Cummings <b>Provost and Vice Chancellor for Academic Affairs</b> David Ward		

**Members Present:** Victor Bahhouth, Cherry Beasley, Robin Cummings, Susan Edkins, Laura Hess, Shenika Jones, Benjamin Killian, Abigail Mann, Wendy Miller, Ottis Murray, David Oxendine, Nathan Phillipi, Gretchen Robinson, Tamara Savage, Joe Sciulli, Robin Snead, Jack Spillan, Mark Tollefsen, David Ward, Jeffrey Warren, Joe West, David Young

**Members Absent:** Bill Brandon, Michael Spivey

**Guests:** Irene Aiken, Katina Blue, Rebecca Bullard-Dillard, Kiril Bumin, Joshua Busman, Courtney Carroll, Polina Chemishanova, Liz Cummings, Paul Flowers, Richard Gay, Anita Guynn, Beth Holder, Renee Lamphere, Cecilia Lara, John Lillis, Kindra Locklear, Zoe Locklear, Cynthia Miecznikowski, Mark Milewicz, Rachel Morrison, Kevin Pait, Frankie Powell, Nathan Thomas

## Order of Business

- I. Meeting was called to order at 1:04 PM
- II. Roll Call
- III. Approval of Agenda
  - a. Approved by Acclamation: 20-0-0
- IV. Item of Business: operations of faculty senate during as yet undefined time of special circumstances
  - a. Possible Paths of Action, subject to amendment via discussion:
    - i. We go forward with all committee and subcommittee meetings, at their regularly scheduled times, via webex, until the resumption of regular operations
      1. Continuing as best we can
    - ii. We pare faculty business down to executive committee and faculty senate and delegate authority of standing committees and subcommittees to these bodies, as deemed appropriate
    - iii. We delegate the advisory powers of the senate to the executive committee
    - iv. We suspend all governance and rights of advice

### Comments:

Melissa: endorses Diana Lee's thoughts (see Appendix A) on continuing with Path One; other meetings this week have been fine;

Jack: agrees, otherwise no way we can get through our committee work

Robin: also agrees, much of this year's committee material is timely

Abby: if we don't continue, everything will be delayed and go into effect 2021-2022

Melissa: doesn't want to establish precedent of giving away faculty input/power – want it to be shown that we as a faculty can handle it

Webex written comments support Melissa and Diana's thoughts

Motion and second to adopt Path I - We go forward with all committee and subcommittee meetings, at their regularly scheduled times, via webex, until the resumption of regular operations **Vote: 20-0-0**

Adjournment at 1:14 PM

## Appendix C: Informational Ad Hoc Committee Recommendation for an Indigenous Cultures and Communities Requirement

Faculty Senate Chair Mann's Note:

Because we have had considerable discussion about the ICC proposal, I wanted to make sure to address the issue here so it would reach the maximum audience. First, I want to say I am thrilled about the level of feedback: this is, indeed, as many have pointed out, a proposal that will affect all of our students and as such, the more feedback and expertise we bring to the issue, the better. Already the questions raised have guided the committee in creating clear precis on much of the information they had previously gathered but had not had available in their short form recommendation: all of these materials, as well as statements from SGA, will be available on a webpage that should be completed by the end of the next week (the webmaster is locked in a house with me at the moment, so I have some pull). This site will also have a space for public comment and I hope and expect to see a robust discussion. The issue was tabled by Academic Affairs, so we have several weeks for that discussion.

**What I ask is that you read these documents on their own merit** [I understand some of you are not happy with the timeline of when documents were made available. I went through the timeline in the academic affairs announcement addenda last week and am happy to discuss further one on one.] I see tremendous opportunity in this proposal. The opportunity for our students, who requested this in the first place, and have indicated their approval as a governance body, to embrace the unique history of this region and have meaningful, experiential, learning around it as they develop in their chosen degree paths. The chance for departments, if they desire, to develop cross-listed courses that are built around disciplinary knowledge and connect to larger issues that students will have connections: such courses already exist in art, education, english, history, religion, social work, and sociology, and I know that several of our faculty members in other departments are doing fascinating work that would create strong, meaningful, experiences for their majors. The chance for our students to continue to participate in service opportunities, which are known to build student connection and success. The opportunity for students to take advantage of the rich programming already happening on this campus, and to do so within a structuring set of experiences that will give them context and connection.

Let me be clear: I am not demanding that this get passed. I have no power to do that, and I think my performance this year has made it clear that supporting faculty governance and increasing participation is my guiding principle. I am impressed by the work and thought a number of our colleagues put into developing this proposal. I am also, now, as the senate chair, the person bringing forward this proposal. The ad hoc committee has completed their charge and the executive committee voted to accept their report and dissolve the committee. As such, please direct questions and ire, if you have it, to me: I will, I promise, do my best to answer and may do so in an even more long winded way.

## Proposal

### Proposed Organization and Charter of the Indigenous Cultures and Communities Requirement Council

The Indigenous Cultures and Communities (ICC) Requirement Council shall be responsible for assuring that every candidate for baccalaureate graduation meets the requirement of significant engagement with, study of, research in, and/or community service to American Indian communities, such that all baccalaureate graduates of the University experience and appreciate the histories, diversities, cultures, and/or sovereignties of Indigenous people.

The Council shall be composed of five voting members selected from among the faculty and affiliate faculty of the Department of American Indian Studies.

The council shall be supported and advised by the following *ex officio* members:

- Director, Office for Civic and Community Engagement
- Associate Director for Service Learning, Office for Civic and Community Engagement
- Director (or designee), Campus Engagement and Leadership
- Faculty Advisor, Native American Students Organization
- President (or designee, pending approval by the council), Student Government Association
- Director, Teaching and Learning Center
- Chair, Student Affairs and Campus Life Committee, Faculty Senate
- American Indian Liaison to the Chancellor

The chair of the American Indian Studies Graduation Requirement Ad-Hoc Committee of the Faculty Senate, at the approval of the Provost and Vice Chancellor of Academic Affairs and in consultation with the Chair of the Department of American Indian Studies, shall appoint members of the first Council to three-year terms with the possibility of renewal. The chair of the ad-hoc committee, or designee, shall serve as first Council Coordinator. The Council Coordinator is responsible for overseeing and creating agendas for Council meetings. The Council Coordinator shall serve a term of four years with the possibility of renewal.

Faculty members of subsequent Councils shall be appointed or renewed by the Council Coordinator, at the approval of the Provost and Vice Chancellor of Academic Affairs and in consultation with the Chair of the Department of American Indian Studies, to serve three-year terms with the possibility of renewal. Subsequent Council Coordinators shall be elected from among the Council members, in consultation with the Chair of the Department of American Indian Studies and subject to approval by the Provost and the Vice Chancellor of Academic Affairs, to a four-year term.

The Provost reserves the right to terminate or suspend the membership of any individual who fails to attend more than one Council meeting per academic year. Only the faculty members of the Council shall have the right of voting, and the Council shall regularly inform the Academic Affairs Committee of the Faculty Senate of its actions and recommendations.

The Council shall meet at the beginning of each semester during the traditional academic year, and a quorum of faculty member appointees must be present for the conduct of official business.

The Council shall fulfill its responsibilities through the following activities:

- Ensuring that programming aligns with the stated student learning outcomes the graduation requirement seeks to produce;
- Defining the varieties of curricular, cocurricular, and/or extracurricular activities and/or experiences (hereafter, “programming”) aligned with these learning outcomes that may satisfy fulfillment of the graduation requirement;
- Calling for and supporting the development of outcomes-driven and -aligned programming that supports students’ mastery of these learning outcomes;
- Reviewing such programming so as to determine its appropriateness for the graduation requirement and designating approved programming;
- Overseeing all programming for the purposes of ensuring fidelity to student learning outcomes and assuring the quality and significance of students’ learning.

### Proposed Additions to the Undergraduate Catalog

#### Indigenous Cultures and Communities Requirement

Undergraduate Students entering the University in Fall 2020 or later, as a requirement for graduation, shall complete the Indigenous Cultures and Communities Requirement. Students may satisfy the requirement through completing approved courses, attending approved programming, and/or complete approved service projects as outlined below:

Undergraduate Students with 0 – 30 credit hours from other degree granting institutions will complete 80 hours of cultural or community experiences. Students can accumulate hours in any of the following ways:

- AIS or cross listed course = 40 contact hours.\*
- University Programming as approved by the Council = 2 hours per event (students will swipe their Braves Card at the beginning and end of events to receive credit for these hours).
- Service Projects = hours determined in partnership with CCE (these include short and long term community service projects and/or internships).

Undergraduate Students with 31 – 60 credit hours from other degree granting institutions will complete 60 hours of cultural or community experiences (as defined above).

Undergraduate Students with 61 or more credit hours from other degree granting institutions will complete 40 hours of cultural or community experiences (as defined above).

\*Number of contact hours were derived from the typical lecture course contact time of 150 minutes per week across fifteen weeks of instruction.

## Proposed Changes to the Undergraduate Catalog

Proposed changes are highlighted in yellow.

### **Section 1:**

#### **Requirements and Options for a Baccalaureate Degree**

Each student is responsible for proper completion of his or her academic program, for familiarity with the University of North Carolina Catalog, for maintaining the grade point average required, and for meeting all other degree requirements. The academic advisor will counsel, but the final responsibility for a successful college career rests with the student.

To earn a baccalaureate degree from the University of North Carolina at Pembroke, students must earn between 120 and 128 hours of course credit in a program of study that includes a Freshman Seminar (UNV 1000), required of all freshmen during their first 15 hours; a General Education program of 44 hours; **an Indigenous Cultures and Communities Requirement**; a Writing Intensive Program of 9 hours; and at least one academic major. Detailed requirements for Freshman Seminar, General Education, and the Writing Intensive Program can be found in the links at the top of this page.

UNC Pembroke operates on the traditional two-semester system and offers an extensive summer program designed to permit the academic acceleration of regular university students and to serve the needs of public school teachers. Summer Session is divided into two terms.

## Section 2:

### Requirements for Baccalaureate Graduation

Each student is responsible for proper completion of his or her academic program, for familiarity with the University of North Carolina Catalog, for maintaining the grade point average required, and for meeting all other degree requirements. The academic advisor will counsel, but the final responsibility for a successful college career rests with the student.

Though appropriate UNCP faculty and staff make every effort to insure that students register for the courses required by their chosen degree program, the ultimate responsibility for meeting graduation requirements lies with the individual student. Each candidate for graduation must meet all of the following requirements:

1. Have a minimum of 120 to 128 semester hours of course work in accordance with specific degree requirements, excluding ENG 0104, MAT 0104, EDN 0104, MUS 0106;
2. Have successfully completed the General Education Program;
3. Earn a grade of "C" (2.0) or better in both English composition courses, [ENG 1050](#) and [ENG 1060](#);
4. Have successfully completed a program for an academic major;
5. Have a minimum overall cumulative quality point average of 2.0 and have a minimum cumulative quality point average of 2.0 in all work attempted at the University of North Carolina at Pembroke;
6. Have a minimum overall cumulative quality point average of 2.0 in the major field of study;
7. Complete a minimum of 25% of semester credit hours applied toward the degree through regular enrollment in UNC Pembroke courses;
8. Complete a minimum of 9 semester hours above the General Education Program level in the major field of study at UNC Pembroke if the student transferred here (This does not contravene the minimum requirement of 15 total hours of 3000 or 4000 level courses in any major.);
9. Be registered during the academic year in which the student's graduation occurs;
10. Count no more than 3 semester hours of activity courses toward the credit hours required for graduation. Activity courses are defined as having: no regularly scheduled class meeting time, no well defined instructional format, and no graded (A, B, C, D) work required. Excluded from this definition are [UNV 1000 \(Freshman Seminar\)](#) and supervised internship courses;
11. Count no more than 24 semester hours of correspondence and/or extension credit (with no more than 12 hours of correspondence from regionally accredited institutions toward a degree, provided that such correspondence credit is approved by the Office of the Registrar and will not be applied to satisfy specifically stated course requirements in major programs) (NOTE: Any student needing to take correspondence work after admission to study at UNC Pembroke may be permitted to do so only after obtaining formal approval from the student's academic advisor, from the Office of Academic Affairs, and from the Office of the Registrar.);
12. Meet the requirements of one catalog which were current at the time the student entered this institution or a subsequent catalog. Students will not be allowed to meet some of the requirements of one catalog and some of the requirements of another catalog;



13. Meet the requirements of the catalog in effect at time of readmission or those of a subsequent catalog if attendance is interrupted for more than one year (two semesters);
14. Make application for the degree a year in advance: by April 1st for the following year's spring or summer commencement and by November 1st for the following year's winter commencement when earned hours reach 75 (end of first semester of junior year).
  - a. Complete (including all required signatures) a Degree Application Form (available in the Office of the Registrar);
  - b. Pay a non-refundable graduation fee of \$50 by the required date or an additional \$25 late filing fee will be charged;
  - c. If a candidate fails to qualify by the time of commencement, but does qualify at a later time, the student must submit another application and a \$25 diploma fee;
  - d. If the candidate fails to meet this requirement as specified, the student must wait until the next commencement to receive his or her degree;
15. Satisfy all financial obligations to the University.
16. Students entering in Fall 2011 or later must complete 9 semester credit hours of Writing Enriched and Writing in the Discipline courses. One course must be a Writing in the Discipline course. These are designated by "WE" or "WD" on the course schedule.
17. Students entering in Fall 2020 or later must complete the Indigenous Cultures and Communities Graduation Requirement.

All candidates are encouraged to complete a file in the Career Center.

CCE Minutes April 1, 2020

Approval Needed

Faculty Conciliator for Undergraduate Grade Appeals Nominees

Amy Van Buren

Daniel Parisian

Maria Pereira

Abigail Reiter

Informational Only:

Faculty Senate CHS Divisional Replacement

Tamara Savage

Faculty Grievance Committee Fall 2020

William Collier-Psychology

Melissa Mann-Management, Marketing, & International Business

Meredith Storms-Chemistry & Physics

**UPCOMING**

Faculty Awards Committee

At-Large

UNC Faculty Assembly

Alternates

Committee Preference Poll 2020-2021

## Change to Faculty Handbook to address Interfolio adoption

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Appropriate materials that demonstrate service contributions commensurate with the area weight assigned must be used to document service. In general, letters of appreciation from organizers of service opportunities should be used as documentation only if they indicate an exceptional contribution. University service may be documented by materials such as lists of advisees; copies of reports or grants prepared; and supporting statements by Department Chairs, committee chairs, or the Office for Sponsored Research and Programs. Professional service and community service may be documented by ~~printed or widely distributed~~ materials such as conference programs, flyers, or by statements from chairs or presidents. Self-evaluations submitted for any type of evaluation should tie the faculty member's service work to the service Disciplinary Statements adopted by the faculty member's home department.

### Annual Dean's Evaluation Report

After reviewing the materials the Department Chairs submit and any rebuttal submitted by the faculty member, the Dean of the relevant college or school will complete the Dean's Recommendation for Annual Salary Increase form for each faculty member. Within three days, each faculty member will sign the Dean's Recommendation, acknowledging having seen it but not necessarily agreement with it. ~~The faculty member will retain one copy of the signed Dean's Recommendation.~~ The Dean will then ~~forward~~ **make** the recommendation and the materials submitted by the Department Chair **available** to the Provost and Vice Chancellor for Academic Affairs.

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The following material must be submitted by the faculty member **to the electronic portfolio system** ~~in a three ring binder divided into nine sections labeled with headings.~~

1. ~~A copy of~~ The completed Peer Evaluation Committee Nomination Form
2. A current Curriculum Vitae
3. An Expanded Self Evaluation Report covering the full period under consideration.
4. ~~A copy of~~ The departmental Disciplinary Statements to be used in the evaluation. If the faculty member has previously elected to be evaluated under an older set of statements and is still within the selected grace period, ~~a copy of~~ the faculty member's letter to his or her Department Chair should be included as well. (See section entitled, "Disciplinary Statements.")
5. ~~Copies of~~ Signed Department Chair's Annual Evaluations received since the last successful major evaluation.
6. Student Evaluation Reports for the full period under consideration (Include the quantitative summary of ratings and transcripts of student comments.)
7. Documentation of effectiveness in teaching: Include course syllabi for a selection of courses taught at UNCP and course materials (selected assignments, handouts, PowerPoint slides, tests, student work, etc.) for one General Education course (if applicable), one upper division course (if applicable), and one graduate course (if applicable).
8. Documentation of scholarship and other professional activity in the faculty member's discipline: Include conference papers/posters, publications, reviews, books, creative work, recordings, programs, conferences attended, etc. with specific dates.
9. Documentation of service: Include relevant materials that illustrate contributions in the areas of University, professional, and community service.

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The Department Chair obtains the completed Peer Evaluation Committee Nomination Form from the candidate (forms available at the website for the Office of Academic Affairs at

<https://www.uncp.edu/resources/academic-affairs/academic-affairs-forms>).

By September 7, the Department Chair must ~~notify~~~~send a letter notifying~~ Peer Evaluation Committee members of their appointment, and the time and date of an initial meeting, with copies to the candidate, the Dean, and the Provost and Vice Chancellor for Academic Affairs. ~~The Department Chair will submit make the candidate's materials available to the Peer Evaluation Committee.~~

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The Department Chair provides the faculty member with ~~two completed, signed, and dated copies of~~ the Chair's Evaluation Report, including a completed Tenure, Promotion, and Renewal Form, for the faculty member's review and signature. The Department Chair at that time conducts a conference with the faculty member to explain the report, receive feedback, and discuss future directions. Finally, within three days of the conference the Department Chair obtains the signature of the faculty member ~~on one set of copies that becomes part of the Department Chair's full report.~~ When a faculty member signs and returns any evaluation report, such action shall indicate merely that the faculty member acknowledges being apprised of its contents, not that he or she agrees with it. The Chair's Evaluation Report is forwarded to the Dean of the relevant school or college by November 8.

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The Dean will then forward his or her report, by December 15, with attached materials (Chair's report, Peer Evaluation Committee's report, rebuttals, and the candidate's materials), to the Promotion and Tenure Committee, ~~via the Office for Academic Affairs.~~ In the event that the Dean's recommendation does not agree either with that of the Department Chair or of the Peer Evaluation Committee, the Dean shall justify that decision with appropriate comments on the Dean's Report for Tenure/Promotion form. The faculty member shall have the right to rebut comments made on the Dean's Report form; such rebuttal shall be submitted to the Promotion and Tenure Committee via the Office of Academic Affairs.

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The Provost and Vice Chancellor submits a final recommendation to the Chancellor no later than May 1, accompanied by all of the evaluation materials received, and at the same time, sends the candidate under consideration for promotion or tenure an unelaborated statement of this recommendation. The Provost and Vice Chancellor for Academic Affairs is responsible for informing the candidate of the final action taken by the Chancellor, the vote of the Promotion and Tenure Committee, and any additional details that are deemed beneficial to a consistent and equitable evaluation process. ~~The Provost and Vice Chancellor for Academic Affairs will return the candidate's materials to him or her at the conclusion of the evaluation process.~~

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### **Procedures for Contract Renewal Evaluations and Advisory Evaluations of Untenured Tenure-Track Faculty**

Tenure-track faculty members receive a comprehensive contract renewal evaluation in their first year of employment at the University according to the Calendar found below. In subsequent years, a major evaluation for untenured faculty is optional at the discretion of the faculty member or Department Chair. These evaluations, if initiated by the Department Chair, may be for cause or, at the discretion of either the faculty member or Chair, may be advisory in nature. Peer evaluations of visiting faculty are at the option of the Department Chair, the appropriate Dean, and the Provost and Vice Chancellor for Academic Affairs.

The procedures for these evaluations generally follow the procedures specified for tenure and/or promotion. Faculty members undergoing contract renewal evaluations are to collect student evaluations of their courses. Observation of teaching by the Department Chair and by members of the Peer Evaluation Committee is even more important to the evaluation process.

The faculty member being evaluated for an initial contract renewal must submit the materials listed below ~~to the electronic portfolio system in a three-ring binder divided into eight sections labeled with headings.~~ Portfolios submitted for contract renewal evaluations subsequent to the initial probationary evaluation should also include ~~a section for~~ copies of signed Department Chair annual evaluations.

- ~~A copy of t~~The completed Peer Evaluation Nomination Form
- A current Curriculum Vitae
- A Self Evaluation Report
- ~~A copy of t~~The Disciplinary Statements in effect for the faculty member's department.
- Student Evaluation Reports for all courses evaluated during the evaluation period. In case of a one-year contract renewal, the Department Chair will provide these reports to the Peer Evaluation Committee by the Department Chair as the evaluation period begins before the end of the first semester. (See Calendar below).
- Documentation of effectiveness in teaching: Include course syllabi for a selection of courses taught at UNCP and course materials (selected assignments, handouts, PowerPoint slides, tests, student work, etc.) for one General Education course (if applicable), one upper division course (if applicable), and one graduate course (if applicable).
- Documentation of scholarship and other professional activity in the faculty member's discipline: Include conference papers/posters, publications, reviews, books, creative work, recordings, programs, conferences attended, copies of works in progress.
- Documentation of service: Include relevant materials that illustrate significant contributions.

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#### **The Dean of the Faculty Member's School or College**

The Dean will review the reports from the Chair and from the Peer Evaluation Committee as well as supporting materials and any rebuttals. The Dean will assess the performance of the faculty member based on the materials presented and will complete the Dean's Report using the Format for Dean's Report for Post-Tenure Review. The Dean will ~~give~~ ~~make available to~~ the faculty member a copy of the Dean's report and ~~submit~~ ~~share~~ that report, with all attached materials, to the Provost and Vice Chancellor for Academic Affairs.

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The faculty member undergoing this cumulative post-tenure review process will be given ~~two completed, signed, and dated copies of~~ ~~access to~~ each of these reports (the Peer Evaluation Committee's report and the Department Chair's report). Within three days, the faculty member being evaluated returns one copy that has been signed and dated. This signature indicates merely that the faculty member acknowledges being apprised of its contents, not that he/she agrees with it. In all cases, the faculty member being reviewed may submit a rebuttal to the Dean within ten business days of having received these reports. The respective Chair (Peer Evaluation Committee or Department) submits these two reports to the Dean of the faculty member's school or college.

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November 5: ~~Two copies of t~~he PEC report, including any minority report, and ~~two copies of~~ the Department Chair's report are due to the faculty member by this date. The Department Chair and PEC chair confer separately with the faculty member.

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December 1: Dean's Evaluation Report for Promotion and Tenure: The Dean will prepare and sign ~~two copies of~~ the Dean's Evaluation Report for each faculty member in his or her school or college being considered for promotion or tenure. These reports must be delivered to faculty members under review by this date.

December 15: Dean ~~forwards~~ ~~submits~~ the Dean's report, Chair's report, PEC report (including any minority reports and rebuttals), and the candidate's materials to the Promotion and Tenure Committee (PTC) ~~via the Office of Academic Affairs~~.

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January 15: Submission of Materials: The faculty member ~~submits~~ ~~presents the Department Chair with a binder containing~~ the documents required, including the fall semester Student Evaluation of Instruction reports, an abbreviated self-evaluation, and Peer Evaluation Committee (PEC) Nomination Form ~~to the electronic portfolio system~~.

March 10: PEC Evaluation: The PEC deliberates on all materials, observations, etc., to reach a recommendation. A report is drafted and the Tenure, Promotion and Renewal Form is completed. The PEC transmits ~~two copies of~~ its report to the faculty member.

March 10: Chair's Evaluation: The Department Chair prepares an independent report and completes the Tenure, Promotion, and Renewal form. The Department Chair then transmits ~~two copies of~~ his or her report to, and confers with, the faculty member.

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November 5: ~~Two copies of~~ the PEC's Report for Post-Tenure Review ~~are~~ ~~is~~ transmitted to the faculty member.

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November 6 ~~Two copies of~~ the Chair's Report for Post-Tenure Review ~~are~~ ~~is~~ transmitted to the faculty member.

## AGENDA

**UNC Faculty Assembly Meeting: Thursday, February 27, 2020-Friday, February 28, 2020**  
**Spangler Building, UNC System Office, Chapel Hill, NC**  
***Theme: Discussing Appropriate Assessment Tools***

**Attendance:** Andres, Jr., Bailey, Beasley, Bird, Bradshaw, Cameron, Chow, Colbert-Lewis, Daynes, Deale, Dewitya, DiGiacinto, Gaitors, Gann, Goldthwaite, Gomez, Grant, Hopcroft, Hopcroft, Howard, Hunter, Ives, Klaimon, Kleiner, Kramer, Lamphere, Lasher, Lee, Maddux, Maki, Mann, McClure, Miller, Mitchell, Okunbor, Orcutt, Popke, Powell, Roeder, Roop, Rosenberg, Schmutz, Scott, Sibley, Smith, Steed, Szabo, Turpin, and Williams

**8:00AM–8:30AM Faculty Assembly Chair, David Green’s Report | [See Slides](#)**

A UNC BOG meeting update. CoronaVirus academic plan scenarios were discussed in the event that campuses must close. They are working closely with CAOs about potential contingency plans. Training and preparation of Board of Trustee members and summer school supplemental pays were also prominent topics discussed.

The next Faculty Assembly meeting will be held in April and the new members of the executive board will be elected at that meeting; it important those members and delegates in general are engaged and active ([See Faculty Assembly Executive Committee Members](#)). It is also important to continue thinking about ways to engage BOG and General Assembly members. [Updates were provided about UNC System Chancellor and Provost searches across the System.] In regards to system approval for new degree programs, it is important that faculty play a more significant role in helping identify when new programs may be needed; institutions should not be placed into “lanes” and “niches” and, depending on local needs, redundancy of degree programs may be appropriate.

The BOG Minimum Eligibility Requirement (MER; formerly the Minimum Admissions Requirement) committee voted to adopt a new change and a letter of support was drafted by Chair Green ([see letter attached](#)). Here is the full statement: “The proposed change would revise the current policy from a minimum 2.5 weighted high school GPA and SAT score of 880 or ACT of 17 **to a minimum 2.5 weighted high school GPA or SAT score of 1010 or ACT of 19**. The change in the policy from the “and” to “or” would be a powerful statement from the UNC Board of Governors about its real commitment to access and diversity. Moreover, it will allow the UNC System institutions the needed flexibility in considering GPA, SAT, and ACT scores, while establishing appropriate standards for its institutions and assuring that students who matriculate to one of our institutions are well prepared.”

**8:30AM–9:00AM David J. English, Vice President for Academic Programs, Faculty and Research Peer Study Update ([See MER Slides](#) | [See Peer Institution Slides](#))**

A UNC System taskforce was established and it took a data driven and rigorous approach. Each institution does have a peer set (historically updated every 5 years). Benchmarking is the primary use of each institution’s peer group and it is not aspirational but should be real peer comparisons. The time of use for this peer group will be 7/1/20-6/30/25. The approach is to create a cluster analysis for each institution using 10-12 peers (last time it was 15-18). The new HR faculty salary comparison tool will take a much broader view including rank and departmental comparisons. The peer institution meetings are happening at each institution right now. It is important that faculty senate and council leadership is involved to ensure the faculty perspective is included. By May 2020 the final list of peers for each institution will be brought to the BOG for a final review and vote.

### 9:00AM–9:30AM Kim Van Noort, Senior Vice President for Academic Affairs Update

The Coronavirus situation is a high priority. There is a response team at the System office and they are working closely with the CAOs at each institution. They are closely following CDC guidelines. One of the primary challenges is how to address UNC system students who are in Level 3 or Level 2 countries ([See CDC website](#)). If needed, what resources are available to go online and how does this fit into each institution's academic continuity planning? It is important that we have the infrastructure and servers on each campus to do this if needed.

### 9:30AM–10:00AM Discussion with William Roper, Interim President, UNC System Office

The budget crisis continues to be a top priority. Several Chancellor searches are ongoing. A Presidential Search Committee meeting was also held recently. A Leadership Development Program is being developed at the UNC System. Also, it is important to recognize that the UNC System is willing to serve in the capacity as a search firm as it has the internal capabilities to replicate what a lot of external search firms are able to do. In some ways, it makes sense to have people that already know the System, assist with the search.

Another priority are high impact visits at select campuses. Interim President Roper will be going to selected universities within the system and hold media events to highlight and talk about the impact not having a budget is having on our institutions. On April 24th the GA is coming back into session. Finally, the BOG has the legal responsibility to act on outside universities wanting to offer programs in our state - it is a legal matter and the BOG cannot override the request if they check all of the boxes and competition with UNC System institutions is not a factor in their decision. This issue, however, can and should be discussed within the System to ensure institutions are not unnecessarily competing with one another.

### 10:15AM-11:15AM Matt Brody, Senior Vice President and Chief Human Resources Officer; Chris Chiron, Associate VP/Employment Engagement/Univ EO Officer Human Resources Faculty Salary Assessment Tools & Data on Faculty Turnover ([View Salary Tool Slides](#) | [View Faculty Turnover Slides](#))

The Faculty Salary Analysis Toolset (FacSAT) is a comprehensive faculty salary tool that will provide data to help see how competitive the UNC System is compared to other institutions ([View Salary Tool Slides](#)). This should allow institutions to develop budgetary asks with real data. The tool will help identify gaps and compression analysis compared to market data by Carnegie Group, faculty rank, and discipline. It is currently in beta testing by System staff and all institutional research offices. There are data and quality control challenges and corrective actions are presently underway. One of the major gaps in external data is regarding non-tenure track and non-tenured faculty and they are actively investigating the best approach to facilitate compensation analysis for this growing portion of the faculty population. NCSSM is not included in the FacSAT tool because of its high school classification.

There are seven Carnegie classes – 1) Doctoral Very High Research, 2) Doctoral High Research, 3) Master's Colleges and Universities (larger programs), 4) Master's Colleges and Universities - Medium, 5) Baccalaureate Colleges: Diverse Fields, 6) Baccalaureate Colleges: Arts and Sciences, and 7) Special Focus Four Year - Arts, Music & Design (Slide 6) . Initial data will be released to IRs and campus leadership followed by release to the BOG and then it will open to the institutions. The projected rollout is early summer for internal release and then full release in the fall.

Additional considerations for the tool include adding a “new assistant professor” category to allow visualization of compression issues caused by new hires. The tool will allow selection of benchmark for public only, private only, and public and private. HMSIs (Historically Minority Serving Institutions), could potentially have its own benchmark as well. Preliminary observations suggest that there are some substantive, quantifiable gaps between UNC system faculty median salaries although it is not universal (see slides 11 and 12); some ranks and disciplines will be aligned and exceed the median. On average, compensation gaps clearly exist at Very High



and High Doctoral Groups and Master's Larger Carnegie Groups. Results will vary by rank and discipline. Benefits are not being accounted for in the tool and the UNC System's dependent health insurance and retirement are lagging behind other institutions.

Results from the *Turnover Metrics, Engagement Survey* ([See Slides](#)) suggest that for all faculty and staff System wide turnover from 2017-2019 academic years was lower than the national CUPA (College and University Professional Association) average (See Slide 2). This data will be fully released to all institutions in the fall. For all faculty, turnover was less than the 4% CUPA average and, for staff, it was slightly lower than the 9% CUPA average. Females had a slightly higher turnover rate than the CUPA 7.5% average in comparison (Slide 5). This was also higher than males at 6%, which was slightly lower than the 7.5% CUPA average (Slide 6). Tenured/Tenure track was less than the 3% CUPA average (Slide 7) and, non-tenured, at 4.5% was much less than the 7% CUPA average (Slide 8).

#### [11:15AM-11:45AM Nominations Committee- Russell Robinson, NCCU Senate Chair, and Sandra Dika, Five Delegate Elected Member](#)

There are six offices open for election to the Faculty Assembly Executive Committee. These positions include one delegate chosen by the four delegate size groupings which is based on an institution's full-time faculty size. These groupings are: Two delegates (ECSU, NCSSM, UNCA, UNCSA), Three delegates (FSU, NCCU, UNCP, WCU, WSSU), Four delegates (ASU, NCAT, UNCG, UNCW), and Five delegates (ECU, NCSU, UNC-CH, UNCC). There are also three at-large positions available: Secretary and two At-Large delegates. Delegates who are interested in running need to send a 500-word maximum bio and statement of interest to Parliamentarian Russell Robinson ([russell.robinson@ncu.edu](mailto:russell.robinson@ncu.edu)) and Five Delegate Representative Sandra Dika ([sdika@uncc.edu](mailto:sdika@uncc.edu)) by no later than Friday March 27<sup>th</sup>.

#### [1:00PM-2:00PM Andrew P. Kelly, Senior Vice President for Strategy & Policy Brainstorming Session on Supplemental Pay as it relates to the Summer School Initiative](#)

Overall, 84% of all Instructional staff across the UNC System are 9-month faculty. Research around the general rule of being able to only earn 33% of one's salary outside the contract period appears to be based on federal regulations on allowable research effort for NSF/NIH. Is this appropriate for all other purposes? It is important to note that people who make less hit this cap faster, which disproportionately impacts those with lower salaries who potentially could benefit the most from such supplemental pay.

#### [2:00PM Adjourn and 2:00PM-3:00PM Faculty Assembly Executive Committee Debriefing](#)