

Faculty and Institutional Affairs Committee

Meeting Minutes

Tuesday, March 17, 2020

WebEx

Members present: Dr. Joe Sciulli (Senator and Chair), Dr. Mark Tollefsen (Senator), Dr. Melissa Schaub (Senator), Dr. Victor Bahhouth (Senator), Dr. William Brandon (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. Nathan Phillippi (Senator), Mr. Robert Arndt (Chair of Health, Safety and Environment Subcommittee), Dr. Scott Billingsley (Associate Provost for Academic Affairs),

Members absent: Ms. Virginia Teachey (Vice Chancellor for Finance & Administration), Ms. Jodi Phelps (Interim VC 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, February 18, 2020 meeting of the Faculty and Institutional Affairs Committee were approved.

III. Approval of Agenda

The agenda of the Tuesday, March 17, 2020 meeting of the Faculty and Institutional Affairs Committee was approved without additions or corrections.

IV. Report from the FIAC Chair (Dr. Joe Sciulli)

- FERS/FIAC motion to move the probationary period for new faculty did not pass the Senate. Essentially, it was returned for additional clarification. There was some discussion regarding the possibility of including a matrix and then resubmitting it.
- The other two motions, those involving changes to lecturer contracts, and the minor changes to the language, passed the Senate unanimously.

V. Reports from Administrators

- A. Ms. Brittany Sandefur – reported on behalf of the Interim Vice Chancellor for Advancement

- Year to date we have raised \$1,605,111 which is on pace to beat last year but not to beat our record year of \$3.9M in FY18.
- We have been diligently planning our signature annual fundraising event the #WeAreUNCP campaign for March 24, 25, and 26 and are now discussing the possibility of rescheduling given anxieties related to Covid-19. While the campaign is primarily digital, many of our constituents may have other priorities or financial concerns during this period of isolation. We will be making a decision on that any day now.
- Other signature Advancement events are also under scheduling considerations: Lifetime Giving Society Gala – April 3, Athletics Cash Bash – May 1, 50th Class Reunion – May 8.
- The first Vice Chancellor for Advancement candidate is on campus today. 3 additional candidate campus visits are planned, pending scheduling changes related to Covid-19.
- Significant gifts closed since our last discussion: \$75,000 from the Robeson County Farm Bureau supporting agricultural science, \$25,000 supporting scholarships for students from Fairmont, \$25,000 supporting scholarships for Business students, \$30,000 supporting scholarships for the children and grandchildren of veterans.
- The annual alumni magazine is in development and expected to be mailed this Spring.

B. Ms. Kristy Nance reported on behalf of Ms. Virginia Teachey (Vice Chancellor for Finance & Administration)

Given the circumstances, Ms. Nance opened the floor for questions

Q: Melissa Schaub asked if there were any changes to ongoing construction plans.

A: As of now there are no changes to any future plans.

Q: Joe Sciulli asked about the budget impasse.

A: BOG meets 03/18, the State Legislature meets at the end of April, the budget for this year is not looking good

Q: Joe Sciulli asked if it was violation of state law for the legislature to resist

A: BOG meets 03/18, the State Legislature meets at the end of April, [the budget for this year is looking grim](#)

C. Dr. Scott Billingsley (Associate Provost for Academic Affairs)

- Campus remains open to those boarders granted exceptions
- Student Services are still available through a “skeleton staff”

Dr. Billingsley then opened the floor for questions.

Melissa Schaub and Rachel Smith asked whether more required forms would be moved online. Scott said he would ask Lois to look into this.

As of 04/07: The remaining questions asked involved answers that are no longer relevant due to evolving policy changes addressing the COVID-19 crisis.

VI. Reports from Subcommittee Chairs

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

The Provost attended the FDW March meeting.

- a. We asked him about the vision for the faculty load being a 3-3 to bring us in line with UNC Policy 400.3.4. He indicated that we would need to be bringing in indirect costs from external research funding in order to make this happen. In addition, grant funding would need to be paying for course buyouts as opposed to additional faculty compensation. A 3-3 may also come with additional tradeoffs regarding class size increases. Presently, we can't afford to move to a 3-3.
- b. Regarding online programming: the focus is on graduate programs and creating viable online graduate programs.

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

- Motion 1: passed unanimously.
- Motion 2: Committee members discussed the best approach for dealing with this issue given that the campus may move to all online evaluations as early as next year. They indicated they would prefer for the motion to address where the responsibility for administering and distributing the results of SEI's lies and a means for ensuring that faculty members are getting access to the results of their SEI's following the semester in which they were administered. Since it is very likely that all SEI's will have to be conducted online this semester, it was suggested that we use this semester as a pilot for online evaluation implementation and delay addressing this change until next year. As a result, the Chair of FERS withdrew the motion.

For the sake of ongoing clarity, Joe asked Rachel to reemphasize the motivation behind the failed motion, Rachel's response:

- Based on the fact that no one has failed the first year review, it appears to be a waste of time
- There also appears to be a dire need of consistency among departments for consistency in the Chair's observations of teaching skills, and the evaluations in general.

A rather long discussion ensued regarding these issues. Here are a few sample items:

New faculty need feedback early.

Chairs have expressed a need for more time.

Should PEC be more involved?

Finally, it was suggested to continue the discussion via email, perhaps including those interested – FIAC, FERS, Department Chairs, and Senate members.

C. Mr. Robert Arndt (Chair of the Health, Safety, and Environment Subcommittee)

- Students from the various apartments tend not to cross the roads at the crosswalks.
- Education campaigns are ongoing to increase awareness regarding crosswalks.
- The walkway between University Apartments is scheduled to be paved when funds are available.

Joe Sciulli ask whether the University should consider issuing tickets for jaywalking. Based on the committee response there is little chance of that motion being put on floor or being taken up by the appropriate committee.

VII. New Business

Good of the order – Brave Kickoff is being planned. Virginia Teachey and the General Council are co-chairs for this year’s “meeting”.

VIII. Old Business

None

IX. Adjournment

There being no further business, the meeting was adjourned at 4:57 p.m.

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

Appendix B

p. 84 Faculty Handbook

Annual Chair's Evaluation Report

As specified previously, each Department Chair must compile an annual Chair's Evaluation Report for each faculty member in the department. This report consists of the (a) faculty member's Self-Evaluation Report, (b) Student Evaluation Report, (c) chair's narrative evaluation, and (d) Chair's Annual Merit Salary Increase Recommendation Form.

Each Chair must compile and submit to the appropriate Dean an annual Chair's Evaluation Report for each faculty member he or she supervises. Taking into account the faculty member's selected weights and the department's Disciplinary Statements, this report should discuss the faculty member's teaching, scholarship, and service. This report should conform to the general guidelines of the Format for Evaluation Reports, with the addition of: (1) a narrative synthesis of the faculty member's overall performance, (2) an overall rating of the faculty member using the Standard Performance Rating Scale, (3) a candid assessment of whether or not the faculty member being evaluated is making sufficient progress towards promotion and tenure in each area: teaching, scholarship, and service (with suggestions for improvement where warranted) and (34) a signature section for the Department Chair and faculty member being evaluated. The information appearing in the annual chair's narrative evaluation for a faculty member will be drawn from (a) the faculty member's Self-Evaluation Report, (b) student evaluations, and (c) the Department Chair's evaluation of teaching, scholarship, and service. Even when a major evaluation has been conducted earlier in the academic year, a separate annual evaluation is required for purposes of a merit salary increase recommendation, since most of the year's work will have been completed after the Department Chair's portion of the earlier major evaluation was completed.

The Department Chair is required to obtain the faculty member's signature on the Chair's Evaluation Report and the Annual Merit Salary Increase Form. In both instances, the signature merely acknowledges having reviewed the report and form but does not indicate agreement with their content. The faculty member may submit a rebuttal of the Chair's report to the Dean within ten business days of signing the report.