**The University of North Carolina at Pembroke**

**Faculty Senate Agenda**

Wednesday, October 3, 2018 at 3:30 p.m.

213 Chavis University Center

Mitu Ashraf, Chair

Joe West, Secretary

Members of the Senate:

|  |  |  |
| --- | --- | --- |
| **To 2019** | **To 2020** | **To 2021** |
| **ART** Aaron Vandermeer  | **ART** Joseph Van Hassel  | **ART** Brandon Sanderson |
| **EDN** Heather Dial Sellers | **EDN** Joe Sciulli | **EDN** David Oxendine |
| **LET** Robin Snead | **LET** Abigail Mann | **LET** Ginny Garnett |
| **NSM** Sally Vallabha | **NSM** Nathan Phillippi | **NSM** Conner Sandefur |
| **SBS** Mitu Ashraf | **SBS** Michael Spivey | **SBS** Jack Spillan |
| **At-Large** Polina Chemishanova | **At-Large** Melissa Schaub | **At-Large** Cherry Beasley |
| **At-Large** Renee Lamphere | **At-Large** Ottis Murray | **At-Large** Susan Edkins |
| **At-Large** John Parnell | **At-Large** Joe West | **At-Large** David Young |
| **Chancellor** Robin G. Cummings**Provost and Vice Chancellor for Academic Affairs** David Ward |

**Order of Business**

1. **Roll Call**
2. **Approval of Minutes:** ([Appendix A](#Appendix_A))
3. **Adoption of Agenda**
4. **Reports from Administration**
	1. Chancellor—Robin G. Cummings
	2. Provost and Vice Chancellor for Academic Affairs—David Ward
5. **Reports from Committees**
	1. Operations Committees
		1. Executive Committee—Mitu Ashraf
		2. Committee on Committees and Elections—Joey Van Hassel
			1. Changes in the Structure of the Faculty Senate Committees
				1. Proposed Structure ([Appendix B](#Appenxid_B))
				2. Rationale

Interim Dean of College of Health Sciences ([Appendix C](#Appendix_C))

* + - * 1. Faculty Count by Division ([Appendix D](#Appendix_D))
				2. Faculty Percentage by Division ([Appendix E](#Appendix_E))
		1. Committee on Faculty Governance—Ottis Murray
	1. Standing Committees
		1. Academic Affairs Committee—Abigail Mann
		2. Faculty and Institutional Affairs Committee—Ottis Murray
		3. Student Affairs and Campus Life Committee—Renee Lamphere
		4. Academic Information Technology Committee—Aaron Vandermeer
1. **UNC Faculty Assembly Report** ([Appendix F](#Appendix_F))
2. **Teacher Education Committee** ([Appendix G](#Appendix_G))
3. **Graduate Council** – Irene Aiken
4. **Other Committees**
	1. Senate Archives Ad-hoc Committee—Scott Hicks – The Committee will reconvene on October 09, 2018. The main item on the agenda will be the protocol for archiving.
	2. Faculty Conciliator Revision Ad-hoc Committee—Carole Graham – The Committee met on September 10, 2018. (See [Appendix H](#Appendix_H) for a detailed update)
5. **Unfinished Business**
6. **New Business**
7. **For the Good of the Order**
	1. Creation of a Faculty Budget Committee
		1. Rationale,
		2. Structure (Operations Committee vs. Standing Committee)
	2. Adding Interpersonal Violence Statement in the Class Syllabus (Resources [Appendix J](#Appendix_J))
8. **Announcements**
9. **Adjournments**

**Appendix A**

**The University of North Carolina at Pembroke**

**Faculty Senate Meeting Minutes**

Wednesday, September 5, 2018 at 3:30 p.m.

213 Chavis University Center

Mitu Ashraf, Chair

Joe West, Secretary

Members of the Senate:

|  |  |  |
| --- | --- | --- |
| **To 2019** | **To 2020** | **To 2021** |
| **ART** Aaron Vandermeer  | **ART** Joseph Van Hassel  | **ART** Brandon Sanderson |
| **EDN** Heather Dial Sellers | **EDN** Joe Sciulli | **EDN** David Oxendine |
| **LET** Robin Snead | **LET** Abigail Mann | **LET** Ginny Garnett |
| **NSM** Sally Vallabha | **NSM** Nathan Phillippi | **NSM** Conner Sandefur |
| **SBS** Mitu Ashraf | **SBS** Michael Spivey | **SBS** Jack Spillan |
| **At-Large** Polina Chemishanova | **At-Large** Melissa Schaub | **At-Large** Cherry Beasley |
| **At-Large** Renee Lamphere | **At-Large** Ottis Murray | **At-Large** Susan Edkins |
| **At-Large** John Parnell | **At-Large** Joe West | **At-Large** David Young |
| **Chancellor** Robin G. Cummings**Provost and Vice Chancellor for Academic Affairs** David Ward |

**Members Present** (Absent)**:** **Mitu Ashraf, Joe West, Aaron Vandermeer,** **Heather Dial Sellers**, **Robin Snead**, **Sally Vallabha**, **Polina Chemishanova**, **Renee Lamphere, John Parnell**, **Joseph Van Hassel,** **Abigail Mann**, **Nathan Phillippi**, **Michael Spivey**, **Melissa Schaub,** **Ottis Murray, Brandon Sanderson**, **David Oxendine**, **Ginny Garnett**, Conner Sandefur**, Jack Spillan**, **Cherry Beasley**, **Susan Edkins,** Joe Sciulli, **David Young**, **Robin Cummings**, David Ward.

**Guests:** Scott Billingsly, Irene Aiken, Elizabeth Normandy

**Order of Business**

1. **Roll Call** – The meeting was called to order at 1530
2. **Approval of Minutes:** (Appendix A) – The meeting minutes were approved **23-0-0** with no modifications.
3. **Adoption of Agenda** – Adopted as Amended: Mitu’s name, Melissa Schaub’s name (Corrected spelling on both).
4. **Reports from Administration**
5. Chancellor—Robin G. Cummings
* Condolences for Steve Bourquin.
* 7137 students. Previous high 6944, 2897 new students. 1233 freshmen. Meets our previous high. Freshmen up 20%. New transfers up 56%. 256 new readmits returned. 488 new graduate students… up 38%. 63% growth in new students
* Academic standing increased. Mean SAT up 88 points. ACT improved, GPA improved.
* Retention rate increased by 5%. We had the lowest retention rate of all UNC schools. We are at 74% retention now.
* Honors college: Freshmen up 10%. Overall up 33%
* Applications closed in July 2018.
* Next year, applications may be closed in May
* NC Promise reconvened by Dr. Ward.
* Cafeteria may be expanded next year by removing a wall.
* Dorm reconstruction: Additional beds by the fall of 2020
* Classroom space is adequate for now.
* Business building is in the process of being designed. Two design firms have been hired.
* West Hall reconstruction is underway. Completed by January 2020 (estimated).
* Prospect road improvements are moving forward.
* UNCP’s role in running an elementary school was voted down by Robeson County because of an existing charter school privatization project.
1. Provost and Vice Chancellor for Academic Affairs—Scott Billingsley for David Ward
* Comments on Steve’s death.
* Two new colleges: College of health sciences and University College.

**E. Reports of Committees**

1. Operations Committees
2. Executive Committee—Mitu Ashraf. Met with Chancellor Cummings on the following topics:
	1. Shared governance: Optics matter. All BOG award winners (past) can be on stage for graduation / convocation etc.
	2. Top heavy administration. Flatten it as much as possible.
	3. Hiring administrators: Search committees should be chaired by faculty members
	4. Hiring more faculty: choose tenure track faculty instead of adjunct faculty.
	5. Contact sports: Concussions. Display a banner at games that indicates brain injuries may occur in these sports. Think of a cigarette warning label.
	6. Opening a childcare center on campus. Staff and SGA support this.
	7. Office hours policy: Changing teaching days to eliminate MWF and transition to MW and TR
3. Aaron will be Chair Pro Tempore
4. Committee on Committees & Elections—Joey Van Hassel
	1. Proposed changes in the Senate structure due to the creation of College of Health Sciences (Appendix B), and corresponding proposed changes to the Faculty Handbook (Appendix C).
		1. Melissa Schaub noted that the divisions are sized differently and should be adjusted. Education has decreased in size.
		2. Polina – If Theater and arts are split across different divisions, then multiple individuals from a single department can be on the same committee; which may cause a conflict with the faculty handbook. Discussion ensued.
		3. Abigail – Two people from the same department could be on the same committee. Dropping education from Gen-ed committee. Abigail is concerned about not having education involved in Gen-ed committee. Aaron suggested that governance address this issue. Mitu will ask governance to take a look at the Gen-Ed committee makeup.
		4. Aaron – Actual faculty headcounts are difficult to determine, with different numbers coming from IR and academic affairs.
		5. Elections may be impacted by these changes.
	2. Approval of Committee/Subcommittee nominations (Appendix D) **Approved 23-0-0**
	3. Promotion and Tenure Committee:
		1. Chair rotation among all six divisions? Discussion
		2. Chair votes? Discussion
		3. Committee makeup? Discussion
		4. This topic is being sent to governance for consideration.
5. Committee on Faculty Governance—Ottis Murray
	* 1. No Chair yet. Election pending.
		2. A faculty governance mixer?
		3. Faculty Handbook Committee – Oversight for implementation of changes that impact the faculty handbook.
		4. Frankie Powers is the Secretary of Faculty Governance
6. Standing Committees
7. Academic Affairs Committee—Abigail Mann
	1. First meeting for this semester not held this year.
	2. Curriculog is down pending fall catalog release.
	3. Who is in charge of making sure the catalog is published? Right now it is unclear. No centralized person in charge. This discussion should be held with the Provost. Abigail and Mitu will meet with the Provost.
8. Faculty & Institutional Affairs Committee— Ottis Murray
	1. No quorum for first meeting.
9. Student Affairs & Campus Life Committee—Renee Lamphere
	1. Joe Sculli Secretary.
	2. Conciliators selected.
10. Academic Information Technology Committee—Aaron Vandermeer
	1. First meeting next Monday
	2. Canvas Governance: Faculty to work with DoIT for Canvas oversight.
	3. Online course evaluations for undergraduates. Drawback: Response rates are historically low for online evaluations.
	4. Electronic portfolios for P&T.
	5. WW2 websites replaced with Google sites.
11. **Faculty Assembly Report** (Appendix E)
	1. Workshops for chairs and new delegates and receptions at President Spellings home.
12. **Teacher Education Committee** (Appendix F)
13. **Graduate Council Report**—Irene Aiken. Report provided in hardcopy format. Added as Appendix G in this document.

**I. Unfinished Business**

1. Ad-hoc Committee Reports
	1. Senate Archives Ad-hoc Committee—Scott Hicks
	2. Faculty Conciliator Revision Ad-hoc Committee—Carole Graham

**J. New Business**

**K. For the Good of the Order**

1. Formation of an ad-hoc committee to study the possibility of changing the teaching schedule to MW-TR, or MR-TF, or MF-TR. Vote: **23-0-0**.This will mean that:
	1. All class periods will be one hour and 15 minutes each with a 15 minutes break in between.
	2. One whole day will be dedicated to office hours, meetings, faculty development, etc.
2. Formation of an ad-hoc committee (within TLC) to study the creation of a Native American Studies course as part of graduation requirement. Vote: **22-1-0**
3. Formation of an ad-hoc committee in FDW to examine the new skillsoft training modules. Vote: **23-0-0**

**L. Announcements**

**M. Adjournment**

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**Appendix B**

Proposed Structure of the Faculty Senate Committees

Changes to current committees (will need to be voted on by Senate):

* Faculty Senate
	+ 18 Divisional Faculty Members (3 from each division)
	+ 6 At-Large Faculty Members
* AITC
	+ Add CHS Division Faculty Member
* Academic Support Services
	+ Remove one At-Large position, replace we CHS Division Faculty Member
* Curriculum Committee
	+ Add two CHS Division Faculty Members
* EMS
	+ Add CHS Division Faculty Member
* Faculty Awards
	+ Remove one At-Large position, replace we CHS Division Faculty Member
* FDW
	+ One faculty member from each division, rather than the current two from each division
	+ **Thoughts on this one? It’s a more major change than the other committees.**
* FERS
	+ Remove one At-Large position, replace we CHS Division Faculty Member
* FRAB
	+ Change committee make-up to one faculty member from each division, and one At-Large Faculty Member (currently committee members are appointed by the senate chair)
* GenEd
	+ Remove EDU designation, keep HHP
* HSES
	+ Change Nursing position to CHS Division Faculty Member from the Nursing Department
* P & T
	+ Add CHS Division Faculty Member and One At-Large Faculty Member
	+ **Thoughts on this one? It’s a more major change than the other committees.**

The current make-up of each committee is in the Faculty Handbook.

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**Appendix C**

College of Health Sciences and the Need for Restructuring the Faculty Senate

The following explanation was provided by the Interim Dean of the College of Health Sciences

Faculty in the College of Health Sciences share similarities in their professional work as follows.

—All departments support accredited programs. Faculty workload includes significant time devoted to professional accreditation activities.

—Most faculty within the College are licensed within the profession that they teach. Faculty workload and expectations include maintenance of this licensure credential through a variety of means: continued clinical practice, professional association memberships, ongoing supervision, obtaining continuing education units, and adherence to a professional code of ethics.

—CHS faculty share a commitment to training and preparing students to enter professions. Teaching expectations include teaching professionalism in the health sciences, developing interprofessional education with other CHS departments, teaching knowledge and skills of the professions, and supervision of student field work based in community settings. An element of teaching responsibilities includes gatekeeping of future professionals to ensure public protection. The curricula must undergo regular revision to comply with accreditation standards that represent the professions’ expectations for professional preparation, as well as state licensure requirements that represent governmental expectations of minimum competence to practice.

—Faculty must develop and maintain MOU/MOA agreements with clinical sites in hospitals, schools, agencies, and nonprofits where students are placed during their studies. Additionally, faculty must provide supervision of external supervisors of their students’ clinical practice.

—Faculty provide support to students taking nationally norms examinations for credentialing and student performance on these examinations is an outcome performance metric by which the programs within CHS are evaluated.

—Faculty are engaged in scholarship and service activities related to improving health and education outcomes in the region.

—Because faculty in CHS share an academic home unit, representation of their experiences within that unit through participation in governance and P&T processes as CHS Senators and committee members will facilitate better representation of their experiences.

As is indicated in the recent study, CHS is expected to add additional departments and programs within the next five years.

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**Appendix D**

Faculty Count by Division



**Appendix E**

Faculty Percentage by Division

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**Appendix F**

Faculty Assembly Report

**Executive Summary**

**September 2018 Faculty Assembly Meeting**

Chair’s Report

1. Role of the Faculty Assembly
2. Advise – the President and informally the Board of Governors (BoG)
3. Advocate – for faculty

In partnership with the staff and on behalf of our students

1. Educate – our colleagues on the campuses
2. Means of Communication
	1. Intentional interactions - Letters to the President, Letters to the Chair of the BoG, Letters to BoG Members, Request for meetings with appropriate leaders, (limited use of resolutions and letters to the Editor)
	2. Chair of the Faculty Assembly presents to the BoG at every other meeting; and serves on Ed Planning and Promotion and Tenure BoG committees.
	3. Executive Committee Members were assigned members of the Board of Governors for communication at the retreat.
	4. Executive Committee Members are attending BoG committee Meetings and participating in various capacities on BoG committees.
	5. Delegates and Senate/Council Chairs should get to know and communicate with the Board of Governors campus liaison and alternate.
	6. Delegates and Senate/Council Chairs should get to know and communicate with the Board of Trustees on their campus.
	7. Action Item – Send a letter/correspondence recommending members to BoG committees
	8. Action Item – Provide a list of the BoG liaison for each campus
3. Carry Out Our Work –
	1. Methods - Committees, Project Work Sessions, Panel Discussions
	2. Who is Responsible? The drive for the system activities is often from the Board of Governors; The System Staff is implementing the policies requested by BoG; We should use the staff as a resource. Use System staff to identify BoG point of contact for policymaking influence.
	3. Strategy - flexibility for a campus to make adjustments and provide justification within existing policy. Often there is no way to have a consistent system-wide policy.
4. Updates
	1. Board of Governors will be reduced from 28 members to 24 members; legislature will determine who will remain in late spring 2019. (political)
	2. Some Faculty Senate Chairs are pursuing an ex-officio seat on their Board of Trustees
5. Hot Topics
	1. Digital Learning, Summer School Initiative, Chancellor Search Process, Faculty Retention and Compensation, Tenure vs. Non-Tenure track, Faculty Children and Tuition and Compensation, Faculty Role in Filling UNC System Vacancies, Minimum Admissions Requirements, Faculty Wellness, Racism, Civil Rights, Diversity and Inclusion, Campus Free Speech,
	2. Action Item: Obtain a copy of the new Chancellor’s Search Process draft policy
	3. Action Item: Chair should obtain copies of free speech reports
	4. Action Item: Create an ad hoc committee to focus on free speech concerns

**Staff Assembly Chair – Dawn Brown (term ends Nov 2019)**

1. Challenge of defining staff (14,000 faculty members; 22,000 staff members SHRA; Sometimes staff is defined as housekeepers and landscapers

 Not just support staff (law enforcement; mental health, career centers, advising)

 Staff Assembly is in its 13th year of existence

1. The level of inclusion has increased because of the leadership of Faculty Assembly Chair (David) and Vice-Chair (Tim)
2. Goals - tuition waivers in place of professional development when money available

 Expanding Paternity benefits – seeking legislative action

1. Best Practices - Faculty Senate/Council and Staff Senate Chairs attend each other’s meetings. Some campuses set up informal meetings (lunch/breakfast). Some campuses also include the student government presidents.

**Association of Student Governments President – Bettylenah Njaramba**

1. ASG President is an ex-officio member of the Board of Governors

She sits on the following BoG committees: Strategic Initiatives, Education Planning &

HMI

1. The SGA presidents convene one weekend a month at a different campus.

**President Spellings’ Report (9:30)**

1. Board of Governors Committee next week.
	1. Number of meetings has increased from 6 – 10 There used to be 6 meetings.

 This helps with policy-making but they are also constantly present.

* 1. Chancellor Searches – will be a topic next week. The Personnel and Tenure Committee will consider a new policy. The policy will be before the Board for review and consideration in September and will be up for a vote in October.
1. Updates
	1. Growth - NC Promise has been successful

 Enrollment is up 19% at Elizabeth City; 14% at UNCP; 7% at Western

 FSU, WSSU, ECU – enrollment slightly down

 Legislature approve 1 million for NC Promise promotion/marketing

* 1. Quality of students is improving – higher SAT and ACT
	2. Institutional Performance Agreements

 5 Measures - 2 institutions met all 5 goals (NCCU and UNCG)

 Most are well on the way

* 1. Lab Schools – 2 started last year (WCU and ECU) Appalachian and Greensboro

 Big schools – 300-400 children

* 1. Student Success Innovation Lab – money for meeting objectives of the strategic plan
	2. Goal to use our own faculty across the system to evaluate the strategies
	3. Technology – we need faculty input; Jim P and Harry Smith are both interested in this area
1. Legislative Session Priorities
	1. Faculty and staff compensation - We are losing ground; Board approval for raises over 5% they must go to the Board
		1. Suggested other approaches – tuition remission for faculty/staff children; leverage scale for employee benefits; flexibility in work schedule
	2. R&R

 70 boarded up buildings in our system

 Yet, we are growing and need space

1. What are the Faculty’s Priorities? Would the Faculty Assembly prefer money for raises or tuition benefits? Action Item: Make a Wish List (prioritize) what’s a ++, a + and a –

Action Item: Matt Brody should make a presentation related to the employment engagement survey

1. Ways Faculty can assist
	1. Create a talent database of the resources that we have within the system
	2. Think more carefully about succession planning
	3. Lots of money on searches (chancellors, deans, staff)
		1. Finding a balance to build capacity to promote from within and throughout the UNC System
	4. Deliverable - white papers, videos “a day in the life of”, we should put something concrete in place that President can use

**Jim Ptaszynski – Digital Learning Worksop**

Interactive activity which included developing personas of potential students to be served by the new distance learning program (low income, veterans, rural and older students)

**Kim Van Noort**

1. Overview - All universities are up by some measure. Elizabeth City is up 18.9%.
2. Consider partnering with UNC TV on innovative ways to delivery content to rural populations.
3. Minimum Admissions Requirements Study is being conducted

Action Item: Obtain a copy of the pilot data and information related to the minimum admissions requirements policy.

**Cameron Howell – Strategy and Policy (lchowell@northcarolina.edu)**

1. AP Policy - During the summer, the Board approved the AP scores policy. The campus representatives will provide feedback to help draft the regulations related to the AP policy.

Action Item: Obtain the list of campus representatives for the AP policy.

1. Open Discussion about Summer School – More questions than answers. Additional conversation will occur during the October meeting.

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**Appendix G**

Teacher Education Committee Report



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**Appendix H**

Faculty Conciliator Revision Ad-hoc Committee

Update provided by Carole Graham

The committee discussed the faculty conciliator selection process, and is considering a recommendation to change the selection process and/or its timing.

Currently, nominations are taken by CCE in April, approved by the general faculty in May, and then SGA votes on conciliator and alternate in mid-September (around four weeks after classes have started for the fall semester).

Given the undergraduate grade appeal process as currently written, the committee believes students would be better served if the conciliator and alternate were selected, trained, and ready to intake grade appeal information from students starting the first day of classes.

The committee discussed what might be required to initiate and implement changes to the process, such as a proposal to SACL and then the full faculty senate, an SGA resolution, and additional input from Student Affairs and Academic Affairs.  I asked committee members to gather information and report back at our next meeting.  (My understanding is that SACL did not meet due to Hurricane Florence, and SGA was not able to meet or vote on conciliator and alternate until this week due to Hurricane Florence.)

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**Appendix J**

**Interpersonal Violence Resources**

Students who have been impacted by interpersonal violence (dating violence, domestic violence, stalking, and sexual assault) and are in danger should call Campus Police at x6235 or dial 911. Students needing immediate medical attention should go to the nearest ER. Students may also file a complaint with the university Title IX Coordinator. This complaint can be filed in person in the Health Sciences Building, Room 337, by phone (910) 521-6281, or by completing the [reporting form](https://cm.maxient.com/reportingform.php?UNCPembroke&layout_id=3). Counseling and Psychological Services (CAPS) provides students with confidential counseling and advocacy services free of charge. CAPS is located in the Brave Health Center and students may walk-in Monday through Friday from 9:00AM - 4:00PM to consult with a counselor. Students may also utilize the Southeastern Family Violence Center 24-hour crisis line by calling (910) 739-8622 or the Robeson County Rape Crisis line by calling (910) 739-6278.

We believe it may benefit students to have exposure to this information at multiple points in the semester. A related committee that is working on UNCP’s compliance with the federal Violence Against Women Grant could likely provide more statistics on interpersonal violence on campus if you believe the senate would need evidence on why such a statement might be beneficial.

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