

**The University of North Carolina at Pembroke**  
**Faculty Senate Minutes**  
Wednesday, December 7, 2022, at 3:30 PM  
Thomas School of Business Room 225-26 Event Rooms A and B  
**AND**  
<https://uncp.webex.com/meet/holden.hansen>

**Order of Business**

- I. Roll Call** - A quorum was present, and the Chair called the meeting to order at 3:31 PM  
Members Present: Kelly Charlton, Robin Cummings (Chancellor), Camille Goins, Peter Grimes, Holden Hansen (Chair), James Hudson, Jennifer Jones-Locklear, Renee Lamphere, Porter Lillis, Rachel Morrison, Gerald Neal, Beata Niedzialkowska, Lauren Norman, Maria Pereira (Secretary), Marsha Pollard (Provost), Carla Rokes, Melissa Schaub, Matt Schneider, Roland Stout, Tracy Vargas, Richard Vela, Jennifer Wells, Jennifer Whittington  
Members Absent: Timothy Anderson, Cindy Locklear
- II. Approval of Minutes (Appendix A) - Approved as circulated**
- III. Adoption of Agenda - Approved as circulated**
- IV. Reports from Administration**
- a. Chancellor – Dr. Robin Cummings**
- i. Comments from the Chancellor
1. The Chancellor informed the Senate that he would be making the majority of his comments at the General Faculty Meeting (happening in two days, Friday)
  2. Dr. Cummings felt that we had a good semester and asked the faculty, staff, and his cabinet to become even more involved in campus life
    - a) Lighting of the Old Main was attended by six-hundred people of which two-hundred were students
    - b) Twilight Christmas parade was exceptionally long and well attended by the townspeople (more than in the past). Involved in it were the Chancellor, First Lady, UNCP's band and two other groups, and a float
    - c) Friday Night Extravaganza (organized by Jose), was an event with extraordinary music attended by approximately nine-hundred people
    - d) The drop-in at the Chancellor's residence was on Saturday night and had a good turnout with 160-170 registered individuals and probably 100+ that just showed up
  3. The Chancellor informed the Senate that he had the last of six meetings and commencements with military groups. Such events happened in the past two weeks and the Chancellor is currently looking forward to Friday night and Saturday morning commencements
  4. Dr. Cummings shared that UNCP lost three students in the fall, two to car accidents and one to natural causes. Two students will be awarded their degrees in memorial (one on Friday night and one on Saturday morning) which will be presented to their respective families. The students had completed 75% of their degree requirements
    - a) The Chancellor made the comment that traffic is unsafe with people texting and driving, drinking and driving, and just driving

recklessly. A certain rudeness is detected on the road, something not seen in the past

- b) VC for Students Affairs, Jeff Howard, will be conducting programs to increase student awareness as well as safe and defensive driving
- c) The Chancellor recalled the first student, a young lady from China, who was lost in a car accident. Her father traveled 8,000 miles to take her back home

**b. Provost and Vice Chancellor for Academic Affairs – Dr. Marsha Pollard**

i. Comments from the Provost

1. UNC System Graduate Council approved UNCP's request to establish the Doctor of Nursing Practice degree program
  - a) This program will go before the Board of Governors at their January meeting
2. SACS approved the Master of Arts in Teaching Birth through Kindergarten
3. UNCP was approved to offer (50% + online) several programs: [B.S. in Cyber Security, and Accounting; M.A. in Science Education, English Education, Teaching (general program), specialization in Arts Education, and Mathematics Education (9 through 12 grades, middle grades); M.A. in Education in Professional School Counseling and in Clinical Mental Health Counseling]
4. Graduate Certificate in Advanced School Counseling, Graduate Certificate in Play Therapy, and a Postmaster Certificate in Nursing Education were approved to be taught in an online instruction modality
5. The National Institute for Student Success (NISS) has started pulling and reviewing UNCP iPad's data
  - a) They will begin their interviews with various stakeholders into January
  - b) In January they will start a series of surveys to get information and assess all students serving, offices practices, and timelines at the institution, particularly within Academic and Student Affairs
  - c) Attention will be paid to the UNCP advising structure and model
  - d) They will discern students' perceptions of their career readiness and financial wellness
  - e) UNCP's data used to inform decision-making and the software and technology available in terms of student processes will be assessed
  - f) Preliminary findings will be shared in February. From March through April, they will work on refining what they call their 'playbook' and their recommendations (these will be iterative conversations with various institutional stakeholders)
6. One-time funding requests have been approved and have been communicated directly to the academic departments and other offices within academic affairs
  - a) Funds come from the enrollment growth in FY21 that was allocated at the end of FY22. A portion (45%) of the funding went to Academic Affairs to support software, hardware, equipment

and supplies, the development of a new cyber lab, furniture, a few consultants, and certain programs requested funding for marketing and promotional materials

- b) Monies must be spent by the end of FY23 (30 June 2023). A check-in with everyone will be done at the end of March to make sure that the money is either encumbered or spent
- c) As part of this fund, Provost Pollard requested to hire a Registrar/Banner consultant to work with the academic areas, in particular Department Chairs, to select and then implement a scheduling software to assure that UNCP schedule is demand and data-driven from the onset and to better be able to track student registration and help reduce waitlist, and course cancellations
- d) Approval was given for the purchase of DegreeWorks (degree audit software)
  - 1) Student transfer credit, degree maps, and degree certification, have been shown to be problematic
  - 2) The Registrar/Banner Consultant (mentioned above) will help assess Registrar policies, processes, and timelines
- e) Polina Chemishanova will search the committee for AVC for Enrollment Management. She is currently meeting with search firms that have proactive recruitment strategies. It is anticipated that the search will launch in January at the beginning of the higher education search cycle

Commented [HH1]: Research? Chair the Search Committee?

## V. Reports of Committees

### a. Operations Committees

- i. Executive Committee – Holden Hansen, Chair
  - 1. Comments from the Chair
    - a) General Faculty meeting is in the Thomas building, room 255, Friday at 1:30 PM
    - b) There will be no Senate meeting in January. The next meeting will be on February 1<sup>st</sup> (the first Wednesday in February)
    - c) Chair Hansen reminded all individuals logged into the meeting through WebEx that comments or concerns voiced through the chat are welcome and will be followed up
    - d) UC213 is not going to be fitted for hybrid meetings until June 2023, therefore, Senate spring meetings will continue to be held in Thomas 225-26
    - e) Thanks to the Provost's office who had meetings with the Deans, which in turn did some recruiting, the position on the Promotion and Tenure committee has been filled. Currently, CCE is looking to fill ARTS to 2024 on the Oversight of the Faculty Handbook Committee
  - 2. Discussion of Current SEI Response Rates
    - a) The Executive Committee discussed the low participation rates on SEIs since its administration went 100% electronic even though Institutional Research has been sending numerous reminders.

Chair Hansen opened the floor for a brief discussion on the ramifications of low SEI participation on self-evaluations, tenure, etc. After a brief discussion, Chair Hansen informed the Senate that he would be talking to SEI Special Committee's Chair and that he would be referring all the ideas voiced during the discussion

ii. Committee on Committees & Elections – Dr. Jennifer Wells, Chair

1. Committee Update

a) **(Vote Required)** Appointments:

- 1) Student Publication Board to 2023: Melinda Rosenberg
- 2) AITC to 2023: Sherry Edwards

The above two appointments were **accepted by general consent**

b) **(For Information Only)** Elections:

- 1) Faculty Senate (NSM 2023-2026): Amy Gross
- 2) Faculty Senate (At Large 2023-2026): Renee Lamphere
- 3) Faculty Senate (At Large 2023-2026): Nancy Ofendo-Reyes
- 4) Faculty Awards (LETT to 2023): Robin Snead
- 5) Promotion and Tenure Committee (CHS 2022-2025): Jennifer Wells

Dr. Wells expressed her desire to run the PTC to 2025 At-Large election starting the day following this Senate meeting

iii. Committee on Faculty Governance – Dr. Mohammed Ashraf, Chair

1. **(Vote Required: 2/3rds Majority)** Proposed Changes in the Charge of the Oversight of the Faculty Handbook Committee - Article VI, Section 3 (D), p. 17 ([Appendix B](#)) - At the last meeting of the Senate, it was asked of Dr. Ashraf to take the proposal back to the FDW committee along with some suggestions for improvement because there was a concern that, as written, the proposal did not allow for any kind of review from the Senate. The additions to the Faculty Handbook presented in the proposal in Appendix B include the following paragraph: *“Simple deletions, errors of correctness regarding spelling, punctuation, pronoun corrections, revisions to improve syntax or updates (e.g., Department name changes or changes to position titles) need not be brought to the Senate for approval.”* The Executive Committee took it upon themselves to develop an amendment (motion that requires a majority vote) to try to address the concerns heard during the discussion. Therefore, the Executive Committee suggests the following (see red-green Appendix A attached to the Minutes only) as an amendment to the above paragraph: *“~~Simple deletions, errors of correctness regarding~~ Correction of errors in spelling, punctuation, pronouns, or corrections, revisions to improve syntax; small or updates (e.g., Department name changes or changes to position titles); and brief deletions need not be brought to the Senate for approval, as long as they make no changes to the substantive meaning of the text. A report of such minor corrections will be brought to the Senate for information and review.”* Moving on to the original proposal to change the charges of the Faculty Handbook Committee (Article VI, Section 3 (D), p. 17) which includes the Executive Committee amendment, the **motion passed, 20 aye**

- **0 nay**. The proposal is going to go to the General Faculty meeting (next Friday) for ratification by the general faculty
- 2. **(Vote Required: 2/3rds Majority)** Recommendations Regarding Qualifications of the Faculty Senate Chair – Article V, Section 2, pp. 15-16 and Senate Chair *Pro Tempore* – Article V, Section 2 (D) p. 22 (Appendix C) – This proposal recommends that the Faculty Senate Chair and Faculty Senate Chair Pro Tem hold tenure. The **motion failed, 8 aye – 10 nay**
- iv. Committee on the Oversight of the Faculty Handbook – Dr. Rachel Smith, Chair
  - 1. No Report
- b. Standing Committees**
  - i. Academic Affairs Committee – Dr. Renee Lamphere, Chair
    - 1. Committee Update – No action items but a few updates:
      - a) Academic Support Services want to remind everyone to schedule instructional sessions for the spring with the library
      - b) A report about the Writing Center utilization which states that it was the same as last year’s
      - c) Twelve proposals went through curriculum. Most of those do not require Senate approval and the one that does will come to the February meeting
      - d) EMS is considering changing the criteria for transfer students to graduate with honors. Currently, the transfer grades are included in the GPA calculations for graduation with honors which is not aligned with what other institutions do
      - e) GenEd is finishing their study of the general education area at sister and peer institutions, focusing on recommendations for changes if the need would be there
  - ii. Faculty & Institutional Affairs Committee – Dr. Kelly Charlton, Chair
    - 1. Committee Update – One action item coming from FERS clarifying how University service is evaluated. In discussion and looking at the Faculty Handbook service section, the paragraph that addresses University service also mentions community and professional service, appearing to be conflated. Therefore, FIAC sent it back to FERS and they are currently working on it before FIAC’s next meeting
  - iii. Student Affairs & Campus Life Committee – Dr. Peter Grimes, Chair
    - 1. No Report
  - iv. Academic Information Technology Committee – Dr. Camille Goins, Chair
    - 1. No Report
  - v. Budget Advisory Committee - Dr. Melissa Schaub, Chair
    - 1. Committee Update – BAC is hoping to update a document that has been included on the committee’s Agenda, which has been created by an ad hoc committee in the summer of 2020 called “Suggested Principles for Addressing Budget Shortfalls.” It was meant to be updated regularly and it has not, therefore, BAC is going to undertake that in the spring semester. A task force has started marking up the document and a survey will be put together. In preparation for that, there will be one more open meeting with the Budget 101 presentation to allow everyone to be knowledgeable about how the budget is formed and what role the faculty play in generating the revenue that runs the University. The meeting will be held in Dr. Melissa’s Schaub Webex room, January 19<sup>th</sup> at 3:30 (mark your calendars)

**VI. Faculty Assembly Updates:**

- a. Brief Report – Dr. Renee Lamphere, Faculty Assembly Delegate – There was not a November meeting this year. When the Minutes of the December meeting come out, a PowerPoint presentation from Faculty Assembly Chair, Wake Maki, will be included which contains several links to many external documents. One of the items touched on in the meeting was data about athletics. According to the report, UNCP had 413 student-athletes and the total revenue was 5.5M dollars. There is also data about the “Employee Engagement Survey” where UNCP’s participation rate was very good (74% up from 69% in 2020). When compared to other institutions UNCP had higher than average positive response rates in several of the categories. The Stop Loss [decline in enrollment will result in a decline in funding] was mentioned at the meeting. Dr. Lamphere asked Provost Pollard if she would explain the Stop Loss (the decline is overall in the system and is about 2% for the first time in 9 years. UNCP is one of three (UNCG, UNCA, UNCP) institutions with the most significant enrollment decline. The understanding is that if these institutions were to take a reduction in state appropriation based on those declines it would impede the institutions to achieve their mission. To give those institutions time to turn enrollment around, they are capping the state appropriation to a reduction of 4.5%]. Dr. Lamphere concluded her report that this December is the 50<sup>th</sup> year of the Faculty Assembly
- b. Agenda of the UNC Faculty Assembly 12.02.2022
- c. Faculty Assembly Drive Folder 12.2.2022 (Includes Employee Engagement Survey Results)
- d. Faculty Assembly Report to the BOG 12.2.2022
- e. Faculty Assembly 22-23 Documents
- f. News Articles covering details of BOG actions:
  - i. Enrollment Decline and Stop Loss (1)
  - ii. Enrollment Decline and Stop Loss (2)
  - iii. Chancellor’s Panel
  - iv. NCAT Fine

**VII. Graduate Council (Appendix D)** – Dr. Irene Aiken present to answer any questions

**VIII. Other Committees**

- a. CEPP Minutes Forthcoming in February – Dr. Lorry Floyd present to answer any questions

**IX. Unfinished Business** - None

**X. New Business** - None

**XI. Announcements** – Remember to sign the roll call. No other announcements

**XII. Adjournment** – The meeting was adjourned at 4:33 PM

**Appendix A to the Minutes**

**Amendment to the Appendix B (on the Agenda) - Proposed Changes in the Charge of the Oversight of the Faculty Handbook Committee Proposed by the Executive Committee**

The Committee, through its continuous review and oversight of the Faculty Handbook, shall assure the accuracy and currency of the Faculty Handbook and maintain the document and its previous versions in a digital format accessible via the Faculty Senate's official website. The committee shall implement the acts of the Senate in the Faculty Handbook and, as necessary, edit and/or update the Faculty Handbook for consistency, accuracy, and currency. The Committee must present any such alterations to the Faculty Handbook to the Faculty Senate; with subsequent action undertaken at the pleasure of the Faculty Senate. (Faculty Handbook, Article VI, Section 3 (D), p.17).

Proposed addition (in Red):

**Simple deletions, errors of correctness regarding spelling, punctuation, pronoun corrections, revisions to improve syntax or updates (e.g., Department name changes or changes to position titles) need not be brought to the Senate for approval.**

*My red-green revisions (text unchanged from above is in black):*

**~~Simple deletions, errors of correctness regarding~~ Correction of errors in spelling, punctuation, pronouns, ~~or corrections, revisions to improve~~ syntax; ~~small or~~ updates (e.g., Department name changes or changes to position titles); **and brief deletions** need not be brought to the Senate for approval, **as long as they make no changes to the substantive meaning of the text. A report of such minor corrections will be brought to the Senate for information and review.****

*What revised version looks like as plain text:*

**Correction of errors in spelling, punctuation, pronouns, or syntax; small updates (e.g., department name changes or changes to position titles); and brief deletions need not be brought to the Senate for approval, as long as they make no changes to the substantive meaning of the text. A report of such minor corrections will be brought to the Senate for information and review.**