

The University of North Carolina at Pembroke
Faculty Senate Minutes
Wednesday, March 1, 2023, 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 Senate Chair *Pro tem* called the meeting to order at 3:30 PM
Members Present: Timothy Anderson, Kelly Charlton, Robin Cummings (Chancellor), Camille Goins, Peter Grimes, Holden Hansen (Chair – Arrived at 4:00 p.m.), James Hudson, Jennifer Jones-Locklear, Renee Lamphere, Porter Lillis, Rachel Morrison, Gerald Neal, Beata Niedzialkowska, Lauren Norman, Maria Pereira (Secretary), Cherry Beasley (Interim Provost), Carla Rokes, Melissa Schaub, Matt Schneider, Roland Stout, Tracy Vargas, Jennifer Wells
Members Absent: Richard Vela, Jennifer Whittington
- 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. Searches:
 - a. Provost – update by Dr. Stuart later in this meeting
 - b. Chief of Staff – the second of four candidates is here this week
 - c. Vice-Chancellor for Enrollment search is being led by Steve Varley (VC for Advancement)
 2. New Degrees:
 - a. BOG approved UNCP to pursue the Doctor of Nursing Practice degree. It was touted as being exceptional and different with a focus on population health
 - b. Master of Occupational Therapy will be commented on by the Interim Provost
 3. Founders’ Day (March 7) was a good celebration where each of the seven students talked about one of the founders and their impact on their lives
 4. BOG is currently looking at the *Faculty Awards* and ways to increase the award amount given in a check
 - a. Faculty was encouraged to virtually join the BOG committees (Budget and Finance, Faculty Awards, Education Planning, Policies, and Programs, etc.) meetings on Wednesdays
 - b. Examples of the work of the Committee on Budget and Finance:
 - i. Vote on legislative asks
 - ii. Retirement Incentive Program
 - iii. Completion Assistance Program
 - iv. Faculty and staff salaries increase
 - v. Performance-Based Metrics Funding Model
 - c. Examples of topics of the Committee on Education Planning, Policies, and Programs
 - i. Minimum eligibility requirements for undergraduate admissions

- ii. NC Teaching Fellows program
- iii. Comprehensive faculty policy initiative overview including workload
- iv. Literacy discussions
- d. Many decisions made at UNCP are a direct consequence of what happens in the BOG committees and not so much in the hands of the administration at UNCP

b. Interim Provost and Vice Chancellor for Academic Affairs – Dr. Cherry Beasley

- i. Comments from the Interim Provost
 - 1. Dr. Beasley suggested that the faculty would also join the BOG Committee on Strategic Planning
 - 2. Interim Provost would like to see faculty representation from all the divisions of the university and faculty ranks in all UNCP search committees
 - 3. Personnel changes:
 - a. Tamika Johnson is the Interim Registrar. Dr. Billingsley is the Chair of the search committee
 - b. Dr. Jennifer Wells, Interim Chair of Nursing
 - 4. Searches:
 - a. Director of Office of Online Learning. Dr. Allen is the Chair of the search committee
 - b. Bachelor of Interdisciplinary Studies (BIS) Director search is at its final stages
 - c. Executive Director for University College search is also in its final stages
 - d. The Grants Office has a position for Post Award Manager open for a while. We are interested in fully staffing our grants division and sponsored research to help us bring additional funds to UNCP
 - e. Almost all divisions of the University have numerous faculty positions open
 - f. Many open Endowed Professor positions and Distinguished Professorships positions need to be addressed as they bring additional talent to our University
 - g. As mentioned by the Chancellor, it is very important that our faculty participate in the BOG committees as their recommendations will be sent to the system office
 - i. Changes made by these committees will affect everyone in the UNC System.
 - ii. They are aiming for some consistency across the system.
- Items coming up in future meetings:
- 1. Professional Teaching Track
 - 2. Post-Tenure Review
 - 3. Student Evaluation of Instruction (at UNCP pre and post Covid the rate is about 30%)
 - a) Will this information be used in a formative or summative and formative way?
 - 4. Faculty Awards and Recognitions

5. Promotion and Tenure

- h. Undergraduate enrollment cap has been raised to 25%
- i. Return on Investment Study (how much does it cost to educate a person and their lifetime earnings) is available and will be shared with the Deans; the study will be returned to the system office with our recommendations within 6 weeks
- j. We will be contacting Project Kitty Hawk (which partners with universities to serve adult learners) to see if we can engage them on our campus to help us with online recruiting and education
- k. We are looking at our Promotion and Tenure as we do not have a specific policy in place. Currently working with the General Counsel's Office to have something in place that clearly shows how salary increases are determined which will be based on (1) the viability of the financial institution (2) using that opportunity to make some salary adjustments
- l. Thomas School of Business received a re-accreditation letter. In the service area, they are offering a free student and faculty hands-on tax preparation for people making under \$75,000, on campus, Fridays, and Saturdays. Starting spring break, they are going into the community
- m. Cybersecurity Articulation Agreement got signed and we are now working on a Cyber Center for Excellence as part of that degree. It will give us great branding and areas of distinction
- n. We continue looking at workforce needs and programs – programs with a low graduation rate might still have a role at the institution
- o. The School of Education had five North Carolina Teaching Fellows recipients this year
- p. Thanks to the faculty for the student-led TED UNCP talks. We are all very proud of them. Planning on working with Student Affairs and those that attended that day to discuss new topics
- q. ICC Root Cause Analysis revealed that we did not have a process in place by which something that it is not course related made its way into the catalog. We have now proposed a plan on how we can prevent that from happening in the future
- r. Before we begin working on new programs, we must get approval and have a look at our own priorities. Currently, we have two proposals at the System Office – the National Healthcareer Association (NHA) and the Doctor of Optometry. As a Professional body, we are looking at other programs to bring into the University and how best to make decisions about them. Dr. Normandy is working on a process to be implemented where most likely a short two-page proposal will let faculty know if their new ideas are approved at the institutional level
- s. Last Thursday, the National Institute for Student Success (NISS) was on campus making their final data collection for their Retention Study. The report will be finished by March 15, and

they will be on campus between March 20 and April 15 giving the report to us

- t. A Project on Recruitment has been working with Admissions and Financial Aid Offices to help us see which areas we must target our efforts – the report will be given to us later this week and it will be made available to everyone by mid-March
- u. A contract was signed with DegreeWorks. They will look at each student's progress toward a degree. It will help us schedule classes more efficiently and at the same time help us with degree audits
- v. The undergraduate report focused on first-time-full-time American Indian students, first-time-full-time males, and first-time-transfer student populations revealed that significant progress was made in all areas, except males, where the percentage staying at Pembroke and graduating, decreased

V. Reports of Committees

a. Operations Committees

i. Executive Committee – Holden Hansen, Chair

1. Comments from the Chair

- a. The Chair apologized for arriving late due to traffic on I-95. Appreciation was extended to Chair *Pro tem*, Dr. Lamphere, who got the meeting started on-time
- b. Reminder that April 5th Senate meeting will be in Thomas 255
- c. Faculty Assembly Chair Wake Maki will be on campus for a hybrid Q&A on April 18th in Thomas 130, from 3:30 to 5:00 PM

2. **(Vote Required)** Proposal: Revision to Classroom Management Policy (Appendix B) – Associate VC for Academic Affairs and the Director of Student Conduct have been working on the language of the Student Code of Conduct Regulation, Student Handbook, and Faculty Handbook as it was outdated, unclear, and inconsistent. There was a need for a clear and fair policy that students and faculty understand and can easily follow. Today's vote would include the changes that affect the Faculty Handbook. The floor was open for a Q&A on the proposal on Appendix B. After a brief discussion, Dr. Billingsley asked the individual Senators that made comments and suggestions to send them to him by email or as a marked-up copy of Appendix B so the suggestions could be incorporated. Senate Chair Hansen proceeded by **withdrawing the proposal as no objection was voiced**

3. **(Vote Required)** Proposal: Revision to Faculty Awards Processes (Appendix C) – Chair Hansen introduced the proposal of the Faculty Awards Committee (FAC) as being a revision of the Faculty Awards section of the Faculty Handbook Awards section. The changes being proposed are (1) a request from PURC to have the FAC take on the awards related to PURC and (2) installing a vetting process of nominees for the BOG Award for Excellence in Teaching. The Senate Chair further explained that there are two very similar awards {the Holshouser Award for Public Service (under the FAC purview) and the O'Max Gardner Award [not in the Faculty Handbook (nominees for this award go directly

from the Chancellor's Office to the System Office)) that might fit together outside of the FAC purview. In other words, the Chancellor asked us to remove the Holshouser Award from FAC's purview with the explanation that O'Max Gardner and Holshouser Awards are high-level system-wide awards that should be treated in a similar fashion. The BOG will be looking into increasing the monetary value of the award while being a little more prescriptive. And because it is stated in the Faculty Handbook that "...the Faculty Awards Committee should regularly review the criteria, guidelines, and procedures, for nominations and selection relating to all faculty awards and it should recommend changes to the Faculty Senate" a **motion was put forward to refer the proposal back to the FAC so that they can have the proper amount of time to adjust the Holshouser award, which also shows incorrect dates on the calendar. The motion was seconded, and a brief discussion followed.** The Chancellor suggested that his office would draft the language, send it back to FAC and once all are in agreement, the proposal would be brought back to the Senate's April meeting. **The motion carried**

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

1. **(Vote Required)** CCE Vacancy Appointments:

- a. Academic Information and Technology Committee
Marcus Burger - SBS (2022-2024)

General Education Subcommittee

Elisha Chambers – Kinesiology (Immediately to 2023)

CCE has made two appointments as listed above and requires a Senate vote to confirm. **The appointments were accepted by unanimous consent**

- b. Brief Report – Elections were run since the last Senate meeting and the results are being read into the Minutes:

i. Oversight of the Faculty Handbook Committee 2023-2026 (LETT): Jamie Martinez

ii. Promotion and Tenure Committee 2023-2026 (SBS): Yawo Bessa

iii. Promotion and Tenure Committee 2023-2025 (CHS): Deborah Hummer

iv. Faculty Awards Committee 2023-2025 (LETT): Robin Snead

v. Faculty Assembly Delegate 2023-2026: Jennifer Jones-Locklear

An email will be sent out shortly about the 2-day business notice related to eight nominations currently being sought out

b. Standing Committees

i. Academic Affairs Committee – Dr. Renee Lamphere, Chair

1. Committee Update

- a. March's AAC meeting will be run by Joey Van Hassel, as Dr. Lamphere will be presenting at a national conference

- b. Names of those interested in serving on the Task Force in Advising and Scheduling have been sent to Interim Provost Beasley

- c. BOG committees of major importance: Retirement Incentive Program (all schools will be represented in this committee), Faculty Workload, Post Tenure Review, Teaching and Professional Track Faculty (Dr. Snead appointed to serve on this committee), Evaluation of Teaching (Dr. Lamphere appointed to serve on this committee), and Faculty Recognition. Faculty members are encouraged to reach out to the Faculty Assembly Delegates with questions, concerns, or comments and Delegates will make sure that faculty feedback gets passed on
 - 2. **(For Information)** Curriculum Proposals – New Courses, Program Revision, Course Deletions, Course Revisions (Appendix D) – Curriculum information is listed in Appendix D
 - ii. Faculty & Institutional Affairs Committee – Dr. Kelly Charlton, Chair
 - 1. Committee Update - Health, Safety, and Environment Subcommittee brought forward discussions on hands-on active shooter training, therefore if departments are interested reach out to Sargent Bullard (Public Safety Office)
 - iii. Student Affairs & Campus Life Committee –Dr. Peter Grimes, Chair
 - 1. No Report
 - iv. Academic Information Technology Committee – Dr. Camille Goins, Chair **(Vote Required)** Proposal: Purchase subscription to Canvas Studio for \$25,509 – A team of five faculty members reviewed Canvas Studio and recommended to the AIT Committee which also recommended the purchase of the subscription. The proposal today is to inquire if the Faculty Senate wants to move forward with the Canvas Studio purchase. The proposal is for this body to approve the purchase of the subscription. Interim Provost added that the Faculty Senate can recommend the purchase but the decision to purchase lies at a different level. Chair Hansen made a friendly amendment where the **motion is to “recommend” the purchase of Canvas Studio – The motion carried unanimously**
 - v. Budget Advisory Committee - Dr. Melissa Schaub, Chair
 - 1. No Report
- VI. **Faculty Assembly Updates:**
 - a. Brief Report – Dr. Renee Lamphere, Faculty Assembly Delegate
 - i. A lot can be learned from the BOG committee meetings. There are different meetings at different times. Recordings are available afterward
 - ii. The Daily News Clip is a summary email that comes out of the System Office where one can read about issues outside UNCP that eventually can impact us
 - b. Faculty Assembly Chair PowerPoint for 2.10.2023 Faculty Assembly Meeting
 - c. Faculty Assembly 22-23 Documents (Including 2.10.2023 Faculty Assembly Agenda)
- VII. **Graduate Council** – March 1, 2023, Report (Appendix E) – Dr. Christine Bell present to answer any questions
- VIII. **Other Committees**
 - a. CEPP - No Report – Appendix F (2023.01.11 CEPP Minutes) on SharePoint and Dr. Loury Floyd present to answer any questions
- IX. **Unfinished Business** - None
- X. **New Business**
 - a. Dr. Stewart Thomas – Update and Discussion on Provost Search
 - i. The committee has solicited candidates and has gone through an initial selection process

A motion was put forward by the Senate Chair to extend the meeting by 10 min – the motion carried unanimously

- ii. We are using the same search firm (Buffkin/Baker) used with the last Provost
 - 1. They are not charging UNCP for the search, just for the traveling
 - 2. We are very pleased with the involvement of the new representative, Pelema Ellis
 - 3. 50 candidates applied and 43 were considered
 - a. Vetting process has not started
- iii. A survey will be sent out to solicit Faculty input on the attributes of the next Provost
- iv. Timeline:
 - 1. On-campus interviews will be conducted March 13th-15th
 - 2. Each candidate will be on campus for 2 days (March 21st to April 5th) and there will be an opportunity for Faculty engagement at that time
 - a. A 45 min Faculty Senate Meeting with Provost Candidates will be available

A motion was put forward by the Senate Chair to extend the meeting by 5 min – the motion carried unanimously

- 3. On April 6th recommendations will be given to the Chancellor

XI. Announcements

- a. At no cost, an opportunity for students, faculty, and staff to take the Mental Health First Aid Training (March 24, April 15, and April 22) organized by the North Carolina Youth Violence Prevention Center. Still to be determined if it would be in-person or online

XII. Adjournment – the meeting was adjourned at 5:12 PM