**Minutes for the Faculty & Institutional Affairs Committee (FIAC)**

**September 15, 2020**

**3:30pm; Via Webex**

*Members present:* Nathan Thomas (Senator and Chair ), Gaye Acikdilli (Chair of Health, Safety and Environment Subcommittee), Camille Goins (Senator), Autumn Lauzon (Chair of Faculty Development and Welfare Subcommittee), Victor Bahhouth (Senator), David Oxendine (Senator), Melissa Schaub (Senator), Rachel Smith (Chair of Faculty Evaluation Review Subcommittee), Joe West (Senator), David Young (Senator), Dr. Scott Billingsley (Associate Provost), Mrs. Virginia Teachey (Vice Chancellor for Finance & Administration)

*Members absent:* Mr. Steve Varley (Vice Chancellor for Advancement)

Guests: Dr. Ottis Murray, Dr. Rose Ann Fitzpatrick, Ms. Katina Blue

*Recording Secretary:* David Young (Senator)

**Order of Business**

1. **Call to Order**

The meeting was called to order by Chair Thomas at 3:32 p.m.

1. **Approval of the August 18, 2020 Minutes**

The minutes of the Tuesday, August 18, 2020 meeting of the Faculty and Institutional Affairs Committee were approved.

1. **Adoption of the September 15 2020 Agenda**

The agenda of the Tuesday, September 15, 2020 meeting of the Faculty and Institutional Affairs Committee was approved without any additions or corrections.

1. Report from the FIAC Chair (Dr. Nathan Thomas)

Chair Thomas summarized for FIAC members two major points from new guidance given to Faculty Senate by Kelvin Jacobs, University General Counsel, as follows:

Electronic meetings of University Committees/Subcommittees: As a public body of the Faculty Senate, our meeting materials (such as minutes) are public record and can be shared. Meeting agendas fall into this category and can be shared.

Roll-Call votes at electronic meetings: At electronic meetings, all votes (except those by unanimous acclamation) must be by roll call.

Chair Thomas mentioned that for the fall semester, all 125 temporary workplace adjustment requests were approved.

Before ending his report, Chair Thomas asked about the matter of enforcing the wearing of facial coverings/masks in academic building hallways. At this point, further discussion ensued.

1. Reports from Administrators
2. Dr. Scott Billingsley (Associate Provost). Dr. Billingsley began his comments by detailing several campus updates for FIAC members as follows:

* Jessica Collogan – Mrs. Jessica Collogan is the new Dean of Library Services at UNC Pembroke. She began working at the University on September 9.
* Virtual SACS visit – The visiting SACS team held a virtual meeting with University officials on September 15
* Spring 2021 Calendar Adjustments are underway
* Temporary Workplace Adjustment process is moving forward
* Student Requests to Move Online

Specifically, there’s been a request that the Provost Office make a statement about this to let faculty know they have the option to allow it or not

Is there a way to measure success rates of synchronous classes? Is it effective? Is so, how effective? Or not? (Note: FDW will address this with Miko Nino & Dr. Beth Holder)

* Student Evaluation of Instruction (SEI) – Move online

Specifically, there is a proposal to endorse AITC Recommendation (1): AITC recommends that all student evaluations be conducted online regardless of instructional format. (AITC approved 12-0-0)

Specifically, there is another proposal to endorse AITC Recommendation (2): AITC recommends that we use CourseEval for Student Evaluation of Instruction through contract end. AITC will reassess CourseEval in our final contract year. (AITC approved 12-0-0).

1. Mrs. Virginia Teachey (Vice Chancellor for Finance & Administration). The report from the Vice Chancellor for Finance & Administration can be summarized as follows:

* No new information on budgets since the last meeting
* University officials are still waiting on guidance from the UNC System Office regarding tuition and fee increases.
* The 2.5% budget cut plans are due September 30, 2020.
* One question came up about workplace adjustments.  In response, HR is not the final decision maker on workplace adjustments for faculty.  They are purely in the pipeline for consultation and the primary repository of information.

1. Steve Varley, Vice Chancellor for Advancement.

Not present; no report.

1. **Reports from Subcommittee Chairs**
2. Faculty Development and Welfare Subcommittee (Dr. Autumn Lauzon, Chair).

Dr. Lauzon reported to FIAC on the following matters which had come before FDW at their last meeting:

There are four urgent questions for FIAC:

1). Will teaching schedules and formats (online, hybrid, traditional F2F) be similar in Spring 2021? If so, will the protocol for requesting online teaching be the same as in Fall 2020?

2). How many faculty were granted their request for online teaching?

3). Retention concern: will data on midterm grades be collected so we know what teaching modes are working for our students?

4). What data is being collected on COVID’s impact on the whole faculty role (research, advising, service)?

Chair Lauzon stated that Angela Revels had said the UNC Survey is delayed due to COVID-19. A preliminary review and baseline data might be available in October.

FDW is collecting data and previous documents from the first time FDW worked on an ombudsperson.

Chair Lauzon mentioned that FDW will be drafting a framework calling for flexibility and support in annual evaluations and promotion/tenure given the consequences/impacts of COVID-19 and additional labor required for teaching/research/service.

Finally, FDW is gathering data from the Office of Human Resources and/or surveys of coordinators and directors, to include the presence of inconsistencies between departments.

B. **Faculty Evaluation Review Subcommittee (Dr. Rachel Smith, Chair)**

Dr. Smith reported on the following matters which had come before FERS during their last meeting:

Dr. Smith, Senate Chair Mann, and FIAC Chair Thomas are trying to arrange a meeting with Provost Locklear to gain a better understanding of the reason that the 4/3 contract change and delay in Initial review was not accepted by the Chancellor and also discuss expectations for Promotion & Tenure (P&T) due to COVID this year.

The Subcommittee decided that the following items will be a high priority this year:

* Revisit 4/3 contract change and delay in Initial review
* SEI calendar issue
* Expectations for P&T due to COVID
* Post tenure review clarifications

The Subcommittee decided the following items will be a low priority this year:

* Non-tenure stream evaluations expectations
* Evaluation procedures for Assistant/Associate Deans
* Consider adding collegiality as an evaluation criterion
* Clarify the role of Deans in the evaluation of Chairs

The Subcommittee decided to begin by addressing the PTR clarification.  To prepare for the next meeting, the committee members were asked to read the Post-Tenure Review (Section II, Chapter 2) in the Faculty Handbook and focus on the five-year plan and how the PEC is different than the Promotion & Tenure Review PEC.

1. **Health, Environment & Safety Subcommittee (HSES) (Dr. Gaye Acikdilli, Chair)**

Chair Acikdilli summarized her report to FIAC as follows:

The first meeting of HSES was held on August 31. Actually this is the only meeting that we had so far. This is because although meetings are scheduled for the first Monday of each month, but in September there is the Labor Day holiday. The first order of business was to select the secretary and the rotation system was agreed with Claudia Nickolson volunteering to be first.

Abby Mann visited briefly and provided a welcome message. Nathan Thomas was also a guest and mentioned the work that was done by the university to prepare for the return for the Fall semester.

Clearly, Covid-19 is at the forefront of health-related concerns for this year. Michael Bullard reported that the university has passed beyond anything that we expected. All health and safety-related entities on campus are working together. Most importantly any concerns should be raised and communicate directly to the Environmental, Health, and Safety Office immediately rather than waiting for our next meeting.

There was a discussion about reporting in dashboards and the need for more transparency and updates with COVID related information. Access to information is crucial for all stakeholders. The distinction between the term “quarantine” and “isolation” may not be clear to all which would impact the accuracy of reporting.

Amy Purser reported that students in the Health Sciences area seem to be following protocols and not expressing anxieties. She also shared concerns that transmission is occurring elsewhere, not just on campus. Other faculty members noted that some students are expressing fears, but most are observing the “rules.”

Since the meeting, the University Administration is providing more information and more frequent updates on COVID-19 Dashboard. This information is welcomed and valuable.

Chair Acikdilli also mentioned the discussion that she had with the faculty since the HSES meeting. She summarized the four general areas that are most significant and raised much concern:

1. The general consensus is that It is highly unlikely for treatment or vaccine that would allow all campus activities to resume for the Spring 2021 semester. Therefore, faculty are concerned about making the Spring schedule that assumes a completely normal semester.

2. Since it appears that the current conditions will continue in the Spring semester, several faculty members raised the issue of continuing to follow accommodations per CDC guidelines as well as other special cases into the Spring ’21 semester.

3. Moreover, just as this fall semester had been modified to minimize travel to and from campus thus limiting further spread of the coronavirus, it was suggested an adjustment to the Spring semester should also be considered. Because This would avoid the transmission of the virus, particularly during the Spring Break. It was pointed out to me the calendar shows a Spring Break. Some faculty are concerned that students will take a traditional holiday as was the case with the news reports from Spring 2020.

4. Moreover, the Covid-19 pandemic will likely continue through the winter months. Therefore, some faculty would like to see a reduction in the number of weeks that are in session during the flu season. Perhaps, the delaying the start of the spring semester would be advisable?

1. **Old Business**

None.

1. **New Business**

None.

1. **Announcements**
2. The next meeting of the Faculty & Institutional Affairs Committee is October 20 @ 3:30 p.m. on Webex.

**X. Adjournment**

There being no further business, the meeting adjourned at 4:47 p.m.

Respectfully submitted:

David Young (Senator and Recording Secretary)