**APPENDIX A**

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

**March 16, 2021**

**3:30 PM Via Webex**

The Faculty and Institutional Affairs Committee (FIAC) will consider the following matters: all matters relating to faculty, economic aspects of matters of concern to the Senate and its other committees; recommendations in areas of University business affairs as they affect educational policies, and of long-range projections and planning for the total development of the University; issues of environmental concern for the campus community including those related to health and sustainability.

*Members present***:** Maria Pereira(Senator and Chair),Gaye Acikdilli (Chair of Health, Safety and Environment Subcommittee), Camille Goins (Senator), David Oxendine (Senator), Melissa Schaub (Acting Chair of Faculty Development and Welfare Subcommittee and Senator), Rachel Smith (Chair of Faculty Evaluation Review Subcommittee), Victor Bahhouth (Senator), Richard Vela (Senator), David Young (Senator and Recording Secretary), Virginia Teachey (Vice Chancellor for Finance and Administration), Scott Billingsley (Associate Provost)

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

**Order of Business**

1. **Call to Order**
* The meeting was called to order at 3:32 PM
* Roll Call
1. **Approval of Minutes from February 16, 2021 (Appendix A)** **– approved by acclamation (moved by Schaub, seconded by Oxendine)**
2. **Adoption of March 16, 2021, Agenda** **– approved by acclamation (moved by Smith, seconded by Acikdilli)**
3. **Report from FIAC Chair, Maria Pereira**
4. Informational: Voting protocol changes (Appendix B)
5. Informational: Update sent to Carla Rokes, about faculty participation on the Calendar Committee
6. Informational: SGA President Cotrayia Hardison sent the results of the student survey (Appendix C) – the committee did not have any new requests or questions. Case was closed

**V. Reports from Administrators**

 **A. Vice Chancellor for Finance and Administration, Virginia Teachey**

* The University is still under the financial restrictions put in place by President Hans in August 2020, limiting our spending and hiring actions to mission-critical
* The UNC System has put forward its operating budget priorities that include enrollment growth, funding of the NC Promise program, building reserves, and faculty and staff salaries
* In addition, our $91M Health Science/STEM building is still under consideration along with several small capital renewal projects (roof replacements, campus safety, and regional emergency response center, renovation of the old BA building, and the demolition of Jacob’s Hall)
* The University has received emergency relief funds available for our students.  Please encourage students to apply for funds through their Braveweb account. These funds can be used for all COVID-related expenses including hardships related to their student account

 **B. Vice Chancellor for Advancement, Steve Varley**

* No report

 **C. Associate Provost, Scott Billingsley**

* COVID numbers are low which is very good
* Commencement is being planned as a face-to-face event
* Annual faculty evaluations will include a COVID Impact Statement being worked on at the time of this writing
* Student evaluation of instruction (SEI) will continue to be delivered online
	+ University will continue to use the program CourseEval
* Federal COVID-19 Aid vs. Emergency Student Fund
	+ Virginia explained GEER and HEERF funds
	+ POL 11.20.01 Student Emergency Assistance Fund provides support to students who experienced unexpected expenses during an emergency. These funds are not necessarily tied to COVID-related issues

**VI. Reports From Subcommittees**

* 1. **Faculty Development and Welfare, Melissa Schaub, Acting Chair (Appendix D)**
		+ Discussions of the Proposal to Establish Post-Pandemic Directed Academic Leave (Appendix D) developed at its October 2020 meeting involved the:
			- feasibility of teaching 8-week classes, especially in the sciences
			- constraints being put on departments to offer their regular courses when faculty is on academic leave or teaching 50% of their regular load
			- nature of the proposal which involves “automatic granting” of academic leave
* The Faculty & Institutional Affairs Committee returned the FDW subcommittee’s Proposal to Establish Post-Pandemic Directed Academic Leave, for revision of the purposes and for greater specificity and increased clarity, including more specific actions by chairs and deans. The motion made to commit the proposal back was **approved by acclamation (moved by Vela, seconded by Smith)**
* Acting Chair Schaub reported that there is a proposal forthcoming that addresses equity and fair compensation between directors and coordinators across campus
	1. **Faculty Evaluation Review Subcommittee, Rachel Smith, Chair**
* All three motions (PTR language clarifications, recommendation of special committee to implement online SEI’s and revision of the PEC form) previously passed by FIAC were approved by the Faculty Senate on March 3, 2021 meeting
* All SEI’s online from now on and continuing with the use of CoursEval
* SEI language in handbook needs to change due to online SEI decision. FERS is proposing that SEI’s be completed each semester
* FERS Chair had a meeting with Faculty Senate Chair Joe West and FIAC Chair Maria Pereira to discuss the charge and composition of the Special Committee on implementing online SEI’s
* No action on delaying probationary review: waiting for Provost
* Department Chair’s Annual Evaluation form to include “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 of language where warranted). Currently, the Annual Evaluation form language is: “Sufficient progress in the area of teaching”? Yes or no checkboxes are used
	1. **Health, Safety and Environment, Gaye Acikdilli, Chair**
* The University and its staff continue to diligently work to provide a safe environment on campus and thus help achieve a successful semester. We should appreciate all these efforts given the uncertainties and the difficulties of this pandemic
* Chief of Police, McDuffie Cummings, Jr. found that traffic signs have faded and need to be replaced. Additionally, speed bumps replaced with speed tables. Speed tables work better for slowing traffic and are easier on vehicles
* Officer for Environmental Health and Safety, Michael Bullard reported that there was good feedback concerning COVID-19 information sessions. The campus is slowly reopening more services including the bowling alley and aquatic center. Officials are attempting to limit student parties and unapproved activities. Requirements for classrooms, 6-foot distance, and facemasks stay in place. Information about vaccines will be forthcoming
* As new business Chair Acikdilli reported on a discussion was about providing a vaccine tracker on the UNCP Covid-19 dashboard. Concerns included can we have data of how many students and faculty are vaccinated on campus, but that data is missing if students, faculty, and staff receive vaccinations elsewhere, thus making accurate data gathering and reporting difficult
	+ Discussion included testing, to make it mandatory or voluntary. Concerns included that the UNC system has not yet required testing of faculty and staff. On the other hand, students are getting tested because they live on campus. This may be an issue for state law because of privacy concerns for employees
	+ Discussion continued about establishing requirements for immunization, to make it mandatory for faculty, staff, and students. Making vaccination mandatory is difficult because there are no current requirements for faculty, staff, and students
	+ Some ideas were mentioned to have incentives for vaccination. These include digital badges, success stories posted on the UNCP website, discount coupons, etc. The objective is to motivate everyone to get vaccinated. However, there may be legal liability issues. Employers are probably better off encouraging rather than requiring. There are examples of organizations that encourage or even require employees to be fully vaccinated. For example, many retailers, restaurant chains, airlines provide incentives such as time off, bonus payments
	+ A problem was brought up about outdoor lighting because a building contractor cut a wire to the parking lot by the library. The Chief of Police will attempt to send out a notification to students when there is a known outage

**VII. New Business** - none

**VIII. For the Good of the Order** - none

**IX. Announcements**

* The next FIAC meeting will be April 20, 2021 at 3:30 PM via Webex

**X. Adjournment**

* There being no further business, the meeting adjourned at 5:00 PM

Respectfully submitted:

David Young (Senator and Recording Secretary)