**The University of North Carolina at Pembroke**

**Faculty Senate Meeting Minutes**

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

213 Chavis University Center

Mtiu 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 Schuab | **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 Parnall**, **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](#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 TTH
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](#Appendix_B)), and corresponding proposed changes to the Faculty Handbook ([Appendix C](#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](#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](#Appendix_E))
	1. Workshops for chairs and new delegates and receptions at President Spellings home.
12. **Teacher Education Committee** ([Appendix F](#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**

**Appendix A**

**The University of North Carolina at Pembroke**

**Faculty Senate Minutes**

Wednesday, May 2, 2018 at 3:30 p.m.

213 Chavis University Center

Aaron Vandermeer, Chair

June Power, Secretary

Members of the Senate:

|  |  |  |
| --- | --- | --- |
| **To 2018** | **To 2019** | **To 2020** |
| **ART** June Power  | **ART** Aaron Vandermeer  | **ART** Joseph Van Hassel  |
| **EDN** David Oxendine | **EDN** Heather Dial Sellers | **EDN** Joe Sciulli |
| **LET** Richard Vela | **LET** Enrique Porrua | **LET** Abigail Mann |
| **NSM** Dennis McCracken | **NSM** Sally Vallabha | **NSM** Nathan Phillippi |
| **SBS** Xinyan Shi | **SBS** Mitu Ashraf | **SBS** Michael Spivey |
| **At-Large** Beverly Justice | **At-Large** Polina Chemishanova | **At-Large** Roger Guy |
| **At-Large** Cliff Mensah | **At-Large** Jose D’Arruda | **At-Large** Ottis Murray |
| **At-Large** David Young | **At-Large** John Parnell | **At-Large** Joe West |
| **Chancellor** Robin G. Cummings**Provost and Vice Chancellor for Academic Affairs** David Ward |

**Members Present:** Mitu Ashraf, Jose D’Arruda, Abigail Mann, Dennis McCracken, Cliff Mensah, Ottis Murray, David Oxendine, John Parnell, Nathan Phillippi, Enrique Porrua, June Power, Joe Sciulli, Heather Sellers, Sally Vallabha, Aaron Vandermeer, Joseph Van Hassel, Richard Vela, David Ward, Joe West, David Young,

**Members Absent:** Polina Chemishanova, Robin Cummings, Roger Guy, Beverly Justice, Xinyan Shi, Michael Spivey

**Guests:** Dennis Swanson, Carole Graham, Jonathan Ricks, Nancy Crouch, Jonathan Hopper, Jennifer Twadell, Elizabeth Normandy, James Robinson, George Harrison, Yale Kodwo-Nyameazea, Summer Woodside, David Nikkel, Karen Granger, Stephanie Peters, Derek Oxendine, Tom Trondowski, Irina Falls, Irene Aiken, Aryeh McDonald, Jose Rivera

**Order of Business**

**A. Roll Call**—The meeting was called to order at 3:30 PM.

**B. Approval of Minutes** (Appendix A in Agenda)—The Minutes were approved with corrections to attendance.

**C. Adoption of Agenda**—The Agenda was approved as revised.

**D. Reports from Administration**

1. Chancellor – Robin G. Cummings – No Report

 2. Provost – David Ward

Dr. Ward informed the Senate that the health study has been passed to the legislature for review, for possible funding of a College of Health Sciences. Regardless of the legislative decision, he feels we need a College of Health and Wellness, but that we don’t want to be premature and get ahead of possible funding. To hire a dean, should such a college be created, the position would have to be approved by the BOT and the BOG.

**E. Reports of Committees**

1. Operations Committees
2. **Executive Committee**—Aaron Vandermeer
	1. Senate Chair Report—([Appendix B](#AppendixB) in Agenda)
	2. Proposal to create Academic Information Technology Committee [requires Constitutional amendment]—Please note that this proposal contains consequent changes to language in the Bylaws [alterations to the Academic Affairs Committee, the Committee on Committees and Elections, and the Subcommittee on Academic Support Services], which does not require General Faculty approval. It should be understood that changes to these Bylaws will only be enacted if amendment to the Faculty Constitution is approved by the General Faculty. ([Appendix C](#AppendixC) in Agenda)

**Approved 16-1-1**

* 1. Proposal to alter General Faculty requirements for ratification of Constitutional amendment [requires Constitutional change] ([Appendix D](#AppendixD) in Agenda)

**Motion to table until next academic year passed 11-5-2**

1. **Committee on Committees & Elections** (CCE)—Joey Van Hassel
2. Proposal to confirm CCE nominations to committees for AY 2018-19—([Appendix E](#AppendixE) in Agenda) – with the substitution of Enrique Porrua for Joanna Hersey as faculty conciliator.

**Approved 18-0-0**

1. Election of Faculty Senate Chair – Mitu Ashraf and Joe Scuilli were nominated. **Mitu Ashraf was elected as Faculty Senate chairperson for 2018-19.**
2. **Committee on Faculty Governance**—Dennis McCracken
3. Proposal to revise the charge and membership of the Student Publications Board—([Appendix F](#AppendixF) in Agenda)

**Approved 18-0-0**

1. Proposal to revise the membership of the General Education Subcommittee—([Appendix G](#AppendixG) in Agenda)

**Approved 18-0-0**

1. Standing Committees
2. **Academic Affairs Committee** (AAC)—Richard Vela
3. Proposal to revise the handbook language regarding the Curriculum Development and Revision Process (8-0-0)—([Appendix H](#AppendixH) in Agenda)

**Approved 18-0-0**

1. Proposal to revise the Course Withdrawal policy (8-0-0)—([Appendix I](#AppendixI) in Agenda)

**Approved 18-0-0**

1. Proposal to revise the Syllabus Checklist—([Appendix J](#AppendixJ) in Agenda)

**Approved 18-0-0**

1. Proposal to remove the survey from the charge of the Academic Support Services Subcommittee (8-0-0)—([Appendix K](#AppendixK) in Agenda)

**Approved 18-0-0**

Curriculum Proposals available at: [https://uncp.curriculog.com/agenda:70/form](https://uncp.curriculog.com/agenda%3A70/form)
[All Program Proposals passed AAC 8-0-0]

Jamie Martinez recognized as outgoing Curriculum chair and her work in implementing Curriculog.

Proposal from Social Work

1. Program Proposal:  revise M.S.W. to incorporate new courses and increase minimum program hours from 45 to 50 [from April Senate Agenda]

**Approved 18-0-0**

Proposals from the Bachelor of Interdisciplinary Studies Program:

1. Program Proposal: Revise all B.I.S. programs in the following ways:
 a) Change admissions standards to require either 45 completed credit hours or a completed Associate Degree
 b) All B.I.S. students will now complete WE/WD requirement.
 c) Revise all B.I.S. majors and tracks to eliminate “Validation of Applied Associate Degree” (which was worth 30 credit hours) and add 30 credit hours to Electives. This NOTE is added for ELECTIVES: "\*Students entering the BIS Program with an Associate of Applied Science or Applied Associate of Arts from a regionally accredited two- year institution may receive up to 30 hours transfer credit towards Electives upon verification of such degree."

**Approved 18-0-0**

1. Program Proposal: Create General Studies, B.I.S.

**Approved 18-0-0**

1. Program Proposal: Revise Applied Information Systems, Operations Management, B.I.S., to incorporate a WD course (SOC 3000) in core requirements

**Approved 18-0-0**

1. Program Proposal: Add required course to Core (PAD 3100 Introduction to Public Administration and reduce electives in Public and Non-Profit Administration, B.I.S. (all tracks)

**Approved 18-0-0**

1. Program Proposal: Revise Public and Non-Profit Administration, Public Management, B.I.S.

**Approved 18-0-0**

Proposals from the Department English, Theatre, and Foreign Languages

1. Program Proposal: Remove SPN 2990 from Spanish, B.A.

 **Approved 18-0-0**

1. Program Proposal: Remove SPN 2990 from Spanish, B.A. with Teacher Licensure

**Approved 18-0-0**

1. Program Proposal: Make THE 2020, 2040, 2060, 2080, 2100 repeatable in Theatre, B.A.

**Approved 18-0-0**

Proposals from the Department of History

1. Program Proposal: Revise History, B.A. to create a General History track

**Approved 18-0-0**

1. Program Proposal: Revise History, B.A. to create a Social Studies Education track

**Approved 18-0-0**

1. Program Proposal: Delete Social Studies Education, Middle Grades Licensure track, B.A.

**Approved 18-0-0**

1. Program Proposal: Delete Social Studies Education, Secondary Licensure track, B.A.

**Approved 18-0-0**

Proposals from the Department of Mass Communication

1. Program Proposal: Revise program requirements for Mass Communication, B.A. to require a grade of C or better in MCM 2100 and 2400 for students completing all tracks.

**Approved 18-0-0**

Proposal from the Department of Music

1. Program Proposal:  Revise Music Education, Instrumental Emphasis, B.M.

**Approved 18-0-0**

1. Program Proposal:  Revise Music Education, Keyboard Emphasis (Instrumental Orientation), B.M.

**Approved 18-0-0**

1. Program Proposal: Revise Music Education, Keyboard Emphasis (Vocal Orientation), B.M.

**Approved 18-0-0**

1. Program Proposal: Revise Music Education (Vocal Emphasis), B.M.

**Approved 18-0-0**

Proposals from the Department of Philosophy and Religion

1. Program Proposal: Create minor in Popular Religious Culture in America

**Approved 18-0-0**

Proposals from the Department of Educational Specialties

1. Program Proposal: Revise Birth-to-Kindergarten Education, B.S.

**Approved 18-0-0**

1. Program Proposal: Revise Professional Concentration in Reading

**Approved 18-0-0**

Proposal from the Department of Health and Human Performance

1. Program Proposal: Revise Health/Physical Education, B.S.

**Approved 18-0-0**

Proposals from the Department of Educational Leadership and Counseling

1. Program Proposal:  Add three new elective options to Clinical Mental Health Counseling, M.A.Ed.

**Approved 18-0-0**

1. Program Proposal: Add EDNL 5850 Curriculum Leadership to School Administration Add on Licensure, increasing program hours from 21 to 4 credits

**Approved 18-0-0**

Proposal to Add Courses to General Education (AAC vote 5-0-4 on both)

1. BIO 2110 Anatomy and Physiology I, Add existing course to General Education

**Approved 11-6-1**

1. BIO 2120 Anatomy and Physiology II, add existing course to General Education

**Approved 11-6-1**

1. **Faculty & Institutional Affairs Committee** (FIAC)—Joe West
2. Proposal to clarify annual evaluations for Post Tenure Review—([Appendix L](#AppendixL))

**Approved 18-0-0**

1. **Student Affairs & Campus Life Committee** (SACL)—Xinyan Shi – No Report

**F. Faculty Assembly Report** – Cherry Beasley has been invited to chair the HMI Caucus.

**G. Teacher Education Committee** (Agenda Appendix M)

**H. Graduate Council** (Agenda Appendix N)

**I. Other Committees**

1. Learning Management System Implementation Committee—Roger Guy – No Report
2. Faculty Research Advisory Board Report – (Agenda Appendix O)

**J. Unfinished Business** - None

**K. New Business** – None

**L. For the Good of the Order**

1. Publication of UNCP policies on peaceful protests vis-à-vis admissions process and National Association for College Admission Counseling (NACAC) list.

From Academic Affairs Committee: “We move that the Faculty Senate ask the Associate Vice Chancellor for Enrollment to publicly post UNCP’s existing policies on peaceful protests and the admissions process and request that UNCP be added to the NACAC list.” (8-0-0)

This is already our policy, and Academic Affairs is just asking that it be clarified as it is timely now. The topic was discussed and then tabled until next academic year.

 Motion to extend the meeting – **Approved 18-0-0**

1. Recognition of Jose D’Arruda for his many years of service on the Faculty Senate upon his retirement. He first served on Senate in 1977 and was first chair in 1979.

Motion to extend the meeting – **Approved 17-0-0**

1. NC Promise update – Western has closed applications, while ECSU is still accepting them. It looks as is the majority of our increase will be in transfer students and out-of-state students. The numbers are running ahead, but it’s not a significant or drastic change.

**M. Announcements**

1. General Faculty Meeting at 1:30 p.m. on Friday, May 4 in Moore Hall Auditorium
2. Graduate School Commencement: 7:00 p.m. Friday, May 4 in GPAC
3. Undergrad Commencement: 9:00 a.m. Saturday, May 5 on the Quad
4. Remember to export/archive any course materials from Blackboard, including classes you may have last taught two or three years ago. You will no longer be able to access Blackboard after May 31, 2018.

**N. Adjournment** – The meeting adjourned at 5:13 PM.

Respectfully submitted,

June Power

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**Appendix B**

**Proposed Changes to the Current Committees and Election Cycles**

* Faculty Senate
* 18 Divisional Faculty Members (3 from each division)
* 6 At-Large Faculty Members
* Same number of members
	+ Replace Three At-Large with three from Health Sciences Division
	+ Three-Year Election Cycle Phase-In:
	+ 2018-2019: No At-Large Elections
	+ 2019-2020: Elect Two At-Large (2-year term) and One At-Large (3-Year Term
	+ 2020-2021: Elect One At-Large (2-year term), Two At-Large (3-year term
	+ Elect two At-Large a year from then on
	+ If an At-Large member resigns this year (2018-2019), fill for remainder of academic year, and adjust Phase-In schedule as needed.
* AITC
* Add one Additional Position: Health Sciences Division Faculty Member
* Academic Support Services
* Remove one At-Large position and replace with Health Sciences Division Faculty Member
* Same Number of Members
* Curriculum Committee
* Add two additional positions: Health Sciences Division Faculty Members
* EMS
* Add one additional position: Health Sciences Division Faculty Member
* Faculty Awards
* Remove one At-Large position, replace with Health Sciences Division Faculty Member
* No At-Large Election this year
* FDW
* Change to one faculty member from each division, rather than the current two from each division
* Six members instead of ten
* FERS
* Remove one At-Large position, replace with Health Sciences Division Faculty Member
* Same Number of Members
* FRAB
* Change committee make-up to one faculty member from each division, and one At-Large Faculty Member (appointed by the senate chair)
* GenEd
* Remove EDU designation, and keep as HHP
* HSES
* Change Language from “Nursing” position to “Health Sciences Division Faculty Member from the Nursing Department”
* P & T
* Add Health Sciences Division Faculty Member and One At-Large Faculty Member
* Committee changes from five members to seven

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**Appendix C**

**Proposed changes to the Faculty Handbook due to the creation of College of Health Sciences**

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ARTICLE III. MEMBERSHIP AND ELECTIONS

Section 1. The Senate shall consist of the following members:

A. The Chancellor of the University

B. The Provost and Vice Chancellor for Academic Affairs

C. Three General Faculty members from each of the ~~five~~ six divisions listed below, elected by and

from the General Faculty of the division:

1. Division of Arts

2. Division of Education

3. Division of Letters

4. Division of Natural Science and Mathematics

5. Division of Social and Behavioral Sciences

6. Division of Health Sciences

D. ~~Nine~~ Six General Faculty members elected at-large by the General Faculty.

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ARTICLE VI. COMMITTEES

Section 1. The consideration of matters within its jurisdiction may be delegated by the Senate to

Committees, which shall be responsible to and report to the Senate.

Section 2. The Senate shall have the following types of committees: Operations Committees, Standing

Committees, Subcommittees of the Standing Committees, and Continuing and Special Committees. The

terms of the Standing Committees, and Continuing Committees, shall end with the convening of a new

Senate at the first regular meeting of the academic year; the Committee on Faculty Governance will be

appointed for three-year staggered terms and other Operations Committees’ terms shall be the same as the

Standing and continuing Committees; members of Subcommittees of Standing Committees will be

appointed for two-year staggered terms; and the term of any Special Committee will be ended upon

completion of its designated assignment.

Section 3. There shall be three Operations Committees:

A. The Committee on Committees and Elections shall consist of three Senators appointed by the

Senate Chair. The Chair of the Committee shall be appointed by the Senate Chair. The Committee

shall conduct elections for Divisional and At-Large Senators, members of the Promotion and

Tenure Committee, the Faculty Awards Committee, the Faculty Grievance Committee, the Faculty

Hearing Committee, and Delegates and Alternates to the UNC Faculty Assembly. All elections

administered by the Committee on Committees and Elections will be conducted by anonymous

balloting. The Committee shall nominate all members of Faculty Senate Subcommittees, the

Faculty Governance Committee, the non-Senate faculty members on the Academic Information

Technology Committee, and the Student Affairs and Campus Life Committee, and one member of

the Student Publications Board. The Committee shall select four nominees for the position of

Faculty Conciliator for Undergraduate Grade Appeals.

B. The Executive Committee shall consist of the Chair of the Senate, who shall serve as its Chair;

the Secretary of the Senate; the Chairs of the four major Standing Committees as provided for in

Article VI, Section 4 of this Constitution; and the Chair of the Committee on Committees and

Elections. This committee shall prepare a Senate Agenda and publish it to the General Faculty five

days prior to each regular meeting. The Agenda for regular meetings of the General Faculty shall

be determined by the Senate Executive Committee consisting of the Chancellor and the Executive

Committee of the Faculty Senate. The committee shall also assist in the annual publication of the

Faculty Handbook. The Senate Executive Committee shall have general supervision of the affairs

of the Senate between its regular meetings. This includes the implementation of Senate-approved

policies and procedures. None of these implementing actions shall conflict with actions taken by

the Senate.

The Senate Executive Committee shall have general supervision of the affairs of the Senate

between its regular meetings. This includes the implementation of Senate-approved policies and

procedures. None of these implementing actions shall conflict with actions taken by the Senate.

C. The Committee on Faculty Governance shall consist of not more than nine members, a majority

of whom must be Senators or former Senators. They are to be nominated by the Committee on

Committees and Elections and confirmed by the Senate.

Section 4. The Senate members of the four major Standing Committees and their Chairs shall be

appointed by the Chair of the Senate. Membership of the Standing Committees, Subcommittees, and other

committees is outlined in the By-Laws, Article VI.

The Standing Committees shall be:

A. Academic Affairs

B. Student Affairs and Campus Life

C. Faculty and Institutional Affairs

D. Academic Information Technology Committee

Section 5. Standing Committees may, with the approval of the Senate, set up Subcommittees; the tenure

of the Subcommittee shall be coincident with that of the parent Standing Committee.

Section 6. Persons eligible to serve on Subcommittees are members of the General Faculty and staff

members appropriate to the function of the subcommittee. When one or more of the four Standing

Committees request Subcommittee formation, the Committee on Committees and Elections shall

determine the size of the Subcommittee and make nominations to the Senate, to be confirmed by the

Senate.

Section 7. All Subcommittees shall report directly to the parent Standing Committee, of which each

subcommittee's Chair will be a voting member.

Section 8. The Chair of each Standing Committee shall speak for the Committee. He/she may present an

oral or written report, but in every case the presentation must give sufficient information on which the

Senate can act.

Section 9. Continuing and Special Committees may be constituted, with appropriate membership, at any

time by the Senate.

Section 10. The Faculty Research Advisory Board shall be a Continuing Committee of the Faculty

Senate. It shall consist of not more than seven members to serve three-year staggered terms. The members

will be nominated by the Chair of the Faculty Senate and confirmed by the Senate. The membership will consist of one faculty member from each division, and one At-Large faculty member from a department not already represented. The Board shall elect a Chair from its membership.

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Section 3. Committee on Committees and Elections

A. The Committee on Committees and Elections shall conduct elections to fill positions that will

expire in August, excepting those for Alternate Delegate for the Faculty Assembly, which will

occur during the regular spring election cycle..

1. Starting in October, ballots will be distributed by email to elect:

a. Divisional Senators (See Article III of the UNCP Faculty Constitution for

nomination guidelines for these positions);

b. Senators-at-Large, immediately following the completion of the election for

Divisional Senators; (See Article III of the UNCP Faculty Constitution for

nomination guidelines);

2. Starting in February, ballots will be distributed by email to elect:

a. Members of the Promotion and Tenure Committee, divisional members

of the Faculty Awards Committee, and the Delegate and then the Alternate

to the UNC Faculty Assembly (See Article III of the UNCP Faculty

Constitution and Article V, Section 5 and Article VII of the Bylaws of the

Faculty Senate for nomination guidelines for these positions);

~~At-large members~~ The at-large member of the Faculty Awards Committee immediately following

completion of the election for divisional members;

c. Faculty Hearing Committee immediately following the completion of the

election of members of the Promotion and Tenure Committee (See “Faculty

Hearing Committee” in Section II, Chapter I on Faculty Personnel Policies in

the UNCP Faculty Handbook for nomination guidelines);

d. Faculty Grievance Committee immediately following the completion of the

election of the Faculty Hearing Committee (See “Faculty Grievance

Procedure” in Section II, Chapter I on Faculty Personnel Policies in the

UNCP Faculty Handbook for nomination guidelines);

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B. The Committee on Committees and Elections shall nominate the following:

1. All members of Faculty Senate Subcommittees, the Faculty Governance Committee,

the faculty members of the Health, Safety, and Environment Committee, the ~~five~~ six non-

Senate faculty members on the Academic Information Technology Committee, the three

non-Senate faculty members on the Student Affairs and Campus Life Committee, and

one member of the Student Publications Board. The Committee shall select four

nominees for the position of Faculty Conciliator for Undergraduate Grade Appeals,

which will be forwarded to the SGA for selection of one. (See Article VI, Section 4 of the

Faculty Senate Bylaws and Article VI, Section 3C of the Faculty Senate Constitution.) At

the Senate’s last meeting of the academic year, the Committee will recommend for

confirmation by the Faculty Senate all the foregoing nominations.

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Section 5. Divisions by Areas

A. Division of Arts:

Art

Drama

Music

Mass Communication

Library Science

B. Division of Education

~~Counseling~~

Education

~~Health, Physical Education, and Recreation~~

C. Division of Letters

American Indian Studies

English and Theatre

Foreign Languages

History

Philosophy

Religion

D. Division of Natural Science and Mathematics

Biology

Geology

Geography

Mathematics

Computer Science

~~Nursing~~

Chemistry

Physics

E. Division of Social and Behavioral Science

Business Administration

Political Science

Public Administration

Psychology

Sociology

~~Social Work~~

Criminal Justice

E. Division of Health Sciences

Counseling

Health and Human Performance

Nursing

Social Work

**Pg. 26-27**

B. The Academic Information Technology Committee will consist of ~~thirteen~~ fourteen voting

members:

1. Two Senators, one of whom will serve as chair as appointed by the Senate chair,

2. ~~Five~~ Six additional faculty members, one from each division,

3. The Chief Information Officer,

4. An Instructional Designer,

5. The Director of Online Learning

6. A Representative of the Library, as appointed by the Dean of Library Services

7. A Representative of the Accessibility Resource Center,

8. One SGA Senator, as appointed by the SGA President.

**Pg. 27-28**

Section 5. The Composition of Subcommittees and Boards

The Subcommittees and Boards shall be composed as follows, with each member having one vote:

A. Academic Affairs Committee

1. The Subcommittee on Curriculum:

Two Representatives from each Division,

One Representative from the Office for Academic Affairs,

Registrar,

SGA Secretary,

SGA Senator.

2. The Enrollment Management Subcommittee

One faculty member from each division, one of whom shall Chair the

subcommittee,

Associate Vice Chancellor for Enrollment,

Director of the Center for Student Success,

One SGA representative.

3. The Subcommittee on Academic Support Services:

One Representative from each Division, one of whom shall Chair

the subcommittee,

Dean of Library Services,

Director of the Center for Student Success,

Director of the Accessibility Resource Center,

Director of the Writing Center,

~~Two~~ One at-large faculty ~~members~~ member from ~~departments~~ a department not already represented,

One Graduate Student,

One SGA Senator.

4. The General Education Subcommittee

One faculty member representing each of the following General Education

areas (one of whom will Chair the subcommittee):

Arts,

Business/Economics,

~~Education/Physical Education,~~ Health and Human Performance,

Humanities,

Natural Science/Mathematics,

Social Sciences,

The Associate Vice Chancellor for Student Success and Dean of the University

College.

The Student Government Association Academic Affairs Chair

Each of the faculty representatives will serve a two-year term, three beginning on even numbered years

and three on odd numbered years. Selection will be by appointment by the Committee on Committees and

Elections as with other subcommittees.

B. Faculty and Institutional Affairs Committee

1. The Subcommittee on Faculty Development and Welfare:

~~Two~~ One ~~representatives~~ representative from each Division,

The Director of Human Resources.

The Director of the Teaching and Learning Center

2. The Faculty Evaluation Review Subcommittee

The subcommittee shall consist of seven members. Each division will be represented

on the subcommittee and there will be ~~two~~ one at-large ~~members~~ member. At least two of the

faculty appointed each year must be ~~tenure~~ tenured. ~~At-large members~~ The At-Large member must come from ~~departments~~ a department not already represented.

3. The Health, Safety, and Environment Committee

There shall be seven members, one from ~~each of the five divisions, and one from the~~

~~Department of Nursing and one from the Library.~~ each division and a representative from the Library. The member from the Division of Health Sciences must be from the Department of Nursing. ~~The five d~~ Divisional faculty members are to be nominated by the Committee on Committees and Elections and confirmed by the Senate. Also, there shall be a representative from the Staff Council. The committee will also include the Safety Officer for Environmental Health and Safety, and the Chief of University Police. The committee will be chaired by one of the faculty members, and the chair of this committee will serve as one of the faculty representatives on the University Campus Safety and Health Committee.

**Pg. 29-30**

Section 7. Faculty Research Advisory Board

A. The Faculty Research Board, a Continuing Committee of the Faculty Senate, shall advise the

Faculty Senate and the Chancellor with respect to issues affecting faculty research, scholarly and

creative activity. It shall propose initiatives that support faculty research, scholarship and creative

activity; consider issues related to these activities submitted to it by the faculty; and monitor the

general campus climate for such efforts.

B. The members of the Faculty Research Advisory Board shall be selected on the basis of

demonstrated experience in research, scholarly or creative activity and represent each of the six divisions. ~~reflective of a diversity of disciplines~~. The Board shall meet at least once a semester and more frequently if needed.

**Pg. 120-121**

The Promotion and Tenure Committee

The Promotion and Tenure Committee advises the Provost and Vice Chancellor for Academic Affairs on

matters of promotion and tenure. This University-wide committee attempts to ensure a fair and consistent

application of promotion and tenure standards while taking into account the appropriate departmental

Disciplinary Statements. The responsibilities of the Promotion and Tenure Committee are to (a) gather the

reports of the Department Chair and Peer Evaluation Committee, (b) request any additional information

that it deems necessary, (c) examine all facets of the application, and (d) reach an equitable final decision.

Responsibilities in the tenure and/or promotion process are discussed below.

Composition and Restrictions on Membership of the Committee:

The Committee will consist of ~~five~~ seven faculty members, one elected from each Faculty Senate division, and one at-large faculty member from a department not already represented. The Committee on Committees and Elections will conduct faculty-wide elections for the divisional representatives under procedures outlined in the By-laws of the Faculty Constitution.

1. Department Chairs, Assistant Chairs, and administrators are not eligible to serve on the

Committee, but they may act as resource persons to the Committee.

2. Only those full-time faculty members with tenure and the rank of Associate or Professor are

eligible for election to the Committee.

3. Membership is for three-year staggered terms. A member may not succeed him or herself.

4. A member of the Committee (Promotion and Tenure) may not serve concurrently on the

Faculty Hearing Committee or the Faculty Grievance Committee or a Tenure and Promotion

Peer Evaluation Committee, but is eligible to serve on Contract Renewal Peer Evaluation

Committees and Post-Tenure Peer Evaluation Committees.

5. No member may be considered for promotion while serving on the Committee. A member

who plans to apply for promotion must resign from the Committee by September 21 of the

year of the evaluation so that a replacement may be elected. If a member fails to resign by

that date, his or her promotion evaluation is aborted.

Procedures

Committee Leadership

At the final meeting in the spring semester, the Committee will select a Chair and Vice Chair. The

chairmanship rotates among divisions. The Vice Chair should represent the next division in the regular

rotation. A member may serve as Chair only once during his or her term. The Chair is responsible for

conducting meetings, insuring that all pertinent provisions of the Faculty Evaluation Model are followed,

using standard parliamentary procedures in reaching decisions, insuring confidentiality of proceedings,

and preparing and distributing the Committee’s final reports. Should the Chair abstain from a case, the

Vice Chair will preside; the Vice Chair will also assist in preparation of final reports.

Coordination with the Office for Academic Affairs

At the first meeting of the fall semester, the Provost and Vice Chancellor for Academic Affairs briefs the

Committee on the results of the previous Committee’s recommendations and on the forthcoming

candidacies to be considered. Throughout the year, the Committee Chair serves as the liaison between the

Committee and the Office for Academic Affairs for matters pertaining to promotion and tenure decisions.

Quorum Requirements and Abstentions

A quorum of ~~four~~ five members is required to conduct preliminary meetings, and a quorum of all ~~five~~ seven members is required for final decisions. In any decision that involves a conflict of interest on the part of a member, that member is to notify the other members and abstain from all deliberations and votes on that decision.

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Periodic Promotion and Tenure Review Process

The Chancellor and/or the Faculty Senate, at intervals of not more than five years beginning in 2003, will

initiate a review of the University Promotion and Tenure policies. At this time, an ad hoc Promotion and

Tenure Review Committee will be formed to carry out the review. The composition of the Committee

will be as follows: the Chair of the Faculty Senate will serve as an ex-officio member of the committee

and will appoint as its members ~~five~~ full-time tenured or tenure-track faculty, one from each of the

University’s Divisions. If possible, at least one of these committee members should have served one term

on the University Promotion and Tenure Committee. Upon completion of the review, the Committee will

submit a report to the Senate chair and to the Chancellor. The Chancellor will forward the report to the

President.

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Faculty Awards Committee

Membership of the Faculty Awards Committee

1. The Faculty Awards Committee has seven elected faculty members, one from each division and one member at-large from a department not represented. All are elected by the general faculty. Faculty Awards Committee members will be elected according to the procedures outlined in Article V, Sect. 2 A.1 and 2 of the Faculty Senate Bylaws.

2. Faculty representatives on the committee are elected for staggered two-year terms. ~~Two~~

~~members are elected to represent faculty-at-large. The two at-large members are to be elected~~

~~from two departments not represented among the divisional members. Five members are~~

~~elected, one from each division. All are elected by the general faculty. Faculty Awards~~

~~Committee members will be elected according to the procedures outlined in Article V, Sect. 2~~

~~A.1 and 2 of the Faculty Senate Bylaws.~~

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Election and Operation of the Faculty Awards Committee

1. ~~The Committee on Committees and Elections of the Faculty Senate will conduct at-large~~

~~elections of members to this committee on a staggered two-year basis.~~ A person may serve

two, but no more than two, consecutive two-year terms.

2. The committee chair will be elected by the committee from among the returning members at

the last meeting of each year.

3. Members cannot be considered for any award during their terms of service.

4. The Faculty Awards Committee should regularly review the criteria, guidelines, and

procedures for nomination and selection relating to all faculty awards, and it should

recommend changes to the Faculty Senate.

5. Members of the Faculty Awards Committee cannot nominate anyone for an award, nor can

they write letters of recommendation for anyone considered for an award.

6. The Faculty Awards Committee will publicize the availability of the various awards each

year in order to insure an adequate pool of nominees for each award. Requests for

nominations should be widely distributed.

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**Appendix D**

**Committee Changes – August 2018**

**To be voted on by Senate:**

Curriculum

Porter Lillis replaces Victor Bahhouth (SBS)

EMS

Dorea Bonneau replaces Susan Edkins (EDUC)

Faculty Conciliator Nominees

Joanna Hersey replaces Enrique Porrua

FDWS

Katie DeFiglio replaces David Young (ARTS)

Melinda Rosenberg replaces Robin Snead (LETTERS)

Carla Rokes replaces Brandon Sanderson (LETTERS)

FERS

Youngsuk Chae replaces Enrique Porrua (LETTERS)

Misty Stone replaces Cherry Beasley (At-Large)

Faculty Governance

Renee Lamphere replaces Dennis McCraken

Michael Spivey replaces Cliff Mensah

June Power replaces Aaron Vandermeer

SACL

Rachel Morrison replaces Emilia Bak

Brian Smith replaces Conner Sandefur

**To Report to Senate:**

Chairs

Leah Fiorentino – Chair of Faculty Hearing

Mabel Rivera – Chair of Faculty Grievance

June Power – Vice Chair of Faculty Grievance

**Vacancy Election Results (to report to Senate):**

Faculty Senate (At-Large) – Melissa Schaub

Faculty Senate (LETTERS) – Robin Snead

Faculty Senate (NSM) – Conner Sandefur

Faculty Hearing – TBA

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**Appendix E**

**AGENDA**

**UNC Faculty Assembly Meeting: Thursday, September 6, 2018-Friday, September 7, 2018**

**Spangler Building, General Administration, Chapel Hill, NC**

**Theme: *Digital Learning***

***Thursday September 6, 2018***

9:00-12:00   Faculty Senate Chair Workshop (Spangler Executive Conference Room)

 1:00-4:00   Delegate Orientation (Spangler Board Room) Open to new and returning delegates

 5:30-7:00 Reception at the home of President Spellings

***Friday September 7, 2018***

8:00 – 8:50 Chair’s Report

8:50 – 9:20 Welcome Comments from Dawn Brown, UNC Staff Assembly and Bettylenah Njaramba, UNC Student Association President

9:20 – 10:00 President Margaret Spellings and Chairman Harry Smith, UNC Board of Governors

10:00 – 10:15 Break

10:15 – 12:15 Jim Ptaszynski, Ph.D., Vice President for Digital Learning: Digital Learning Small Group Discussions

12:15 – 1:15 Lunch & HMI Caucus Meeting

1:15 – 1:30 Kim van Noort, Ph.D., Interim Senior Vice President for Academic Affairs and Chief Academic Officer: Updates and Q&A

1:30 – 2:00 Cameron Howell, Ph.D., Vice President for Strategic Initiatives: Update on AP Policy & Summer School Initiative

2:00 Adjourn

2:00 – 3:00 Faculty Assembly Executive Committee Debriefing

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**Appendix F**

**Teacher Education Committee Meeting**

**Minutes**

**May 22, 2018**

**2:00 pm Regional Center**

**“Preparing professional educators who are committed, collaborative, and competent.”**

**TEC Member Present:** I. Aiken, M. Ash, A. Bryant, S. Cinnamon, M. Edwards, K. Ficklin, L. Fiorentino, K. Granger, N. Grant, M. Klinikowski, R. Ladd, A. McDonald, L. Mitchell, K. Pitchford, J. Rivera, G. Robinson, H. Sellers, T. Trendowski, J. Warren, & J. Whittington.

1. **Call to Order:** 1:56pm
2. **Approval of the Minutes:** April 11, 2018 **Approved as presented.**
3. **Adoption of the Agenda: Approved as presented.** (Fiorentino, Mitchell)
4. **Action Items**
	1. Admission to Teacher Education (ITP and ADV) - Angela McDonald

May admits include 8UG, 1 Licensure Only ITP, 4 Licensure Only Add-on **Approved as presented.** (Mitchell, Sellers)

TEP Enrollment, ITP Undergraduate Admissions Only

2013-2014 **93 admits**

2014-2015 **88 admits**

2015-2016 **84 admits**

2016-2017 **49 admits**

2017-2018 **84 admits**

* 1. New Committee Structure – Karen Granger

The goal for this proposed structure is to better align our committee structure with CAEP standards but keep Conceptual Framework and Policy for the fall 2018 semester. During the discussion, it was proposed and noted, to have a group look at current TEC SC structure and develop a proposal for discussion at the August TEC meeting.

* 1. Common Syllabus – Karen Granger

The Common Syllabus for fall 2018 has been loaded into One Drive. The language must be updated to reflect course content/requirements that will be used in EDN Core and Methods courses. Undergraduate/Graduate degree programs of the UNCP Teacher Education Program are structured around the North Carolina Standards. Candidates are expected to meet these standards by the time their program of study is completed. **15yea, 2 nay, 0 abstentions**, **approved**

1. **Report from the Dean –** Alfred Bryant
2. Thank you to Angela McDonald, Karen Granger, Kayonna Pitchford, Mary Klinikowski, Lisa Mitchell, and Courtney Brayboy for the hard work each of you have done to prepare for our TEC Workdays.
3. Mary Klinikowski will now serve as our Licensure Officer for the School of Education.
4. Bryan Winters will begin as full time department chair for Health & Human Performance effective July 1, 2018. We hope to have the USP position filled by fall 2018.
5. **Report from the Associate Dean** – Angela McDonald
6. The School of Education is preparing to write a letter in response to our NCATE visit which is due May 28, 2018. We will receive our official results from our NCATE visit in October 2018.
7. **Report from the Office of University-School Partnerships** - Bryan Winters

**No Report**

1. **Report from the Office of Assessment –** Mary Klinikowski
**No Report**
2. **Report from Teacher Recruitment and Retention** - Jennifer Whittington
3. This academic year Teacher Recruitment for UNCP represented at 22 events. This summer we have events scheduled at Ft. Bragg & Moore County. There are 13 new student orientations this summer; please ask students or alumni to volunteer for these events.
4. Currently working on a Teacher Recruitment video while continuously updating the Teacher Recruitment website.
5. For those interested in teaching; please direct them to email learn2teach@uncp.edu.
6. Working on a One Stop Shop for Military Recruitment students.
7. **Report from Policy Review/Hearing Appeals Form** – Jose Rivera
8. Sharing changes to the Policy Review/Hearing Appeals form.
9. **Announcements**
	1. NC-ACTE – Annual NC Teacher Education Forum will be held October 3-5, 2018. Interested presenters should submit a proposal by **May 20, 2018.**
	2. ELE Clinical Practice Week in the fall will be November 19-30.
	3. ELE Clinical Practice Week in the spring will be April 12-18.
	4. Family STEAM Day Saturday, September 22
	5. Vision, Strength and Arts (VSA) Wednesday, October 10
10. **Adjournment:** 2:58pm

***Tentatively scheduled next meeting:*** August 8, 2018 TEC meeting School of Education Room 102 3:00 pm

1. Notebook flash drives
2. EDA

**2018-2019 TEC Calendar**

|  |  |
| --- | --- |
| **TEC Meeting** | **Agenda Items/Curriculum Proposals Due** |
| August 8, 2018 | August 1, 2018 |
| September 12, 2018 | September 5, 2018 |
| October 10, 2018 | October 3, 2018 |
| November 14, 2018 | November 7, 2018 |
| January 9, 2019 | January 2, 2019 |
| February 13, 2019 | February 6, 2019 |
| March 13, 2019 | March 6, 2019 (\*week of Spring Break) |
| April 10, 2018 | April 3, 2018 |

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