

The University of North Carolina at Pembroke
Faculty Senate Agenda
 Wednesday, November 6, 2019 at 3:30 p.m.
 EDUC 222

Abigail Man, Chair
 Joseph Van Hassel, Secretary

Members of the Senate:

| To 2020 | To 2021 | To 2022 |
|---|--------------------------------|------------------------------|
| ART Joseph Van Hassel | ART Mark Tollefsen | ART Laura Hess |
| CHS Jeffrey Warren | CHS Shenika Jones | CHS Misty Stone |
| EDN Joe Sciulli | EDN David Oxendine | EDN Gretchen Robinson |
| LET Abigail Mann | LET Wendy Miller | LET Robin Snead |
| NSM Nathan Phillippi | NSM Benjamin Killian | NSM Bill Brandon |
| SBS Michael Spivey | SBS Jack Spillan | SBS Victor Bahhouth |
| At-Large Melissa Schuab | At-Large Cherry Beasley | |
| At-Large Ottis Murray | At-Large Susan Edkins | |
| At-Large Joe West | At-Large David Young | |
| Chancellor Robin G. Cummings Provost and Vice Chancellor for Academic Affairs David Ward | | |

Order of Business

- A. Roll Call**
- B. Approval of Minutes:** (Appendix A)
- C. Adoption of Agenda**
- D. Reports from Administration**
 - 1. Chancellor—Robin G. Cummings
 - 2. Provost and Vice Chancellor for Academic Affairs—David Ward
- E. Reports of Committees**
 - 1. Operations Committees
 - a. Executive Committee—Abigail Mann
 - a. Faculty Senate 3 Things:
 - a. Sharepoint for all agendas and minutes means better archiving and less minor adjustments
 - b. Budget Committee is up and moving forward—looking to increase transparency, faculty input and knowledge of funding models

- c. Compiled faculty response to essential qualities in new system President, reported back to BoG
 - b. Committee on Committees & Elections—David Oxendine
 - a. Approval of Committee/Subcommittee nominations and information on appointments (Appendix B)
 - c. Committee on Faculty Governance—Cherry Beasley
- 2. Standing Committees
 - a. Academic Affairs Committee—Robin Snead
 - a. Informational: Withdrawals and signatures
 - b. Faculty & Institutional Affairs Committee— Joe Sciulli
 - a. Informational: Updates on FERS, questions about review of administrators with faculty appointments
 - c. Student Affairs & Campus Life Committee—David Young
 - d. Academic Information Technology Committee—Joe West
- E. Faculty Assembly**
- F. Teacher Education Committee** (Appendix C)
- G. Graduate Council** (Appendix D)
- H. Other Committees**
- G. Unfinished Business**
- H. New Business**
- I. For the Good of the Order**
 - a. Joe West: Academic Honesty
- J. Announcements**
- K. Adjournment**

The University of North Carolina at Pembroke
Faculty Senate Meeting Minutes, Taken by Joe West
 Wednesday, Oct 2, 2019 at 3:30 p.m.
 EDUC 222

Abigail Man, Chair
 Joseph Van Hassel, Secretary

Members of the Senate:

| To 2020 | To 2021 | To 2022 |
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| ART Joseph Van Hassel | ART Mark Tollefsen | ART Laura Hess |
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| At-Large Joe West | At-Large David Young | |
| Chancellor Robin G. Cummings Provost and Vice Chancellor for Academic Affairs David Ward | | |

Order of Business

- A. Roll Call Meeting started at 1530**
- B. Approval of Minutes:** (Appendix A): Approved as submitted
- C. Adoption of Agenda adding Virginia to the budget committee (friendly amendment)**
- D. Reports from Administration**
 - 1. Chancellor—Robin G. Cummings, running late. Arrived at 3:36. NC Promise, 7700 students, 7.9% increase this year over last year. Board of trustees retreat. AGB representative spoke about the state of higher education; we are facing headwinds. She recommends that UNCP grow strategically. Chancellor compares the state of higher education to the state of medicine. UNCP will face growing competition as the number of students entering higher education due to shrinking demographics. We want to be able to have our students tell us why UNCP is a good fit for them. High quality, low cost, exceptional experience. We have tripled our marketing budget
 - 2. Provost and Vice Chancellor for Academic Affairs—David Ward – Scott Billingsly reporting for David. Two Dean searches ongoing. Three committees being assembled. Graduate school and military outreach are now in Hickory Hall North. Gardner &

Barefoot focus groups, next visit for Betsy and John will be more formal. Scott turned the floor over to Beth Holder and she spoke about John and Betsy visit.

E. Reports of Committees

1. Operations Committees

a. Executive Committee—Abigail Mann

a. Faculty Senate 3 Things:

- a. Continue to advocate for campus safety and push discussion forward about securing classrooms: working with Faculty Assembly and BoG to advocate for system wide policies to establish minimum safety requirements.
- b. Working with DoIT to clarify procedures for changing user name, re-white-listing blocked URLs (spoiler: DoIT will process these immediately). Joe explained dynamic filtering of URLs.
- c. Working to make curriculum approval process as clear and easy for faculty as possible. A new flowchart is being developed to make the process more clear. Faculty will fill out a paper form, which will be entered into curriculog, and then the results will be verified. Abby requested that we hand out slips of papers with these three items on them.

b. System President Search

(https://northcarolina.co1.qualtrics.com/jfe/form/SV_9TAfsZSHNcvueCF):

- 1) What are the strengths and opportunities of the UNC System?, school diversity is a strength, geographically and educationally. UNC Brand is developed partially (a strength) but has a way to go (a weakness).
 - 2) What are the weaknesses and challenges? Some faculty do not like online teaching. Decline in state support impacting smaller schools but not larger schools with huge endowments.
 - 3) In light of both opportunities and challenges, what are the essential qualities needed to be the leader of the UNC System? No partisanship, a political independent? Is this good or bad? (Melissa Schaub).
- c. Office Hours/Faculty Discussions Report. Why are mid-terms due before fall break? Because mid-terms are MID-TERMS. Cherry; calendar committee faculty members? Who are they? Minority retention (ethnic and racial). Faculty and student participation in the committee reflective of faculty and student demographics on campus? AIS committee.

b. Committee on Committees & Elections—David Oxendine

- a. Approval of Committee/Subcommittee nominations and information on appointments (Appendix B). Motion to accept appendix B in a single vote. Approved unanimously. Vote: unanimously positive.

- c. Committee on Faculty Governance—Cherry Beasley. Chair-Elect position to allow continuity in Faculty Senate Chair? Other ideas will
 - a. Scott Hicks, Chair
 - b. 3rd Thursday of the Month Meeting Time for Oversight of Faculty Handbook Committee

2. Standing Committees

a. Academic Affairs Committee—Robin Snead

- a. Informational: Maintaining/Improving Retention as main focus of the year

- a. The HAWKalert system, the encouragement to use it, and the issues faculty have expressed with it.
- b. Need for revision of our Gen Ed program
- c. Assessment of noncognitive factors that affect persistence and retention (see Appendix C for example)

b. Faculty & Institutional Affairs Committee— Joe Sciulli

c. Student Affairs & Campus Life Committee—David Young

- a. Informational: Interpersonal Violence Statement

d. Academic Information Technology Committee—Joe West

- a. FOIA laws on listservs.
- b. UNCP usernames, legal name changes required to update official records
- c. Preferred names are waiting on policy approval for preferred names.
- d. Email address changes will be done expeditiously.
- e. Cherry – Can we require laptops and fund them for students?

e.

E. Faculty Assembly (Appendix D). Faculty involvement in various committees. Roles of HMSIs in our system: video coming up on this topic. Examining benefits this year.

F. Teacher Education Committee (Appendices E and F)

G. Graduate Council (Appendix G)

H. Other Committees

G. Unfinished Business

1. Ad-hoc Committee Reports: AIS requirement, Schedule (completed), Budget.
2. Recording Faculty Senate Meetings – straw poll passed unanimously.
3. Motion to extend 5 minutes. Passed unanimously.

I. New Business. Kathy Lee – Jail-a-thon to raise money.

I. For the Good of the Order

II. TLC049@bravemail.uncp.edu Thomas – SGA President. Homecoming, introduction.

III. Melissa Schaub – keep attaching documents to email rather than using dropbox.

IV. Staff council – homecoming, spirit days.

J. Announcements

K. Adjournment

Appendix B :
CCE Appointments

For Senate Approval:

Jonathan Ricks, Faculty Evaluation Review Subcommittee (CHS)
Jaeyoon Kim, Faculty Evaluation Review Subcommittee (ARTS)

Faculty Research Advisory Board
Mabel Rivera (EDUC); Steven Singletary (At-large)

Informational:

Faculty Senate Elections
ARTS Nathan Thomas 2023
CHS Cindy E. Locklear 2023
EDUC Camille Goins 2023
LETT Abigail Mann 2023
NSM Maria Pereira 2023
SBS Joe West 2023

Upcoming:

Nominations begin November 4, 2019
AT-LARGE (TWO-YEAR TERM 2022)
AT-LARGE (THREE-YEAR TERM 2023)
AT-LARGE (THREE-YEAR TERM 2023)
Faculty Awards LETT (2021) replacement
Committee for Oversight of the Faculty Handbook
(ARTS 2020)

**Approved as amended (see changes 3.d.)
Teacher Education Committee Meeting
Minutes
September 11, 2019
3:00 p.m., room 222, School of Education**

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

Attendance: I. Aiken, M. Ash, L. Brewer (WebEx), D. Chilcote, S. Cinnamon, M. Edwards, I. Falls, C. Giambatista, K. Granger, R. Hagevik, E. Jeon, S. Jones, M. Klinikowski, C. Lara, R. Ladd, N. Liftschitz-Grant, Z. Locklear, L. Mitchell, K. Pitchford, J. Rivera, M. Rivera, G. Robinson, K. Sellers, T. Telemeco, T. Trendowski, J. Whittington, S. Woodside

Guests: C. Clemens, J. Sciulli

- 1. Call to order – Welcome & Introductions** - The meeting was called to order at 3:05pm. By Dr. Zoe Locklear. All TEC members were reminded to sign in and get a folder with printed meeting materials. Also, all members were invited to select and sign up for a TEC subcommittee for the 2019-2020 academic year, giving consideration to serving as chair for any of the committees. Dr. Locklear shared that Dr. Jose Rivera has agreed to chair the Policy Review Subcommittee. TEC members then introduced themselves.
- 2. Approval of the minutes:**
 - a. A motion to approve the minutes of the April 10th TEC meeting was made by Dr. Roger Ladd, 2nd by Mary Ash. Motion approved.
 - b. A motion to approve the minutes of the August 6th Called TEC meeting was made by Dr. Kim Sellers, 2nd by Dr. Roger Ladd. Motion approved.
- 3. Good News**
 - a. Dr. Rita Hagevik and colleagues have been awarded a \$1 million NSF STEM grant supporting scholarships and STEM careers.
 - b. Teacher Resource Library update – Claire Clemens shared information about the services of the TRL and upcoming Open House scheduled for September 16th. Faculty are invited to sign up for instructional sessions for their classes. She also encouraged faculty to submit new items to be ordered.
 - c. Dr. Joe Sciulli encouraged faculty to attend commencement ceremonies.
 - d. Dr. Serina Cinnamon has been appointed to the NCDPI committee to ~~create a~~ review the new Social Studies course Standards on personal financial literacy for the Standard Course of Study.
 - e. Dr. Gretchen Robinson shared that a Culturally Responsive Teaching professional development opportunity will be offered on October 31st and will be open to campus.
 - f. Dr. Jose Rivera shared that an Introduction to Music Education methods course is being taught in the School of Education and using TRL resources. Dr. Zoe Locklear extended the invitation to program coordinators and directors to schedule courses, especially

methods courses, in the SOE. Dr. Sciulli responded with a reminder that if interested, room requests should now be submitted as the spring 2020 schedule is being developed.

- g. Dr. Jose Rivera shared that he will host an edTPA national scorer on October 21st at 6 pm.
- h. Dr. Lisa Mitchell shared she is an advisory board member for the Women in Educational Leadership Symposium to be held in Boone, NC. Registration is now open.

4. Curriculum proposals: None

5. Action Items:

- a. Admission into the Teacher Education Program – Ms. Mary Klinikowski. Approved.
(see list)
- b. Revised Intern Observation Form and Procedures – Dr. Kay Pitchford made the motion; 2nd by Mary Ash.

Proposed: Until further notice, University Supervisors will complete the paper form, secure all signatures, and submit the completed form to Nicky Bullard, USP Office. Dr. Kay Pitchford, in collaboration with University Supervisors and others, will seek an electronic solution and will revisit this procedure when one has been developed or identified.

Amended proposal: Motion by Dr. Serina Cinnamon, 2nd by Mary Ash: Approved
Until further notice, University supervisors will complete a hard copy paper observation form, secure all signatures and submit the original hard copy to Nicky Bullard in the USP office with 2 observations to be completed by midpoint and 2 additional observations to be completed by the final. Dr. Kay Pitchford, Director of University School Partnerships and Clinical Partnerships in collaboration with University Supervisors and others, will seek an electronic solution and will revisit this procedure when one has been developed or identified.

Notes from discussion: A total of 4 observations will be required. Dr. Jose Rivera recommended reviewing policy for 2 evaluations before midpoint and 2 before the final. For the midpoint and final evaluations, both paper and Taskstream submissions will still be required. For now, there will not be a fillable PDF. Printed “hard” copies must be submitted to Nicky Bullard, USPCP Office. Observation forms should not be placed in campus mail, but rather should be delivered to the USPCP Office.

6. Report - Hearing Appeals Board – Dr. Kelly Ficklin (report made by Dr. Mary Ash)

- a. Mary Ash provided a summary report on the hearings that have been held for this academic year.
- b. A discussion was held regarding advising and how effective advising might help avoid appeal situations. An advising update for all TEP faculty is scheduled for September 19th at 2pm in room 222, SOE.

7. Report - Director of Teacher Education – Dr. Karen Granger

- a. A Disposition Work Group to develop a remediation plan including edTPA & EDA will be formed. If interested in serving, contact Dr. Locklear.
- b. A Work Group to examine the grade of C- in Professional Studies Core, Content Pedagogy, and Content courses requirement for TEP admission and matriculation will be formed. If interested in serving, contact Dr. Locklear.
- c. Dr. Granger will schedule a series of MAT program meetings with respective graduate program directors to address processes and procedures. Dr. Locklear recommends a series of weekly meetings to create recommendations for the TEC.
- d. An announcement was made that, in collaboration with the Student Success Center and the Teacher Resource Center, the student support event - “Praxis Boost Days” – has been tentatively scheduled for December 9 & 10. The focus is on Praxis Core. Additional information will be provided.

8. Report - Accreditation Coordinator – Dr. Mabel Rivera

- a. Dr. M. Rivera spoke to the CAEP Standards and UNCP Rubrics. She distributed folders that included information that will be used in future TEC and PC/PD meetings.
- b. Dr. M. Rivera and Mary Klinikowski led the TEC members in a Sample Lawshe Rating exercise. Dr. M. Rivera shared information about the Lawshe rating method that will be used to establish content validity of adopted rubrics.

9. Report - Director of Assessment & Licensure Officer – Ms. Mary Klinikowski

- a. Residency Licensure candidates - list presented for information only
- b. Recommendations for Licensure - list presented for information only
- c. Data - Not shared

10. Report - Office of USP & Clinical Practice – Dr. Kay Pitchford

- a. edTPALs Report – resources provided on new website. A request for a new student fee will be submitted as part of the miscellaneous fee process to include the voucher cost – currently \$300.
 - a. <https://www.uncp.edu/academics/colleges-schools/school-education/educator-preparation-office/university-school> - this site provides links for teacher candidates, supervisors, clinical teachers, faculty, and staff.
 - b. Dr. Locklear recognized Dr. Pitchford for all of her work in the development of this website. The TEC members expressed their appreciation as well.
- b. Fall 2019 Interns – Final list shared for information only.
- c. Fall 2019 Interns – MSA, School Counseling, Social Work – Lists information only
- d. Spring 2020 Interns – Current list - as of today’s date - Shared for information only; Dr. Pitchford asked program coordinators to remind students to complete the necessary application forms.

- e. Dr. Pitchford reminded everyone that GoREACT is free this semester to explore the resource. Three faculty have used GoREACT through Canvas. Dr. Jose Rivera shared his students' experiences stating that it takes about 3-5 minutes to upload a 15-minute video using WIFI. They have not been as successful recording live as the video may be lost. Faculty can contact Dustin for assistance at dustin@goreact.com
- f. The Teacher Education Career Fair is scheduled for Friday, November 8, 11am - 1pm, UC Annex. All faculty are invited to attend. The event will begin with a panel of personnel administrators speaking to the interns about hiring practices, professionalism, etc. Dr. Locklear shared that our partner LEAs will not be charged the \$75 registration fee. The dean's office will pay this cost. All other LEA participants will be charged the \$75 registration fee by the Career Center – not the SOE. The dean's office and Career Center will split the cost for lunch for all participants.
- g. A Fall 2020 internship meeting is scheduled for October 3, 4pm or October 4, 10am, SOE, room 102. Dr. Pitchford provided an information flyer for distribution.
- h. A Spring 2020 internship orientation meeting is scheduled for November 20, 5pm or November 22, 9am, SOE, room 102. Dr. Pitchford provided an information flyer for distribution. Dr. Pitchford reminded everyone of the checklist listing all items that must be completed by orientation.

11. Report – Director of Recruitment & Retention – Dr. Jennifer Whittington

Faculty and students are encouraged to volunteer and assist with the following events:

- a. Teacher Cadet Day, Saturday, September 21, 1 - 4pm, SOE
- b. Pembroke Day, Thursday, September 26, 3 - 7pm – See UNCP Serve to volunteer
- c. PSRC Football Night, Saturday, September 28, 5pm
- d. UNCP Open House, October 12 – See UNCP Serve to volunteer

12. Report - Technology Coordinator – Dr. Cindy Giambatista

Dr. Giambatista encouraged faculty to complete an interest survey to provide feedback as to technology assistance they would like to receive, including workshops. Faculty can also make appointments with Dr. Giambatista. Interest survey <http://bit.ly/Technology2019>

13. Report – Dean's Office – Dr. Zoe Locklear

- a. Dr. Locklear will ask the Policy Review Subcommittee to consider the TEC composition for this academic year, including voting members and the role/responsibilities of the Director of Teacher Education.
- b. A Subcommittees sign-up sheet was circulated.
- c. Student representatives are needed for this year - 2 undergraduate & 1 graduate
- d. The LEA representatives on the TEC for this year include:
 - 1. Principal: Joanna Hunt, Pembroke Elementary School, PSRC
 - 2. Teacher: Zach Jones, Elementary teacher, PSRC
 - 3. Central Office: TBD (note: Dr. Antonia Beatty, Assistant Superintendent, Bladen County Schools, declined reappointment citing work conflicts.)

- e. PC/PD meetings - Possible future dates: October 24, 2-4pm - Annual Report Data; November 18, 2-4pm - edTPA and internship data, CAEP rubrics at all meetings
- f. Dr. Locklear reported that she asked Ms. Melissa Edwards, Dr. Shenika Jones, and Dr. Danielle Chilcote, to join the Dean's Leadership Group. Other faculty include: Dr. Karen Granger, Ms. Mary Klinikowski, Dr. Lisa Mitchell, Dr. Kay Pitchford, Dr. Mabel Rivera, Dr. Gretchen Robinson, Dr. Joe Sciulli, and Dr. Jennifer Whittington. The Dean's Leadership Group will advise and assist the dean with various administrative projects, including the development of the TEC meeting agendas.
- g. Dr. Locklear reported that additional information will be shared regarding the new EPP Accountability Model as described in [HB 107](#). She also reminded the members of the IHE Performance Report which was legislatively mandated around 1999 – which had a similar evaluative purpose.
- h. Dr. Locklear reported that an interest meeting will be held with representatives from Academic Partnerships (AP) for the Elementary, MSA, Reading, and Special Education programs on September 17, 12-2pm, SOE, room 102. Additional program coordinators/directors expressed interest in attending, including: Art, Mathematics, Science, and Social Studies.
- i. The SOE Assistant Dean of Research position description will soon be released. The Arts and Sciences description has been posted.
- j. Dr. Locklear shared on behalf of Dr. Olivia Oxendine that the State Board of Education (SBE) is considering a MOU with the Association for Advancing Quality in Educator Preparation (AAQEP) as part of its September discussion/October action items.

14. Announcements:

- a. Teacher Cadet Day, Saturday, September 21, 1 - 4pm, SOE
- b. CAEP Conference, September 25-27, Washington, DC
- c. Pembroke Day, September 26, 3-7pm
- d. NACACTE Fall Forum, September 30 – October 2, Raleigh
- e. Fall 2020 internship meeting October 3, 4pm or October 4, 10am, SOE, room 102
- f. EPP Advising meetings October 9, 5pm and October 10, 10am, room 222
- g. VSA, Friday, October 11
- h. Open House, October 12
- i. Fall Festival (Shining Stars), Thursday, October 31, 9 -11am, Oxendine & SOE
- j. Read-In, TBA
- k. Teacher Education Career Fair – Friday, November 8, 11am – 1pm, UC Annex
- l. STEAM day, November 16
- m. Spring 2020 internship orientation meeting November 20, 5pm or November 22, 9am SOE, room 102
- n. Pinning Ceremony, December 5, 4pm, UC Lounge
- o. Commencement – Graduate Friday, December 6, Undergraduate December 7
- p. Praxis Boost – December 9 & 10 (tentative)

15. Information/Handouts

- a. TEC 2019-2020 Meeting dates

b. Listservs: TEC, SOE faculty, SOE staff

16. Adjournment – The meeting was adjourned at 5:11pm.

Next meeting: Wednesday, October 9, 3:00 p.m., room 222, SOE





Submitted: Zoe W. Locklear, Ph.D.

Respectfully submitted by Dr. Irene Pittman Aiken, Dean

NOTE: The Graduate School moved to a new location, across from the Library (Old Infirmary)

The Graduate Council met on October 21, 2019. Below are items believed to be most relevant to Faculty Senate:

- Visitor presentation: As part of The Graduate School initiative to focus on mental health of graduate students, LynnDee Horne (from CAPS) shared information with the program directors how to recognize signs of depression and/or mental illness and how to interact appropriately with a student who exhibits signs of depression, anxiety, or distress.
- Graduate Faculty Nominations – the following graduate statuses were approved:

| Last Name | First Name | Degree | Dept | Program | Status | CV | Votes |
|-----------|------------|--------|-------------|-------------------|----------|---|--------|
| Freeman | Latricia | MSW | Social Work | MSW | Prof Aff |  Freeman, Latricia CV 2019 prof affiliat | 17-0-0 |
| Jacobs | Mary Ann | PhD | AIS | Social Studies Ed | Full |  Jacobs, Mary Ann CV 2019 full.pdf | 17-0-0 |
| Martin | Amanda | MSW | Social Work | MSW | Prof Aff |  Martin, Amanda CV 2019 prof affiliate.pi | 17-0-0 |
| McDougald | Zavery | MSW | Social Work | MSW | Prof Aff |  McDougald, Zavery CV 2019 prof affiliat | 17-0-0 |

- **Graduate School Items/Report**

- Recruitment
 - Dr. Bumin and Emily Oxendine provided some useful ideas to PDs (quick responses to applicants/prospects, “Ask Dr. ___” button and other means to personalize communication; program-specific communication plan) and shared draft program director email from the PSC program.
 - Dr. Bumin encouraged PDs to set up an appointment with Jodi Phelps to discuss recruitment and to let Dr. Aiken or Emily know so one of them could attend the meeting as well.
- Dr. Bumin reminded Graduate Council members that Dr. Aiken will be sending an invitation to PDs to discuss 2020-21 recruitment plan and estimated enrollment goals.

- **Announcements/Reminders**

- Remaining Grad Council Meetings for 19-20 academic year: UC Annex 203 at 3:00 pm, November 18
Graduate Council is moving to Library 212 (time remains at 3 pm) for January 27, February 17, March 16, and April 20 of 2020
- Graduation Application Deadlines: March 1 for Fall 2020 graduation, October 1 for spring 21 graduation
- Graduate School Spring Commencement: 7:00 pm, GPAC, December 6, 2019