

**The University of North Carolina at Pembroke
Faculty Senate Agenda**

Wednesday, April 07, 2021 at 1530
<https://uncp.webex.com/meet/joe.west>

Members of the Senate:

To 2021	To 2022	To 2023
ART Mark Tollefsen (Secretary)	ART Laura Hess	ART Nathan Thomas
CHS Shenika Jones	CHS Deborah Hummer	CHS Cindy Locklear
EDN David Oxendine	EDN Gretchen Robinson	EDN Camille Goins
LETT Wendy Miller	LETT Robin Snead (Chair pro tem)	LETT Richard Vela
NSM Benjamin Killian	NSM Bill Brandon	NSM Maria Pereira
SBS Jack Spillan	SBS Victor Bahhouth	SBS Joe West (Chair)
At-Large Cherry Beasley	At-Large Tim Altman	At-Large Renee Lamphere
At-Large Mabel O. Rivera		At-Large Melissa Schaub
At-Large David Young		
Chancellor Robin G. Cummings Interim Provost and Vice Chancellor for Academic Affairs Zoe Locklear		

Order of Business

- 1) **Roll Call**
- 2) **Approval of Minutes:** (Appendix A)
- 3) **Adoption of Agenda**
- 4) **Reports from Administration**
 - a. Chancellor—Robin G. Cummings
 - a. Comments from the Chancellor.

- b. Interim Provost and Vice Chancellor for Academic Affairs—Zoe Locklear
 - a. April 17th Walk-Through Open House event
 - b. Summer orientation in-person events
 - c. Fall 2021 semester opening
 - d. Commencement update

5) Reports of Committees

1. Operations Committees

- a. Executive Committee – Dr. Joe West
 - a. Draft COVID-19 Impact Statement (Appendix B)
 - b. Online student evaluation of instruction ad-hoc committee creation
 - c. Faculty review of administration survey update
 - d. Reminder: No Faculty Senate committee meetings after the final Faculty Senate meeting on May 5th.
- b. Committee on Committees & Elections – Dr. Shenika Jones
 - a. Election Information:
 - i. Faculty Assembly Delegate: Renee Lamphere
 - ii. Faculty Assembly Alternate: Tamara Savage
 - iii. Faculty Committee Preference Poll will be released in April
 - b. Approval of the following nominations:
 - i. Faculty Research Advisory Board Member: Deborah Hummer **Vote Required**
 - ii. Chair of Student Publications Board (SPB) Subcommittee: Jamie Litty
Vote Required

iii. Chair of Faculty Development and Welfare (FDW) Subcommittee:

Melissa Schaub **Vote Required**

c. Committee on Faculty Governance – Dr. Carla Rokes

a. No Report

d. Committee on the Oversight of the Faculty Handbook – Dr. Thomas Dooling

a. (Appendix C) **Vote Required**

2. Standing Committees

a. Academic Affairs Committee – Dr. Robin Snead

a. Curriculum Items Requiring a vote:

i. New Program Proposal: B.S. in Cyber Security **Vote Required**

ii. Course Revision, Major: ITC 3250 System Administration and Security
Vote Required

iii. Course Revision, Major: ITC 4800 Advanced Computer Systems and
System Security **Vote Required**

b. Curriculum Items Not Requiring a Vote (Appendix D)

b. Faculty & Institutional Affairs Committee – Dr. Maria Pereira

a. No Report

c. Student Affairs & Campus Life Committee – [Dr. Matthew Hassett](#) for Dr. Renee
Lamphere

a. Housing of Pine Needle and Yearbook for next year and beyond.

b. Gender neutral bathrooms on campus – any plans for them?

d. Academic Information Technology Committee – Dr. Benjamin Killian

- a. AITC:
 - a. WEPA usage survey is being written.
- b. DoIT:
 - a. HEAT system is being replaced with ServiceNow (mid-April launch).
 - b. Crash Plan data protection and backup implemented.
 - c. Technology upgrades in Library 203.
 - d. “Halfnium” hacker group did attempt network infiltration through OWA, but was denied access.
- c. Office of On-line Learning:
 - a. SCORM (Shareable Content Object Reference Model) LTI proposal has been submitted. This provided industry standardized content for on-line course construction in Canvas.
- d. Library:
 - a. Library Services and Technology Act grant to generate 12 – 15 Verizon hotspots for library.
- e. Budget Advisory Committee - Dr. Leah Fiorentino
 - a. BAC recommendations for information only (Appendix E)

6) Faculty Assembly Updates: No Meeting in March

7) Teacher Education Committee (Appendix F)

8) Graduate Council (Appendix G)

9) Other Committees

a) ICC Revision Ad-Hoc Committee (Christina Poteet)

i) ICC Revision Committee Update (Appendix H)

10) Unfinished Business

11) New Business

12) For the Good of the Order

13) Announcements

14) Adjournment

**The University of North Carolina at Pembroke
Faculty Senate Agenda**

Wednesday, March 03, 2021 at 1530
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Members of the Senate:

To 2021	To 2022	To 2023
ART Mark Tollefsen (Secretary)	ART Laura Hess	ART Nathan Thomas
CHS Shenika Jones	CHS Deborah Hummer	CHS Cindy Locklear
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NSM Benjamin Killian	NSM Bill Brandon	NSM Maria Pereira
SBS Jack Spillan	SBS Victor Bahhouth	SBS Joe West (Chair)
At-Large Cherry Beasley	At-Large Tim Altman	At-Large Renee Lamphere
At-Large Mabel O. Rivera		At-Large Melissa Schaub
At-Large David Young		
Chancellor Robin G. Cummings Interim Provost and Vice Chancellor for Academic Affairs Zoe Locklear		

Members Present: Tim Altman, Victor Bahhouth, Cherry Beasley, Bill Brandon, Robin Cummings, Camille Goins, Laura Hess, Deborah Hummer, Shenika Jones, Benjamin Killian, Renee Lamphere, Zoe Locklear, David Oxendine, Maria Pereira, Mabel O. Rivera, Gretchen Robinson, Melissa Schaub, Robin Snead, Nathan Thomas, Mark Tollefsen, Richard Vela, Joe West, David Young

Members Absent: Cindy Locklear, Wendy Miller, Jack Spillan

Guests: Irene Aiken (Graduate School), Tina Barr (Social Work), Scott Billingsley (Academic Affairs), Katina Blue (Information Technology), Juan Bobadilla (Spanish), Tara Busch (Psychology), Tabitha Cain (Assistant to Chancellor), Natricia Drake (Enrollment Management), Loury Floyd (Education), Jocelyn Graham (Assistant to Chancellor), Julie Harrison-Swartz (Nursing), Autumn Lauzon (English), Naomi Lifschitz-Grant (Art), John Lillis (Sociology), Abigail Mann (English), Lisa Mitchell (Education), Derek Oxendine (University College), Kevin Pait (DoIT), Jodi Phelps (University Communications), Christina Poteet (Community and Civic Engagement), Christina Reeves (Registrar), Shilpa Regan (Psychology), Tamara Savage (Social Work), Rachel Smith (Chemistry), Lois Williams (Enrollment Management)

Order of Business

1) Roll Call

2) Approval of Minutes: (Appendix A) – **approved by acclamation as amended (moved by Killian, seconded by Altman)**

- a. amended by adding the voting record to section 2.c.i.1.

3) Adoption of Agenda – **approved by acclamation (moved by Lamphere, seconded by Brandon)**

4) Reports from Administration

a. Chancellor—Robin G. Cummings

- the first month of the semester is going well, including the Covid report
- the first town hall presented/discussed the Strategic Plan (thanks to Dr. Milewicz and Dr. Poteet). Future town halls are intended to improve communication among the university's various constituents
- the Covid numbers at UNCP (and across the UNC system) are remarkably low. The positivity rate from each surveillance testing date has been below 2.5%, and there have been no clusters
- Governor Cooper continues to ease his restrictions, including re-opening k-12 schools and expanding vaccine access (all UNCP faculty as of March 3 can receive the vaccine)
- Southeastern Health has vaccine locations in Pembroke and Lumberton and UNCP has two mobile vaccine clinics. The UNCP mobile units receive 100 vaccines per week
- the UNC system presidents met and decided to plan for a “normal” opening to the Fall 2021 semester
- small, carefully monitored campus events (non-academic) are now being allowed
- there will be another town hall on March 4 (5 p.m.) to inform the campus about the Covid vaccine and to answer questions from faculty, staff, students, community members and alumni
- Student Health is offering free Covid testing
- the budget situation continues to stabilize. There is an unexpected surplus compared to what was expected six months ago, and this means that there is “one-time” money available. \$91 million for the Health and STEM building has been delayed and will, hopefully, be added to the new budget
- there is advocacy for NC Promise to be fully funded, for faculty salaries to be increased, and for money for campus renovation projects
- West Hall and the School of Business are on schedule to open in Fall 2021
- Athletics are being allowed to re-open according to NCAA guidelines
- the Admissions office has been given permission to begin campus tours again
- Questions/Comments: Update from Cherry Beasley (40 of the 100 vaccines this week are being set aside for the campus on Friday and next Monday)

- b. Interim Provost and Vice Chancellor for Academic Affairs—Zoe Locklear
 - a. Enrollment
 - i. thanks to everyone for a smooth spring opening
 - ii. course instruction (undergraduate and graduate): 43% face-to-face, 25% hybrid, 32% fully online
 - iii. there are three wellness days this semester. The first one in February received good feedback and there was no uptick in Covid cases following
 - iv. the Spring 2021 enrollment is looking good. We have 7,875 undergraduate and graduate students (9% growth), 1,002 entering students compared to 769 (30% growth), 6,873 continuing students compared to 6,462 (421 more, 7% growth), and 1,316 transfer students (423 more in Spring)
 - v. the transfer numbers are a reflection of our relationships with community colleges (mostly in-state)
 - b. New Faculty Lines
 - i. the chancellor has approved every faculty replacement line so far (twenty faculty searches currently underway and six endowed faculty lines)
 - ii. we are working with Virginia Teachey to see if there is budget for new faculty lines (the “low productivity” list might include areas from which to pull money)
 - iii. the Department of Counseling recently received its 8-year re-accreditation

5) Reports of Committees

1. Operations Committees

- a. Executive Committee – Dr. Joe West
 - i. Revised roll call voting procedure (Appendix B)
 - ii. Faculty Senate leadership changes
 - 1. Welcome to new CHS Senator Deborah Hummer
 - 2. New Faculty Governance Chair Carla Rokes
 - iii. Department Chairs meeting
 - 1. **Dr. West plans to meet with chairs to discuss how the Senate can better serve each department. Re-structuring Senate representation may bring better representation to each department**
 - iv. New Faculty Senate Recommendations and Resolutions Webpage
 - v. Faculty Senate Secretary Position
- b. Committee on Committees & Elections – Dr. Shenika Jones
 - i. Nominations for the following subcommittees – **all approved by acclamation (moved by Altman, seconded by Brandon)**
 - 1. Curriculum Subcommittee (ARTS): Nathan Thomas
 - 2. Enrollment Management Subcommittee (SOE): Laura Staal
 - 3. Enrollment Management Subcommittee (Student Representative): Ashanti Hendricks
 - 4. Faculty Evaluation Review Subcommittee (SOE): Camille Goins
 - 5. Faculty Evaluation Review Subcommittee (At-Large): Larry Arnold

- 6. request for Senate Secretary nominations (no nominations or self-nominations)
- c. Committee on Faculty Governance – Dr. Carla Rokes
 - i. No Report
- d. Committee on the Oversight of the Faculty Handbook – Dr. Thomas Dooling
 - i. No Report

2. Standing Committees

- a. Academic Affairs Committee – Dr. Robin Snead
 - i. Curriculum: Program Revision, Chemistry Pre-Pharmacy B.S. (Appendix C, Link to Chemistry Pre-Pharmacy B.S. Curriculog Agenda in Appendix D) – **approved by acclamation**
 - ii. Use of the UNC System Office Self-Service Withdrawal System – **approved 18-1-0**: 18 yeas (Altman, Bahhouth, Beasley, Brandon, Goins, Hess, Hummer, Jones, Killian, Lamphere, Oxendine, Pereira, Rivera, Robinson, Schaub, Snead, Tollefsen, Young), 1 nay (Thomas), 0 abstentions
 - 1. twelve schools in the system are either currently using it or plan to in Fall 2021. The cost would be equally divided between the schools for any school that adds it
 - 2. the advisor and instructor are informed when a student completes the form, which allows for the withdrawal to be reversed
 - 3. the maximum number of allowed withdrawal credits is set at 16 credits
 - 4. Questions/Comments: How exactly will faculty/advisors be contacted? We would use the processes created by the other schools that currently use the system. The Registrar reiterated that the withdrawals can be reversed if the advisor disagrees with the student's decision
 - iii. Revised catalog language on withdrawal from a course. (Appendix E) – **approved by acclamation**
 - 1. Questions/Comments: Could the language be altered to specify that the revision only applies to the fall and spring semester? The language was friendly amended to remove the language about additional sessions (e.g. summer, winter)
 - 2. Questions/comments: Is there no longer an approval process? The advisor has the option to reverse the withdrawal following the student's submission
- b. Faculty & Institutional Affairs Committee – Dr. Maria Pereira
 - i. FERS Motion #1: Clarification of makeup of PEC for PTR, the timing of 5-year plan, and exclusion from submission materials. FIAC vote: 9-0-0 (Appendix F) – **approved by acclamation**

- ii. FERS Motion #2: Recommendation to create a committee to implement online SEI administration for all courses. FIAC vote: 9-0-0 (Appendix F) – **approved by acclamation**
 - iii. FERS Motion #3: Revision of PEC nomination form to include the names of members actually appointed. FIAC vote: 9-0-0 (Appendix F) – **approved by acclamation**
 - c. Student Affairs & Campus Life Committee – Dr. Renee Lamphere
 - i. No Report
 - d. Academic Information Technology Committee – Dr. Benjamin Killian
 - i. AITC Motion #1: WEPA printing usage has decreased from Fall 2019 to Fall 2020, likely due to increased on-line assignment submissions. Recommendation: Survey to determine if faculty intend to continue at the current level of on-line assignment submissions or if they plan to return to printed assignments in Fall 2021 – **approved by acclamation (moved by Jones, seconded by Beasley)**
 - 1. **Questions/Comments: In what ways do we use student fees other than printing? They are used for a variety of other technology needs**
 - ii. Information Items
 - 1. AITC:
 - a. Implementation of parallel LTI review is on hold until activation of the new portal
 - 2. DoIT:
 - a. Antivirus software and other security resources are available for personal devices used for work purposes
 - b. Loner laptops are still available for students, faculty, and staff
 - 3. Office of On-line Learning:
 - a. Departments/faculty can request special topics for instruction as needed
 - b. Campus-wide E-Portfolio pilot is being implemented (via Portfolium) and will be available at no cost through Canvas. Back-end access can be purchased for data tracking
 - 4. Library:
 - a. Library is currently closing at 2100 to accommodate the statewide curfew
 - b. UNC Course Enhancement Collection (including weekly webinars)
 - <https://sites.google.com/northcarolina.edu/theoerimplementationcollection/home>
 - Faculty are encouraged to develop curricula, with potential hosting by the library’s digital repository.

- e. Budget Advisory Committee - Dr. Leah Fiorentino
 - i. No responses to faculty.announcement listserv communication
 - ii. Next outreach will be town hall style forum
 - iii. Review of UNC system school budget planning structures/procedures completed

3. Faculty Assembly Updates: Meeting Minutes (Appendix G)

4. Teacher Education Committee (Appendix H)

5. Graduate Council (Appendix I)

6. Other Committees

- a. ICC Revision Ad-Hoc Committee (Christina Poteet)
 - i. meets the first and third Tuesday of each month
 - ii. asked for a student representative to be added (Cortrayia Hardison)
 - iii. we will focus on the ICC-only proposal, which removes discussion of a broader diversity component
 - iv. the goal is to send the proposal to Academic Affairs after the April 6 meeting. Another meeting is planned for April 20 if needed
 - v. we will reach out to departments to see what kind of courses they could contribute to the ICC

6) Unfinished Business – none

7) New Business – none

8) For the Good of the Order – none

9) Announcements – none

10) Adjournment at 4:57 p.m. approved by acclamation (moved by Killian, seconded by Oxendine)

FACULTY EVALUATION AND COVID-19

UNCP's faculty have made profound adjustments to their work as a result of the pandemic. After consultation with Provost Locklear and Faculty Senate Officers, Chancellor Cummings offers the following options to ensure that faculty efforts are appropriately recognized and evaluated.

UNCP Administration recognizes that COVID-19 impacted all faculty, but the purpose of this document is to allow faculty to elaborate on specific issues associated with COVID-19, should they decide to do so .

COVID-19 Impact Statement

Faculty may choose to present a COVID-19 Impact Statement which can be added to the materials prepared and submitted for the reappointment, promotion and tenure process (beginning with AY 2021-22 cycle), and annual evaluation (beginning with AY 2020-21 cycles) as a discrete addition to their evaluation materials. Faculty should ensure that COVID impacts are clearly and explicitly identified by creating a "COVID-19 Impact Statement" subsection, ideally at the beginning of each section (teaching, research, and service) in their annual evaluation or reappointment, promotion, and tenure process documents.

For each aspect of responsibility that has been affected, the faculty member may summarize changes in conditions that affected productivity, including but not limited to:

- Highlighting innovations and new developments in courses, curricula and programs.
- Modifications or increases to workload, activities or approaches;
- Canceled or delayed events, activities or work products;
- Reduced access to facilities, locations, personnel or partners;
- Opportunities to address emergent issues related to the pandemic and/or
- "Invisible" service to sustain departmental or other operations or to support students, etc.

Impacts should be discussed explicitly in the faculty member's statement contained in each of the three sections (teaching, research, and service).

In addition, each faculty member at their discretion may elect to address personal circumstances that affected overall productivity (e.g., increased caregiving demands) as well as other observed effects on productivity that may fall outside of specific aspects of responsibility. Adding information about personal circumstances is entirely optional. Please be advised that the institution does not seek the disclosure of confidential medical information and note that any information voluntarily shared as part of this Impact Statement may become part of the personnel record and may be accessible and viewed by others as part of the personnel process, including unit administrators and personnel committees.

Notes for Evaluators

Teaching effectiveness

The evidence of teaching effectiveness that faculty present this year may look different than normal. Spring 2020 SEI reports will only be used in evaluation materials at the discretion of the instructor. The peer observation process may be impacted. The evaluation process should not disadvantage candidates because of these effects. When evaluating performance in the teaching area the candidate's reflections

and evidence of growth and learning through these innovations may be important considerations for evaluators.

Scholarship Productivity

COVID-19 may have changed, slowed or suspended the scholarship and creative activity for some faculty. Evaluators should recognize and account for the atypical circumstances of the pandemic as they evaluate research productivity.

Service Responsibilities

COVID-19 may have been disproportionately disruptive to individuals with caregiving and other family responsibilities. These effects should be considered by evaluators of faculty performance in the area of service.

Tenure Clock Extensions

Faculty were given the option to request COVID-related extensions of their reappointment and/or tenure clock extensions during the 2019-2020 AY. Evaluators are reminded that the extra time provided by extensions of the tenure clock, regardless of reason, should not be viewed in a manner that is harmful to the faculty candidate. Teaching loads should not be increased during the extra year(s) in the probationary appointment.

Section 2. Faculty and Institutional Affairs Committee

A. The Faculty and Institutional Affairs Committee 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.

B. The Faculty and Institutional Affairs Committee will be composed of thirteen voting members:

1. Seven Senators,
2. The Vice Chancellor for Finance and Administration,
3. The Vice Chancellor for Advancement,
4. Associate Vice Chancellor for Academic Affairs,
5. Chair of the Faculty Development and Welfare Subcommittee,
6. Chair of the Faculty Evaluation Review Subcommittee.
7. Chair of the Health, Safety and Environment Subcommittee

C. The Committee shall have three subcommittees:

1. The Subcommittee on Faculty Development and Welfare shall examine all proposals and policies relating to faculty, and shall, as necessary, make recommendations to the Faculty and Institutional Affairs Committee on such matters. Among the areas of concern of the Faculty Development and Welfare Subcommittee will be the following: Faculty development, evaluation, and criteria governing appointment and retention procedures; salary scale, leaves of absence, sabbaticals, fringe benefits, resignations, recognition of retirees, grievances, and collegiality. The Subcommittee also administers the James F. Hubbard Faculty Leave Fund.
2. The Faculty Evaluation Review Subcommittee shall review the Faculty Evaluation Model regularly and strive to clarify the existing document. The subcommittee shall make recommendations to the Faculty and Institutional Affairs Committee regarding any changes in the written document and shall respond to all requests for alteration of the document or its underlying philosophy.
3. The Health, Safety, and Environment Subcommittee will discuss and investigate issues related to the health concerns of students, staff and faculty due to environmental conditions on campus in addition to issues related to environmental sustainability. Members of the Faculty, Staff or Student body may attend and make known concerns they have related to health, safety and environment issues. The committee may meet more often when needed to investigate specific issues that may arise.

Section 3. Student Affairs and Campus Life Committee

A. The Student Affairs and Campus Life Committee shall consider matters related to student affairs, student life, and intercollegiate athletics and make recommendations in such matters as they affect educational policies, curricula, and student development and wellbeing.

B. The Student Affairs and Campus Life Committee will consist of twelve voting members:

1. Three Senators, one of whom will be selected by the Chair of the Senate to represent this committee on the Executive Committee,
2. The Vice Chancellor for Student Affairs,

3. Three additional faculty members,
4. The President of the Student Government Association,
5. Two students to be selected by the Director of the Office of Student Involvement and Leadership,
6. The Chair of the Student Publications Board, and
7. The Faculty Athletic Representative

C. The Committee shall be responsible for one Board:

1. The Student Publications Board will meet at least twice each semester; meeting dates and times for each academic year will be determined early in each Fall semester by a consensus of the members of the Board. The Board will serve as the selection committee for the newspaper editor, the yearbook editor, and the literary magazine editor; it will be responsible for approving the application process, interviewing applicants, selecting editors, and hearing charges that could lead to the dismissal of editors. The Board will serve as the arbitrator in the event that censorship pressures arise and will develop other roles which the Board deems proper, in accordance with the guidelines and policies set forth in the Student Publications Manual. The Board will not, however, attempt to provide active oversight of the day-to-day workings of student publications.

Section 4. Academic Information Technology Committee

- A. The Academic Information Technology Committee is a standing committee of the Faculty Senate. The committee represents Faculty interests in all matters relating to Information Technology and acts as the service owner for technology services and Information Technology Policy where the primary focus is on pedagogy, faculty research, and service. The committee will make recommendations to the Faculty Senate regarding the implementation, governance, or changes to these technology services. The Committee will recommend and engage in faculty centered activities to adopt key academic technologies. The Committee will also advise the CIO and the Senate on new technology initiatives and will evaluate and make recommendations concerning academic computing and information policies, standards, and procedures proposed or implemented by DoIT.
- B. The Academic Information Technology Committee will consist of fourteen voting members:
 1. Two Senators, one of whom will serve as chair as appointed by the Senate chair,
 2. 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.

Section 5. The Committee on Oversight of the Faculty Handbook

- A. The Committee, through its continuous review and oversight of the Faculty Handbook, shall assure the accuracy and currency of the Faculty Handbook and maintain the document and its previous versions in a digital format accessible via the Faculty Senate's official website. The committee shall implement the acts of the Senate in the Faculty Handbook and, as necessary, edit and/or update the Faculty Handbook for consistency, accuracy, and currency. The Committee must present any such alterations to the Faculty Handbook to the Faculty Senate; with subsequent action undertaken at the pleasure of the Faculty Senate.
- B. The Committee for Oversight of the Faculty Handbook shall consist of seven members:

1. The Chair of the Faculty Evaluation Review Subcommittee (ex officio)
2. Six members, one tenured associate or full professor from each division

Section 6. The Budget Advisory Committee

- A. It is the Committee's responsibility to develop a comprehensive understanding of the fiscal resources available to the University, their allocations, and their management, within the institutional contexts in which budgetary decisions are made. In this role, the Committee shall serve in a consultative role to the Vice Chancellor of Finance and Administration regarding the University's strategy and management of fiscal resources and ensure that the University meets its fundamental mission, vision, and core values and future aspirations.
- B. The Budget Advisory Committee shall consist of nine members:
 1. The Vice Chancellor of Finance and Administration (ex officio)
 2. Six members, one from each division
 3. Two at-large members

Section 65. The Composition of Subcommittees and Boards

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

Proposal 2:

Revision of section on acceptable use policy:

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[The Acceptable Use Policy POL 08.00.05](#) ~~UNCP is currently working on development of a computer and communication equipment use policy that~~ addresses the extent, if any, to which University systems may be used incidentally by employees, including faculty, for private emails or voice mails. ~~However, such a policy will primarily address the extent, if any, to which the University will recognize a student's, faculty member's or other employee's expectation of privacy in such documents and communications when it is necessary to determine whether the University will, without an external legal mandate, access faculty documents, email, or voicemail. When adopted, that policy will not (and cannot) protect such documents, email and voicemail from disclosure pursuant to search warrants, subpoenas, other court orders, or any~~

~~other legally enforceable discovery procedures, including the North Carolina Public Records Act if no exception to that Act applies.~~

Users shall have no expectation of privacy with any information on the UNCP information technology infrastructure. To the extent allowed by law, UNCP reserves the right to make any communications, data or information regarding, transmitted through, or stored on any part of the UNCP information technology infrastructure available to law enforcement officials without a search warrant and without prior notice to any user.

Users are reminded that UNCP may be required to disclose any information transmitted or stored on the UNCP information technology infrastructure that is determined to be a public record and not otherwise exempt from disclosure under applicable law.

Possible hiring process based on administration input. This is not a proposal.

For use in revision of Recruitment and Hiring Policies on page 37 of the Faculty Handbook

- 1) The Department Chair (later referred to as the Hiring Official per HR) in consultation with the appropriate academic Dean will discuss the needs of the department in regards to hiring faculty.
- 2) The Dean of the academic unit consults with the Provost Office in regards to the availability of resources for requested lines. If lines are approved, the Dean will inform the Chair to complete the Request to Recruit Form. The salary guidelines should be set with guidance from the Director of Academic Resource in the Office of Academic Affairs.

- 3) The Dean and the Provost will review the Request to Recruit for approval. They will request adjustments to the form as needed. Once a copy of the approved Request to Recruit form has been returned to the Chair, the Hiring Official crafts the position description and submits it in the Online Employment System for approval.
- 4) The Hiring Official communicates to Academic Affairs and to the EEO Coordinator where the position is to be advertised. In addition to formal advertisements (the Chronicle of Higher Ed and HigherEd Jobs), the Chair sends an announcement to a large number of institutions that prepare graduates in the appropriate discipline, especially minority and female serving universities. Copies of these announcements shall be sent to the EEO Coordinator for the official recruitment file.
- 5) Once the position is posted, the Hiring Official appoints a Search Committee. The Chair of the Search Committee schedules Search Committee training with the EEO Coordinator prior to review of applicants beginning (this is mandatory for all searches).
- 6) When there are an adequate number of qualified candidates in the pool (no less than seven business days, but preferably 30 business days), the posting may be removed from web. The Hiring Official or Search Chair shall notify the EEO Coordinator to remove the posting from web.
- 7) The Search Committee shall evaluate all candidates who have applied for Most Qualified, Minimally Qualified and Not Qualified status and provide this information along with non-selection reasons based on education or experience to the EEO Coordinator. In addition, the Search Chair shall send the proposed questions to be asked of semi-finalist candidates for review.
- 8) The EEO Coordinator will review and will certify the candidate pool and proposed questions.
- 9) The Search Committee will proceed with semi-finalist interviews.
- 10) Once the candidates have been narrowed down to the finalists, the Search Chair shall notify the EEO Coordinator of the same.
- 11) The EEO Coordinator will approve the final candidates as will the Dean/Provost.
- 12) Final candidate interviews will be scheduled by the Search Committee Chair and will include coordination of the following: 1) members of the department for individual or group interviews as appropriate, 2) the appropriate academic Dean's office to secure an interview time with a representative of the College or School, 3) Academic Affairs to secure an interview time with a representative for the Provost, 4) and members of the Department for broad attendance to job talks (i.e., research presentations and teaching presentations).

If the candidate is coming to campus for an in-person interview, the Search Committee Chair must also arrange the following: 1) contact Academic Affairs in order to schedule hotel accommodations, 2) contact the Office of the Chancellor in order to submit meal reimbursement forms for the candidate (this must be done prior to the arrival of the candidate), 3) coordinate travel for the candidate to and from the airport, as well as to and from hotel and campus.

- 13) The Search Committee will proceed with final interviews. During this time, they will secure signed applications and criminal background check forms for each finalist. Once they have selected a finalist, the Search Chair shall send the background check form to OHR for processing.
- 14) Before any offer is made, please contact the Director of Academic Resources in Academic Affairs for the salary amount
- 15) Send the Faculty Recommendation Letter to the Dean and Vice Chancellor for approval
- 16) Once the Faculty Recommendation Letter has been approved by the Dean and Vice Chancellor, make an offer to the candidate.
- 17) Any requested adjustment to the offer (i.e., credits toward tenure or higher salary request than approved, equipment requests, course releases during the first year, etc.), must be requested through the Dean and the Provost Office. This request should be made on UNCP letter head as a formal request for offer adjustment including justification for approving the request.
- 18) When the offer is accepted, begin collecting correct documents as listed on the checklist found on the Academic Affairs website to be submitted to the Dean's office. A contract will be wrote. Once the signed contract is received back in the Dean's office, the file will be forwarded to Academic Affairs and then to Human Resources.

Curriculum proposals approved since our last meeting that do not require action by the Senate:

1. Proposals from the Department of Accounting & Finance
 - a. Course Revision: ACC 4660 Forensic Accounting and Fraud Examination
 - b. Course Revision: FIN 4210 International Finance
2. Proposals from the Department of Art
 - a. Course Deletion: ART 5040 History and Philosophy of Art Education
 - b. Course Deletion: ART 5080 Art Production in Elementary and Secondary Schools
 - c. Course Deletion: ART 5110 Art History Methods and Content
 - d. Program Revision: B.A in Art, Art History Track
3. Proposal from the Department of Chemistry & Physics
 - a. Course Deletion: CHM 3520 Organic Chemistry III
4. Proposals from the Department of Economics and Decision Sciences
 - a. New Course Proposal: ECN 3020 Economics of Education
 - b. Course Revision, Minor: ECN 3080 Environmental Economics
5. Curriculum Proposal from the Department of English, Theatre, and Foreign Languages
 - a. Writing Intensive Course Proposal: ENG 3160 Victorian Literature
6. Proposal from the Department of History:
 - a. Course Revision: HST 1030 African American History Since 1500
7. Curriculum Proposals from the Department of Mathematics and Computer Science
 - a. New Course Proposal: CYB 4120 Applied Cryptography
 - b. New Course Proposal: CYB 4220 Cyber Security Management
 - c. New Course Proposal: CYB 4900 Cyber Security Capstone Project
 - d. New Course Proposal: CYB 4920 Secure Software Development and Testing

8. Proposal from the Department of Music
 - a. Course Revision: MUSP 1171 Private Improvisation
 - b. New Course Proposal: MUS 1090 Introduction to Hip Hop
9. Proposals from the Department of Sociology and Criminal Justice
 - a. New Course Proposal: CRJ 3110 Race and Racism
 - b. New Course Proposal: SOC 3110 Race and Racism

Budget Advisory Committee

Charge

It is the Committee's responsibility to develop a comprehensive understanding of the fiscal resources available to the University, their allocations, and their management, within the institutional contexts in which budgetary decisions are made. In this role, the Committee shall serve in a consultative role to the Vice Chancellor of Finance & Administration regarding the University's strategy and management of fiscal resources and ensure that the University meets its fundamental mission, vision, and core values and future aspirations.

Early Budget Advisory Committee meetings focused on the fiscal resources available to our campus and how decisions are reached by the administration with respect to allocation/management. CFO Virginia Teachey provided those overviews to ensure there was a general understanding of the context in which we work at UNCP. In order to better understand the campus budget planning procedures, the Budget Advisory Committee first launched review of similar structures and procedures across the UNC system institutions. A formal review of the system structures and procedures resulted in two recommendations, both intended to increase transparency in all matters related to budget planning, a noted priority of CFO Virginia Teachey. Both recommendations mirror current procedures within the UNC system

Recommendation

- Senior administration should support a series of campus-wide budget forums to provide an opportunity for the entire campus community to understand the mission/vision of each unit (academic/non-academic) and how budget priorities are aligned with unit goals and broader university goals. The forums should be scheduled in accordance with appropriately timed budget planning timelines in a staggered rollout to allow the campus community to focus on individual unit plans.

Rationale

- This type of presentation would allow for a deeper understanding of the priorities for each of the campus units and encourage greater support between academic units through a transparently planned and delivered presentation. Transparency has been a concern expressed by faculty, and that these meetings could address those concerns. Additionally, as one of the Budget Advisory Committee goals is to facilitate education, these campus-wide budget forums would address this goal as well and in a streamlined way.

Recommendation

- Timely communication with the Budget Advisory Committee could be improved with regular updates to the chair of the committee. Early interactions with the chair/entire committee could provide important feedback about varied faculty perspectives on changing external/internal conditions.

Rationale

- Currently, the Budget Advisory Committee is provided an update from senior administrators on a monthly basis. However, when there are changes to financial conditions between those meetings, the faculty learn about those conditions in a more fragmented manner. There are announcements made in some senate committee meetings by senior administrators that are not shared widely across the campus community, so some committees receive information that should/could be disseminated more broadly. Given that the charge of the Budget Advisory Committee is to serve in a consultative role to the Vice Chancellor of Finance & Administration, a set of more frequent exchanges should be planned.

Council of Educator Preparation Programs

Wednesday, February 10, 2021 (3:00 – 5:00 pm)

Meeting materials are available in CEPP OneDrive

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

*Dr. Loury Floyd, Presiding
Ms. Michelle Locklear, Recording*

AGENDA

I. **Call to Order** at 3:00 pm Dr. Loury Floyd

Attendance: I. Aiken, M. Ash, D. Bonneau, L. Brewer, D. Chilcote, S. Cinnamon, M. Edwards, I. Falls, K. Ficklin, L. Floyd, K. Granger, R. Hagevik, E. Jeon, S. Jones, Z. Jones, R. Ladd, Ana C. Lara, N. Lifschitz-Grant, L. Locklear, L. Mitchell, K. Pitchford, J. Rivera, M. Rivera, G. Robinson, M. Scott, H. Sellers, T. Trendowski, A. Van Buren, J. Whittington, B. Winters, S. Woodside

II. **Adoption of Agenda and Minutes** (5 min.) Committee Members

A. Agenda

B. [November minutes](#) **ACTION ITEM**

(VOTE using the electronic form: <https://forms.gle/RoUNqgX7nrFpfLex8>)

Motion to approve the minutes – 21 responses-motion passed

III. **Dean’s Report** (10 min.) Dr. Loury Floyd

A. Individual Program Meetings

B. Strategic Priorities- 1. Diversity, inclusion, and equity 2. Student Success 3. Public School Partnerships 4. Curriculum 5. Faculty & Staff Support

C. Brave Conversations – First meeting, Tues, Feb 23 12 pm

D. Common MOU

E. Student Success Feb 17 Deans round table – 2 pm; Feb 22 Lunch and Learn with Ashley Oxendine; Monthly newsletter; needs assessment; Feb 15 applications for scholarships

IV. **Curriculum Proposals** (5 min.)

- [Art Education](#) **ACTION ITEM**

Dr. Naomi Lifschitz-Grant

Course deletions ART 5040, 5080, 5110

MA in Art Education program in proposal to be deleted

Currently at academic affairs

MAT program proposed to be revised

N. Grant – first; Roger Ladd-second

Commented [LF1]: @Michelle F. Locklear Please link Novemberminutes here.

V. **Committee Reports (5 min. Each)**

A. Candidate Quality, Recruitment & Selectivity Virtual Praxis II Boost March 27 10-1 pm	Dr. Naomi Lifschitz-Grant & Dr. Jennifer Whittington Mr. Lamorris Smith
B. Clinical Practice Revised unit wide plan Field Experience & Clinical Practice	Dr. Kelly Ficklin
C. Policy Proposal to revise language about the 16 week internship	Dr. Jose Rivera
D. Hearing Appeals	Dr. Marisa Scott

- Commented [LF2]: @Lisa N. Mitchell Are there other committees ready to report?
- Commented [LM3R2]: I've texted subcommittee chairs - trying to track down reports.
- Commented [LM4R2]: Policy, Clinical Practice, CQRS - no reply from Assessment. No report for Appeals or Curriculum
- Commented [LM5]: @Jose Rivera can you link the policy report here? I didn't see anything in your folder.
- Commented [JR6R5]: https://bravemailuncp.sharepoint.com/w:/t/TEC/EUe_MZ0zXZBHTVJisXIQTOWB021918EpBKrvQvsU6jyPWQ?e=AR28WY

VI. **Assessment and Accountability**

- A. [CAEP Accreditation and Reporting](#) (10 min) Dr. Mabel Rivera
 - B. [MAT](#) (5 min) Dr. Lisa Mitchell
 - C. Taskstream (5 min) Dr. Lisa Mitchell
 - D. [Revised Checkpoints](#) (10 min.) Dr. Lisa Mitchell
 - E. [Licensure and Educator Preparation Admission](#) (5 min.) Ms. Michelle Locklear
- ACTION ITEM**
- Motion to approve admission report –21 responses- motion passed
- F. [Field and Clinical Experience](#) (15 min.) Dr. Kayonna Pitchford

- Commented [LF7]: @Michelle F. Locklear please link your report to item VI A.
- Commented [LM8]: @Kayonna Pitchford will you share the work from CP subcommittee here? Kelly can share, but didn't want to replicate
- Commented [KP9R8]: Ok. Kelly will report.
- Commented [KP10R8]: I can share the intern feedback that I did with SOE on Friday
- Commented [LM11R8]: ok

VII. **Good News (5 min)**
Teaching Fellows

VIII. **Adjourn – Motion to adjourn by Dr. Floyd**
Adjourned at 5:00

Important Dates to Remember

- Please remember to save your Spring 2021 EPP syllabi in the [onedrive](#)
- Licensure Processing: Friday Only
- Next CEPP Meeting: March 10, 2021 (3:00 - 4:30 p.m.)
- Employer Spotlight Sessions CANCELED. See Kay if you would like to have recruiters from Montgomery, Columbus, and/or Cabarrus visit your class (virtually)
- Field Experience Survey Due in Braveweb: Tuesday, February 16, 2021
- Fall 2021 Internship Application, FERPA, Recommendation Forms, Resume, Transcript, Pre-Internship Field Experience EDA due to Taskstream: Tuesday, February 16, 2021
- Internship Initial Visits Due Friday, February 12, 2021
- Internship Observation #1: Classroom Climate and Culture due to Taskstream: February 26, 2021
- Internship Professional Development Day and Program Meetings: February 26, 2021
- School of Education, Dean's Roundtable via Zoom on February 17 at 2pm
- Mid-February, Scholarships will be opening in BraveAssist student portal
- [#BraveConversations](#), February 23 at 12pm
- [Spring 2021 Internship Calendar](#)

- Commented [LF12]: @Kayonna Pitchford are there other dae we should add here?

- [Fall 2021 Internship Checklist](#)
- Fall 2021 Out of Area Internship Requests Due in Taskstream March 1
- **NEW!** Formal Admission Deadline: **November 1, 2020**, **April 1, 2021**, **August 1, 2021**
 - **Added for January Admission – January 11, 2021 (February CEPP meeting)**
 - **Added for June – admission on June 30, 2021 due to SL 2020-3 and April admits**
- *Wellness Days February 18 and March 17 (no class)*
- [African American Read-In](#) – virtual reading volunteers needed February 22-28, 2021
- #BraveEducator Academy – February 23, 2021, March 23, 2021, and April 27, 2021 all at 5:00 pm. February’s session: *Building a Community of Learners: Maintaining High Levels of Engagement through Differentiation* (registration [here](#))

Commented [LM13]: @Michelle F. Locklear we may need to adjust this to May - how many will be ready by April 1 since the dates were pushed back

Commented [14R13]: We won't have too many ready for April. I'm not sure about May. I would need to wait until grades are posted if they are currently taking EDN 2100 and/or taking gen eds. When do you think the gen eds will be changed? What about the June date because of the COVID policy?

Commented [LM15R13]: I added June. Grades are posted May 24 by 5pm. Could we do them all June?

Commented [LM16R13]: How will we vote June 30? Or just provisionally admit until August CEPP?

Commented [ML17R13]: We just provisionally admit them all for August. That would work better.




Respectfully submitted by Dr. Irene Pittman Aiken, Dean

Graduate Council met March 15, 2021. Below is information believed to be most relevant to Faculty Senate.

Dr. Tom Trendowski (Academic Service-Learning Advisory Committee) spoke on/encouraged applications for service learning courses (applications 3/31/2021 for Fall 2021).

The following Graduate faculty nominations were approved

Last Name	First Name	Degree	Dept	Program	Status	CV	Votes*
Portela	Heloisa Helena	PhD	Counseling	PSC	Adjunct	 Portela, Heloisa Helena CV 2021 adjun	19-0-0

* For-against-abstain

The following program proposals were passed:

- **Program Proposal – Deletion of MA in Art Education: approved 16-1-2 (for-against-abstain)**
Justification: There is little interest in the Masters of Arts in Art Education program. Currently there are only two students enrolled in the program. They have been presented with a teach-out-plan. In addition, the enrollment has been steadily decreasing over the past 5 years.
- **Program Proposal – MBA Supply Chain Management Concentration modification: approved: 19-0-0)**
 - a. Justification: The current format only requires MGT 5210, MGT 5350, ITM 5370 and an arbitrary elective course for concentration courses. This new format requires students to take (Transportation and Logistics Management) or MGT 5212 (Procurement and Global Sourcing) which explore the key functions in depth of the supply chain management.
 - b. The amended concentration will include the following 12 hours:
 - MGT 5210 (Supply Chain Management)
 - MGT 5350 (Operations Management)
 - ITM 5370 (Management Information Systems)
 - 1 Elective to be chosen from MGT 5211 (Transportation and Logistics Management) or MGT 5212 (Procurement and Global Sourcing)
- **Graduate School Items/Report**
 - Recruitment and Enrollment
 - Dr. Aiken shared current fall 21 applications and admissions data, which indicate growth (enrollment has not yet begun)
 - Jodi Phelps gave a presentation on University Communication and Marketing’s Graduate School mid-year recruitment and advertising metrics. Data indicate increased interest in UNCP graduate programs by women, particularly in Social Work, Counseling, and Nursing programs. Results from LinkedIn campaign indicate particularly strong interest in UNCP grad programs coming from Cumberland County, from military and healthcare-affiliated

accounts (broadly defined). 100% online program advertisements were particularly popular.

- Graduate Research **Symposium** winners will be awarded cash prizes (\$500, \$200, \$100). [link](#)
 - **Research posters due by 5:00 pm April 12.**
 - **Research papers due by 5:00 pm April 5.**
 - **Three Minute Thesis (3MT) videos due by 5:00 pm April 12.**

- Graduate Faculty Renewal materials are due to The Graduate School by March 31. [link](#)

Remaining Grad Council Meetings for 20-21 academic year, at 3:00 pm as WebEx:

<https://uncp.webex.com/meet/grad> on April 19, and May 17 of 2021

As of 3/29, the ICC ad hoc committee has voted on the following items:

- Focus on ICC component and not on diversity and ICC
- ICC Goals:
 - Goal 1: Understand
 - Students who complete the ICC graduation requirement will develop an understanding and awareness of the social, political, economic, and sovereignty issues Indigenous peoples and communities faced in the past or are now facing.
 - Goal 2: Experience
 - Students who complete the ICC Graduation Requirement will learn about and experience the communities, culture, including but not limited to languages, literatures, arts, music, and/or spiritualities of Indigenous peoples and communities.
 - Goal 3: Advocate
 - Students who complete the ICC Graduation Requirement will enhance their ability to apply knowledge and agency to assist and support Indigenous communities in meeting their goals.
- Proposal requirements:
 - Undergraduate Students entering the University in Fall 2022 or later, as a requirement for graduation, shall complete the Indigenous Cultures and Communities Requirement. Students may satisfy the requirement by completing one 3 credit hour approved ICC designated courses AND an additional 3 credit hour approved ICC designated course OR an ICC designated and approved departmental experiential learning experience. Designated courses can satisfy other graduation and general education graduation requirements.
- Approved ICC course approval process
 - Courses can meet the designation requirement by enhancing existing course learning objectives through incorporating culturally relevant texts, literature, assignments, service-learning projects, research projects, or other experiential educational opportunities that specifically apply to Indigenous peoples or communities. Faculty members apply for the ICC designation by submitting materials to the Indigenous Cultures and Communities Council. Materials must demonstrate how the added components enhance the existing learning objectives and meet the goals of the ICC requirement through course content, topics, assignments, readings, projects, reflections, research, and/or evaluation. Rubric for proposal would be developed by ICC Committee. The rubric should be changed and adjusted over time based on assessments and evaluations. The ICC course designation proposal would be approved by the ICC Committee.

In our next meeting (3/30), we will discuss the following:

- Requirements for co-curricular experiences
- Council/Governing Body
- Assessment/Evaluation
- Needed support and resources
- Open forum

Appendix I
Curriculog Agenda Link

<https://uncp.curriculog.com/agenda:154/form>