**APPENDIX A**

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

**February 16, 2021**

**3:30 pm; Via Webex**

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

*Members present*: Dr. Maria Pereira (Senator and Chair), Dr. Gaye Acikdilli (Chair of Health, Safety and Environment Subcommittee), Dr. Camille Goins (Senator), Dr. David Oxendine (Senator), Dr. Melissa Schaub (Senator), Dr. Rachel Smith (Chair of Faculty Evaluation Review Subcommittee), Dr. Victor Bahhouth (Senator), Dr. Richard Vela (Senator), Mr. David Young (Senator), Dr. Scott Billingsley (Associate Provost)

*Members absent*: Ms. Virginia Teachey (Vice Chancellor for Finance & Administration), Mr. Steve Varley (Vice Chancellor for Advancement), Dr. Jose Rivera (Chair of Faculty Development and Welfare Subcommittee)

**Order of Business**

1. Call to Order

The meeting was called to order at 3:31 pm.

1. Approval of Minutes from October 20, 2020 (Appendix A)

The minutes of the Tuesday, October 20, 2020 meeting of the Faculty and Institutional Affairs Committee were approved.

1. Adoption of the February 16, 2021 Agenda

The agenda of the Tuesday, February 16, 2021 meeting of the Faculty and Institutional Affairs Committee was approved without any additions or corrections.

1. Report from FIAC Chair (Dr. Maria Pereira)

Chair Pereira mentioned two informational items to the Committee as part of her report. First, with Dr. Joe West becoming the new Faculty Senate Chair and leaving FIAC, Dr. Richard Vela has taken the place of Dr. Joe West on the Committee. Chair Pereira welcomed Dr. Vela to the Committee. Second, SGA President Cotrayia Hardison was in communication with Chair Pereira about the student survey that SGA had produced, but a link to the full survey was not available as of this writing. Chair Pereira did receive a full report from the SGA President and will include the survey results in her report to the Committee at the next FIAC meeting on March 16, 2021.

V. Reports from Administrators

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

No report.

B. Vice Chancellor for Advancement, Mr. Steve Varley

No report.

C. Associate Provost, Dr. Scott Billingsley

1. Current UNCP enrollment numbers – 7875 students total (graduate and undergraduate)

2. COVID-19

a. Employee numbers were increasing but are leveling out (Associate Provost encouraged all faculty, staff, and students to be diligent).

b. No students in quarantine/isolation on campus as of this morning (February 16, 2021).

c. North Hall closed due to lower residential numbers.

d. Vaccine distribution:

* + 1. Freezers for storage used by Robeson County Health Department
    2. Working with community/county to vaccinate off-site (Mobile unit and off-campus sites are being utilized)
    3. Nursing Department faculty and students helping with the vaccine effort
    4. K12 teachers, staff, and interns begin February 24, 2021 (IHE faculty/staff begin a week or two later)

e. University College transition:

* 1. Dr. Derek Oxendine was appointed Interim Dean and AVC of University College

f. See UNCP website for information about CARES Act Funding (<https://www.uncp.edu/about/update-coronavirus/cares-act-funding>)

VI. Reports from Subcommittees

* 1. Faculty Development and Welfare (Dr. Jose Rivera, Chair)

No report.

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

FERS Chair Smith brought three motions to the FIAC for a vote as follows:

Motion 1: Clarification of makeup of PEC for Post-Tenure Review (PTR), including the timing of 5-year plan and exclusion from submission materials. There were no nays or abstentions. FIAC vote 9-0-0.

Motion 2: Recommendation to create a committee to implement online SEI administration for all courses. There were no nays or abstentions. FIAC vote 9-0-0.

Motion 3: Revision of PEC nomination form to include the names of members actually appointed. There were no nays or abstentions. FIAC vote 9-0-0.

C. Health, Safety and Environment (Dr. Gaye Acikdilli, Chair)

HSES Chair Acikdilli reported that the Subcommittee met on February 1, 2021, and that the major topics for discussion were the following:

1. The University staff have been working diligently to prepare for a safe start of the semester and their efforts are appreciated during this unpredictable and difficult time.
2. Chief of Police, McDuffie Cummings, Jr. reported that police have been busy responding to students not following the visitation policy. The NCDOT did a traffic study concerning speed limits and crosswalks. They had two meetings over the break, and another scheduled for February 23, 2021.
3. Safety Officer for Environmental Health and Safety, Mr. Michael Bullard reported that classrooms are being cleaned on an A-B rotation.
4. Under Old Business: COVID-19 situation is at the forefront of health-related concerns.
5. HEPA filters have been installed in all campus buildings.
6. Adding additional information to the UNCP COVID-19 dashboard has been accomplished.
7. Update on the Chancellor’s attendance at the rally in Lumberton: The statement developed by the committee was as follows: “The HSES recommends all members of the University follow the current social distancing and large gathering COVID-19 guidelines issued by the CDC and maintained on the UNCP campus. If one must attend an event that goes against these guidelines, the individual should take steps to quarantine, take a COVID-19 test, and notify his or her superior when appropriate.”

5. New Business: The importance of following updated CDC guidelines such as proper use of mask and double masking was highlighted. It is great to know that vaccines are now available for some groups. However, there are mutations of the virus that are spreading more easily and maybe more dangerously. Therefore, it is very important to follow updated CDC guidelines, which include recommending a mask that has more than one layer. Also, it is extremely important to wear the masks properly. We discussed that some people use the mask as chin support while others cover their mouth but not their nose. Unfortunately, some people are not following the recommended three W’s - wear a mask, wash your hands, and watch your distance, to keep themselves and others safe.

The next HSES meeting will be on March 1st. Everyone is invited to join.

VII. New Business

Faculty representation on Calendar Committee

Chair Pereira stated that it has been a hard year for the Committee, because of all the calendar changes brought on due to the COVID-19 pandemic. According to Dr. Scott Billingsley, the Calendar Committee has grown. Associate Provost Billingsley said that he would “pull together” Calendar Committee at the end of the Spring 2021 semester. The concern about faculty representation on the Calendar Committee came from Faculty Governance. At this point, Senator Dr. Victor Barrouth stated that “there is Faculty representation on the Calendar Committee as Dr. Jamie Litty, and I are serving on the Committee.” Chair Pereira stated that she will go back to Faculty Governance Committee and let them know that there is faculty representation on the Calendar Committee.

VIII. For the Good of the Order

None.

IX. Announcements

The next FIAC meeting will be on March 16, 2021, at 3:30 pm. on Webex.

X. Adjournment

There being no further business, the meeting adjourned at 5:00 pm.

Respectfully submitted:

David Young (Senator and Recording Secretary)