

**The University of North Carolina at Pembroke**  
**Faculty Senate Minutes**  
 Wednesday, May 6, 2015, at 3:30 p.m.  
 213 Chavis University Center

Scott Hicks, Chair  
 Roger Guy, Secretary

Members of the Senate:

To 2015	To 2016	To 2017
<b>ART</b> June Power	<b>ART</b> Aaron Vandermeer	<b>ART</b> Jonathan Maisonpierre
<b>EDN</b> Marisa Scott	<b>EDN</b> Susan Edkins	<b>EDN</b> Joe Sciulli
<b>LET</b> Susan Cannata	<b>LET</b> Polina Chemishanova	<b>LET</b> Cynthia Miecznikowski
<b>NSM</b> Maria Pereira	<b>NSM</b> Dena Evans	<b>NSM</b> Tom Dooling
<b>SBS</b> Mike Spivey	<b>SBS</b> Rick Crandall	<b>SBS</b> Brooke Kelly
<b>At-Large</b> Dorea Bonneau	<b>At-Large</b> Jeff Bolles	<b>At-Large</b> Scott Hicks
<b>At-Large</b> Jesse Peters	<b>At-Large</b> Jose D'Arruda	<b>At-Large</b> David Nikkel
<b>At-Large</b> Sailaja Vallabha	<b>At-Large</b> Roger Guy	<b>At-Large</b> Sara Simmons
<b>Chancellor</b> Kyle Carter		
<b>Interim Provost and Vice Chancellor for Academic Affairs</b> Zoe Locklear		

**Members Present:** Susan Cannata, Kyle Carter, Polina Chemishanova , Jose D'Arruda, Tom Dooling, Susan Edkins, Roger Guy, Scott Hicks, Brooke Kelly, Zoe Locklear, Jonathan Maisonpierre, David Nikkel, Jesse Peters, Joe Sciulli, Marisa Scott, Sara Simmons, Mike Spivey, Aaron Vandermeer

**Members Absent:** Dorea Bonneau, Dena Evans, Cynthia Miecznikowski, Maria Pereira,

**Guests:** Scott Billingsley, Kirill Bumin, Libby Denny, Jonathan Drahos, Rebecca Bullard-Dillard, Sherry Edwards, Carole Graham, Mary Ann Jacobs, Beverly Justice, Jaime Martinez, Wendy Miller, Elizabeth Normandy, Sara Oswald, Melissa Schaub

**Order of Business**

- A. Roll Call**
- B. Approval of Minutes** The Minutes were approved 19-0-0
- C. Adoption of Agenda**

The Agenda was adopted, to add item E.1.c.3, on the matter of timelines governing Committee on Committees & Elections members in calling for nominations and conducting ballots.

- D. Reports from Administration**
  - 1. Chancellor—Kyle Carter

The Chancellor announced that due to the possibility of inclement weather that the university was preparing an alternative plan for the commencement ceremony.

Dr. Carter reviewed the process of the most recent attendance policy that was approved by the Board of Trustees. He emphasized that the Board of Trustees was expecting the Senate to develop and submit a more comprehensive attendance policy to replace the most recent one approved by the Board of Trustees.

2. Interim Provost and Vice Chancellor for Academic Affairs—Zoe Locklear

Dr. Locklear deferred her report to the General Faculty meeting to be held May 8.

#### **E. Reports of Committees**

1. Operations Committees
  - a. Executive Committee—Scott Hicks

Dr. Hicks informed the Senate that the Executive Committee had met with the Chancellor and Provost recently to discuss a number of academic policies. He also announced senators from the School of Education and the College of Arts & Sciences had met with Interim deans Karen Stanley and Meredith Storms, respectively, to discuss faculty concerns and shared governance. Moreover, he announced the signing an agreement of shared governance with the administration, Staff Council, and Student Government Association, per the will of the Senate earlier in the semester. Dr. Hicks reported the progress of the Senate retreat noting that the date and agenda had not been finalized. He closed his remarks by recognizing the outgoing and incoming senators.

- b. Committee on Committees & Elections—Susan Cannata
  1. Proposal to accept nominations to committees and subcommittees  
**Motion approved 19-0-0**
- c. Committee on Faculty Governance—Beverly Justice
  1. Proposal to amend practices regarding consideration of letters of recommendation in review of candidates for recognition by Faculty Awards Committee  
**Motion Approved 19-0-0**
  2. Proposal to amend bylaws regarding call for reports by University committees to Faculty Senate  
**Motion Approved 19-0-0**
  3. Proposal to change Article V, Section 3.A.4.b of the By-Laws for the Faculty Senate, condensing timelines for calling for nominations and conducting ballots ([See Appendix A](#))  
**Motion Approved 19-0-0**

2. Standing Committees

a. Academic Affairs Committee—Jose D'Arruda

1. Proposal from the Department of Social Work to revise its summer bridge courses by adding two courses (SWK 5330 and 5340) and deleting four courses (SWK 5110, 5120, 5130, and 5140) (Approved by AAC, 10-0-0)

**Motion Approved 19-0-0**

2. Proposal from the Department of English, Theatre & Foreign Languages to revise the Bachelor of Arts in Theatre and the minor in Theatre (Approved by AAC, 10-0-0)

**Motion Approved 19-0-0**

3. Proposal to revise Requirements for Baccalaureate Graduation, to reinstate as a requirement the completion of 25 percent of semester credit hours through regular enrollment in UNCP courses (Approved by AAC, 10-0-0)

**Motion Approved 19-0-0**

4. Proposal to revise withdrawal policies such that withdrawals for extenuating circumstances shall not count toward a student's 15-hour career withdrawal limit (Approved by AAC, 10-0-0)

**Motion Approved 19-0-0**

5. Proposal to revise special readmission policy so as to extend special readmission policy to all returning students, regardless of attendance at other institutions since their academic suspension or probation at UNCP (Approved by AAC, 10-0-0)

**Motion Approved 19-0-0**

6. Presentation: Acalog/Curriculog Software (Jaime Martinez, Chair, Subcommittee on Curriculum)

Dr. Martinez demonstrated the functionality of Acalog/Curriculog software for students, staff, and faculty, and she stated that the Faculty Handbook in the future might be housed and made public using such software.

b. Faculty & Institutional Affairs Committee—Sara Simmons

1. Proposal to amend the 2015-2016 Faculty Handbook so that all student evaluation of instruction data collected for a faculty member during the evaluation period under consideration shall be included in the faculty

member's portfolio submitted for review for promotion and/or tenure.

- a. This proposal retains language in the *Faculty Handbook* previously approved through Senate channels.
- b. Under this proposal, a tenure review should include all student evaluation of instruction data collected since the faculty member's tenure-track start date, for example, while a promotion review for a tenured faculty member should include data collected since the last *successful* major evaluation.
- c. Should this proposal be approved, appropriate revisions shall be made this summer so as to appear in the 2015-2016 *Faculty Handbook*.

**Motion Approved 19-0-0**

- c. Student Affairs & Campus Life Committee—Brooke Kelly (See Agenda)

3. Special Committees – No Special Committees

**F. UNC Faculty Assembly Report** (See Agenda)

**G. Teacher Education Committee** (See Agenda)

**H. Graduate Council** (See Agenda)

**I. Other Committees**

1. University Athletics Committee (See Agenda)
2. QEP Committee (See Agenda)
3. Task Force on Teaching Excellence (See Agenda)
4. Committee on Academic Information Technology No Report

**Unfinished Business**

1. Attendance Policy (See Agenda)

**Motion to transmit a letter to the Board of Trustees regarding Senate concerns regarding the Attendance Policy passed, 19-0-0**

**Motion to table the Attendance Policy passed 19-0-0**

**K. New Business** – No new Business

**L. Announcements** - The General Faculty Meeting will be held on Friday, May 8, at 1:30 p.m. in Moore Hall

**M. Adjournment**

**Motion to Adjourn Passed 19-0-0**

**Meeting adjourned 4:58 p.m.**

Respectfully Submitted,

Roger Guy, Secretary

## Appendix A

Proposal from Committee on Committees & Elections via Committee on Faculty Governance to amend Article V, Section 3.A.4.b. of the By-Laws for the Faculty Senate:

~~Five (5)~~**Three (3)** business days before distributing ballots for any election, post a notice on the official announcements listserv to 1) inform faculty that ballots for particular elections will be distributed in ~~five (5)~~ **three (3)** business days and 2) solicit nominations for those elected positions. Forty-eight hours before the close of the nomination period, post a notice naming the nominations to date and stating that additions and deletions of nominees will be accepted up to one day before ballots are due to be emailed.

Rationale:

- 1) The current language dates from the days of mailing notifications and nominations, when a week was necessary for mailing times;
- 2) Changing the length of time allotted for the notice and nomination period will make the election period take less time. Currently, it takes approximately five months to run nine elections;
- 3) Having the elections completed earlier in the Spring semester will give CCE more time to make appointments for the non-elected positions on Senate committees

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