

The University of North Carolina At Pembroke

Faculty Senate Committee Meeting

Agenda

**Meeting of the Faculty Senate Committee
Wednesday, 6 November 2002 @ 3:30pm
Room 225, Dial Building**

Thomas A. Dooling, Chair
Holden Hansen, Secretary

Members:

Allen C. Meadors, Chancellor, Ph.D., FACHE
Roger Brown, Provost & V.C. for Academic Affairs

To 2005

ART John Labadie

EDN Irene Aiken

LET Jesse Peters

NSM Dennis Edgell

SBS Michael Spivey

At-Large Robert Canida

At-Large Weston Cook

At-Large Cindy Saylor

To 2004

ART Holden Hansen

EDN Susan Edkins

LET Ray Sutherland

NSM Bill Campbell

SBS Wright Killian

At-Large Cherry Beasley

At-Large Tom Dooling

At-Large Bonnie Kelley

To 2003

ART Beth Maisonpierre

EDN Tommy Thompson

LET Kay McClanahan

NSM John Reissner

SBS Jim Frederick

At-Large Robert Brown

At-Large Liz Normandy

At-Large Richard Vela

Order of Business

- A. Roll Call
- B. Approval of Minutes
- C. Adoption of Agenda
- D. Reports from Administrators
 - 1. The Chancellor
 - 2. The Provost and Vice Chancellor for Academic Affairs
- E. Reports of Committees
 - 1. Operations Committees
 - a. Committee on Committees and Elections
 - b. Executive Committee
 - i. New 5 year review on promotion/tenure procedures
 - ii. University Ombudsman
 - iii. UNC system use of tuition for pay raises
 - iv. Equity raise questions
 - c. Committee on Faculty Governance
 - 2. Standing Committees
 - a. Academic Affairs
 - a. Vote on Curriculum Change
 - i. Art
 - ii. Sociology
 - b. Faculty and Institutional Affairs
 - a. Report on Faculty Award Problem
 - b. Report Evaluation Procedures
 - c. Student Affairs and Campus Life
 - a. Report from George Gressman
 - 3. Special Committees
- F. UNC Faculty Assembly Report
- G. Teacher Education Committee
- H. Graduate Council
- I. Other Committees
- J. Unfinished Business
- K. New Business
- L. Announcements
- M. Adjournment

Minutes of the Academic Affairs Committee
Wednesday, October 16, 2002
Room 251, Chavis University Center

Present: Dr. Wright Killian (Chair), Dr. Irene Aiken, Dr. Robert Brown, Dr. Bill Campbell, Dr. Tommy Thompson (Chair, Curriculum Subcommittee), Dr. Paul Flowers (Chair, General Education Subcommittee), Dr. Bill Gash (for Dr. Roger Brown), Ms. Linda Hafer (Chair, Academic Support Services Subcommittee), Dr. Lisa Kelly (Chair, Enrollment Management Subcommittee), and Dr. Richard Vela

Absent: Dr. Michael Spivey, Dr. Ray Sutherland

Guests: Ms. Janette Hopper, Dr. John Labadie

1. The meeting was called to order at 3:35 pm.
2. Since the secretary in rotation was not present, the chair took notes to give to the secretary when he arrived.
3. The chair asked that the agenda be revised by moving the proposal from the Department of Sociology, Social Work, and Criminal Justice from Old Business to the Curriculum Committee report. The agenda was approved with this modification.
4. The minutes of September 18, 2002 meeting were declared approved with no corrections.
5. Report from the chair: No report.
6. Dr. Tommy Thompson, Chair, Curriculum Subcommittee presented proposals from the Department of Art. During the presentation of the Art proposals, Dr. Gash expressed concern about whether the procedures used to modify the General Education Program at UNCP are producing a good program. Discussion of Dr. Gash's comments was delayed until after consideration of the proposals on the floor. The Academic Affairs Committee unanimously approved the proposals from the Department of Art. See the Curriculum Subcommittee minutes of its meeting of October 3, 2002 for details.

In response to Dr. Gash's concern, a brief discussion of the role of a general education program and the procedures used to change the General Education Program at UNCP ensued. The discussion suggested the committee is satisfied with the appropriateness of the procedures now in place to modify the UNCP General Education Program.

Dr. Thompson next presented proposals from the department of Sociology, Social Work, and Criminal Justice. These proposals increased the semester hour credit for SWK 445 from two to three hours and increased the Social Work hour requirement from forty-eight to forty-nine. Total degree hours remain at 120. These proposals passed unanimously.

Consideration of proposals from the Masters in Public Management Program and the Department of Philosophy and Religion were postponed until the November 20, 2002 Academic Affairs Committee meeting because representatives from those programs were not present.

7. Dr. Paul Flowers, Chair, reported for the General Education Subcommittee. He stated that the report made for the Curriculum Subcommittee by Dr. Thompson included the General Education proposals on which the General Education Subcommittee had acted.

8. Ms. Linda Hafer, Chair, reported for the Academic Support Services Subcommittee. She commented on the surveys for which the Academic Support Services Subcommittee is responsible. These include surveys for the library, writing center, media center, and UCIS. She made more detailed comments on the survey for the Writing Center and the Library. Only the faculty portion of the writing center survey was completed last year. The results from that part of the survey were given to the Director of the Writing Center for his review. He has left UNCP, and the results are no longer available. The library survey was not carried out at all last year. Ms. Hafer reported that because the Office of Institutional Research has issues with the survey instrument and limited time, it declined to administer the library survey. She also indicated that it seems unlikely that the subcommittee will again revise the library survey this year to fully comply with all of the suggestions received from the Office of Institutional Research. The subcommittee plans to carry out a trial administration of the library survey on Wednesday, October 23.

The Academic Affairs Committee discussed Ms. Hafer's report at length. The committee instructed its chair to contact Dr. Brown to try to clarify the Office Institutional Research's role, if any, in the surveys for which the Academic Affairs Committee is responsible. Although no motions were made, the sentiment of the committee seems to be that the subcommittee should do the surveys without the assistance of the Office of Institutional Research, if necessary.

9. Dr. Lisa Kelly, Chair, reported for the Enrollment Management Subcommittee. She reported that the subcommittee met and reviewed last year's activities and the subcommittee's objectives. She also reported that

the committee would receive a report from Ms. Sara Bracken on the data obtained from exit interviews of students leaving UNCP, and that the subcommittee would continue to examine the F policy for freshmen.

10. There was no old business.

11. There was no new business.

12. Announcements: The chair announced that the next meeting of the Academic Affairs Committee will be on Wednesday, November 20, 2002 in Room 213 of the Chavis University Center.

13. The meeting adjourned at 4:12 pm.

Respectfully Submitted,

Wright Killian, Chair, Academic Affairs Committee

Minutes for Regular Meeting of Faculty and Institutional Affairs Committee

Thursday, October 17, 2002

3:30 PM, Room 251

Chavis University Center

Present: Bill Gash, Kay McClanahan, Liz Normandy, Jesse Peters, John Reissner, Sara Simmons (Chair of Faculty Development and welfare Subcommittee), Glen Burnette, Neil Hawk, Dennis Edgell

Absent: Beth Maisonpierre, Velinda Worix (Chair of Faculty Evaluation Review Subcommittee)

Guests: Chancellor Allen Meadors, Holden Hansen (Chair of Faculty Awards Committee)

1. **Call to Order/Roll Call.** The meeting was called to order at 3:35 by Liz Normandy (filling in for the chair). Minutes were taken by Jesse Peters.
2. **Approval of Minutes.** The minutes of the September 19th meeting were approved.
3. **Approval of Agenda.** The agenda for the October 17th meeting was approved.
4. **Reports from Administrators.**
 - A. Associate Provost and Vice Chancellor for Academic Affairs: Bill Gash had no official report at this time.
 - B. Vice Chancellor for Business Affairs: Neil Hawk reported that his office was working on addressing issues related to the new budget. He opened the floor for questions, and there were none.
 - C. Vice Chancellor for Advancement: Glen Burnette passed out a report from his office detailing the current status of fundraising, Chancellor Club memberships, gifts/contributions, and scholarships. The report also mentions that the Office of Advancement has adopted the institutional advancement model that integrates the three mainline functional areas (development, alumni relations, and university relations) under one office of the university. This model will enable these three external relations units to work together and in tandem. There are also four new hires in the Office of Advancement: 1) Tom Griffin, formerly a major gifts officer, will now serve as Director of Development, 2) Teresa Oxendine, formerly Director of Alumni Relations, will now serve as Director of Donor Relations, 3) Lorna McNeill has been named Director of Alumni Relations, 4) Amber Ranch has been named Director of Corporate and Foundation Relations. Glen Burnette also pointed

out that each school has a contact person from his office: he serves as the contact for the School of Business, Tom Griffin for the Graduate School, Teresa Oxendine for the School of Education, and Amber Ranch for the school of Arts and Sciences. He pointed out that the policies and procedures were posted on the website in a systematic effort to prioritize fundraising. Liz Normandy asked if the scholarships were declining because of the economy, and the answer was yes, UNCP has about half the scholarship funds available last year. The office of Advancement is looking at increasing the endowment level for scholarships.

5. Reports from Subcommittees.

- A. Liz Normandy reported for Velinda Worriax (Chair of Faculty Evaluation Review Subcommittee). The committee has tabled discussion of two issues until November's meeting: student evaluation of instructors and flow of materials during the tenure and promotion procedure.
- B. Sara Simmons (Chair of Faculty Development and welfare Subcommittee) reported that the minutes from the last meeting would be posted on the web soon. The committee met on September 12th and discussed parking issues and is developing possible resolutions. They also addressed the following issues: 1) the need for more faculty locker space in the Jones building 2) possibility of using student fees for raises 3) possibility of using travel funds for other types of research material (Roger Killian will attend the next meeting to address this particular issue). The agenda for the next meeting includes discussion of faculty teaching overloads and clarification for course reduction when teaching a graduate course.

6. Old Business.

- A. The issue of evaluating and possibly revising the procedure for faculty evaluations of administrators was re-opened. Liz Normandy asked Chancellor Meadors to speak for a few minutes to give the committee an idea of how the current procedure works and how he makes use of the completed evaluations. Chancellor Meadors said that he thought the low response rate from faculty probably had something to do with the lack of contact many of the faculty have with administrators. Since there is a low response rate and a lack of accountability (because they are anonymous), he finds the evaluations difficult to use. He does read them and look at the trends they may represent, and he discusses them with the administrators under him. However, he would like to see a different method of administering the evaluations. Liz Normandy asked if he had an idea of how other institutions handle this type of evaluation. The Chancellor said that some did not do it at all, and many ask the faculty to evaluate divisions of the university rather than particular administrators. He feels that what is really important is what people think the university is doing

as a whole rather than individually. John Reissner pointed out that under a divisional evaluation model, there could still be room for individual comments.

- B. The floor was opened for discussion on the proposal from the Promotion and Tenure Committee for adding a section to the faculty handbook that would allow new faculty to be hired with tenure in special cases. After some discussion, the issue was tabled until the next meeting

7. **New Business.**

Holden Hansen (Chair of Faculty Awards Committee) explained a problem that has arisen concerning the nomination of some faculty for awards during the last two years. For the last three years, there has been a checklist at the bottom of faculty evaluations that allowed the chair to nominate faculty for awards. In the last two academic years, those nominations never made their way to the Awards Committee; thus 21 faculty nominated for 25 awards were never considered. The Faculty senate asked Holden Hansen to discuss this issue with the university attorney and to bring it before this committee. He reported that the attorney said that any legal liability was minimal. The awards committee plans to automatically nominate those people who were nominated but not considered during the last two years for this year's awards. After some discussion, Kay McClanahan moved that the committee endorse the plan Holden Hansen laid out. The motion was seconded by John Reissner and the motioned passed unanimously.

8. **Announcements.** There were no announcements at this time.

9. The meeting was adjourned at 4:50 PM.

The next meeting is November 21 at 3:30 PM in room 251, Chavis University Center.

Jesse Peters, Secretary in Rotation

Beth Maisonpierre, Chair, Faculty and Institutional Affairs

The University of North Carolina at Pembroke

Faculty Senate Minutes Wednesday, October 2, 2002

The meeting was called to order at 3:30 p.m. by Tom Dooling, Chair of the Faculty Senate.

Members Present:

Irene Aiken	Cherry Beasley	Robert Brown	Bill Campbell
Tom Dooling	Dennis Edgell	Jim Frederick	Holden Hansen
Bonnie Kelley	Wright Killian	John Labadie	Beth Maisonpierre
Liz Normandy	Jesse Peters	John Reissner	Cindy Saylor
Michael Spivey	Tommy Thompson	Richard Vela	

Excused: Robert Canida, Susan Edkins, Kay McClanahan

Approval of the Minutes: The minutes of September 4, 2002 were approved.

Adoption of the Agenda: The agenda was adopted.

Reports from Administrators:

Chancellor Meadors reported that the General Assembly has passed the budget. 2.8% will be cut up front. Further cuts of between 2-4% are anticipated in the spring. UNCP will not have to lay off any positions. Enrollment growth money will make up for the cuts. No across the board raises will be given. Equity adjustments will be determined for some according to salary comparisons among peers in other institutions. Help is needed to get ready for new construction and renovation projects on campus.

Dr. Roger Brown reported that 18-20 new faculty lines are anticipated for next year. There are increasingly stringent requirements for justifying new positions. Deans are currently talking with Department Chairs about creating space for new faculty. There will be a small increase to \$900.00 in money available for faculty travel. Bonnie Kelley asked Dr. Brown if equity raises will be made public. Answer: Yes. Cherry Beasley asked if early travel plans are recommended. Answer: Dr. Brown hoped that it would not be necessary to plan travel only in the fall. Dr. Meadors encouraged travel before February. Liz Normandy asked if salary comparisons to outside institutions were required? Answer: Yes.

Reports from Operations Committees

Committee on Committees and Elections:

Jim Frederick reported that the Committee is in the process of filling the vacancy on the Faculty Grievance Committee.

Executive Committee:

Tom Dooling presented the Alpha Chi nominees from Linda Oxendine, Faculty Sponsor for Alpha Chi, for approval. Bonnie Kelley moved that the nominees be approved. The motion was seconded and approved unanimously. Tom Dooling reported a question had arisen about whether or not UNCP could or should adopt a stricter set of criteria for nominees in the future. Linda Oxendine has indicated that there is some room for fine-tuning the current rules.

Faculty Governance Committee:

Chet Jordan reported that the Committee has sent two items to the Provost, and one item to the Senate Chair.

Reports from Standing Committees

Academic Affairs Committee:

A proposal to change MAT 501 from an elective to a requirement in the M.A. in Math Education degree was passed unanimously. Wright Killian reported that issues surrounding policies of syllabi will be tabled until after NCATE departs campus, and that the Committee is searching for documentation on a mid-term grade policy.

Faculty and Institutional Affairs Committee:

Beth Maisonpierre reported that Committee has invited Chancellor Meadors to meet with the Committee as a part of the Committee's research on the process of evaluating administrators. The Committee is also exploring a proposal from the Promotion and Tenure Committee to grant automatic tenure under exceptional circumstances.

Student Affairs and Campus Life Committee:

Cherry Beasley gave a summary report of the minutes of Student Affairs and Campus Life.

Faculty Assembly:

Bonnie Kelley reported that the Office of President Molly Broad was cut by 5%. Although tuition increases were passed, retirement incentives were not. A report from the Associate Vice President's office reported on a nationally lauded web site for college students seeking financial aid: CFNC.org. A report from the Vice President of Academic Affairs office revealed that the Federal Government will pay 100% tuition for military who wish to enroll in higher education. President Broad addressed the Assembly and her speech is posted on the web. The Assembly passed a resolution on Academic Freedom.

Faculty Awards Committee

Holden Hansen reported on a list of 21 nominees for 25 Faculty Awards from 1999-2001 who were never considered for Faculty Awards. Discussion among the Faculty Senate

ensued regarding possible solutions to the problem. Tom Dooling instructed Hansen to consult with the University Attorney and to meet with the Faculty and Institutional Affairs Committee to develop a proposal addressing the problem. The call for nominations for Professor Emeritus and the UNC Board of Governors Award has been published on fac_staff@papa.uncp.edu.

Other Committees:

No reports.

Old Business:

There was no old business.

New Business:

There was no new business.

Announcements:

Tom Dooling announced the next Faculty Senate meeting would take place in Dial Building, room 225. Wright Killian issued a correction that the next meeting of the Academic Affairs Committee would be October 16 in room 251 of the University Center. Dr. Brown encouraged everyone to participate in the State Employees Combined Campaign, and announced a reception on Friday at 4:00 p.m. for Russian Teachers here on a Federal Grant program. Cherry Beasley announced that the Board of Nursing is celebrating its' 100th anniversary. John Labadie announced the 6th annual online media conference. Cindy Saylor announced a multi-media expo in the library on October 16 from 9:00 a.m. to 4:00 p.m.

Adjournment:

The meeting was adjourned at 4:57 p.m.

Respectfully Submitted

Tom Dooling, Chair
Holden Hansen, Secretary