

# The University of North Carolina At Pembroke

## Faculty Senate Committee Meeting

### Agenda

**Meeting of the Faculty Senate Committee  
Wednesday, 5 February 2003 @ 3:30pm  
Room 213, University Center**

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. P&T Ad-Hoc committee
      - ii. Proposed 2-2-3 tenure policy
      - iii. Granting of immediate tenure policy
    - c. Committee on Faculty Governance
  - 2. Standing Committees
    - a. Academic Affairs
      - a. Vote on Curriculum Change
    - b. Faculty and Institutional Affairs
      - a. Vote on right to see evaluation results
    - c. Student Affairs and Campus Life
  - 3. Special Committees
- F. UNC Faculty Assembly Report
- G. Teacher Education Committee
- H. Graduate Council
  - 1. Proposal for vote
- I. Other Committees
- J. Unfinished Business
- K. New Business
- L. Announcements
- M. Adjournment

The University Of North Carolina at Pembroke

Academic Affairs Committee

Members Present:

Dr. Wright Killian (Chair)  
Dr. Robert Brown  
Dr. Bill Campbell  
Dr. Michael Spivey  
Dr. Tommy Thompson  
Dr. Richard Vela  
Dr. Ray Sutherland  
Dr. Lisa Kelly (Chair, Enrollment Management Subcommittee)  
Dr. Tommy Thompson (Chair, Curriculum Subcommittee)

Members Excused or Replaced:

Dr. Irene Aiken (Replaced; see below)  
Dr. John Labadie  
Dr. Roger Brown  
Dr. Paul Flowers (Chair, General Education Subcommittee)  
Ms. Linda Hafer (Chair, Academic Support Services Subcommittee)

Guests:

Dr. Judy Curtis  
Dr. Stephen Marson

Minutes

Meeting of the Academic Affairs Committee  
Wednesday, January 15, 2003 at 3:30 pm  
Room 251, Chavis University Center

- I. The Meeting was Called to Order at 3:34pm.
- II. The Agenda was approved, with the addition of a proposal from the General Education Subcommittee.
- III. The Minutes of the November 20, 2002 meeting were approved without corrections or additions.
- IV. Report from the Chair.

- A. Dr. Killian noted that Dr. Irene Aiken had been replaced on the Committee by Dr. John Labadie because of a conflict with class time.
- B. Dr. Killian reminded Committee members of two items left over from last year: The Syllabus Checklist and the posting of Syllabi on the Web (as a replacement/supplement for paper syllabi). Dr. Killian will form ad hoc subcommittees to look at these matters.
- C. Dr. Killian report that the Academic Affairs Office will fund the Library Survey.

V. Reports from Subcommittees.

A) Curriculum - Dr. Tommy Thompson, Chair.

- 1. The Mass Communication Proposals passed unanimously:  
Add two new 3-hr courses:
  - a. MCMS 4xx Special Topics in Mass Communications
  - b. MCM 499 Independent Study in Mass Communications
- 2. The Proposals from Sociology passed unanimously:
  - a. Establish a new 18-hr Community Development Minor that will include four new 3-hr courses denoted below in bold italics with an asterisk:

Required Courses (9 hrs)  
 SOC 313 The Community (3)  
 SOC 361 Research Methods (3)  
 \***SOC 431 Community Development (3)**

Electives (choose 9 hrs from the following 5 choices):  
 SOC 301 Community Health Organ & Service (3)  
 \***SOC 324 Sociology of Poverty (3)**  
 \***SOC 351 Community Resource Development (3)**  
 \***SOC 418 Voluntary Assoc's & Non-Profit Organ's (3)**  
 SOC 485 Internship in Sociology (6)

Total

= 18 hrs

- b. In the Social Work Major Area delete two courses (and related cross-listing):

SWK/CRJ 280 Interviewing & Recording (2-hrs)  
 SWK 281 Social Work Values & Ethics I (1-hr)

- c. Add new 3-hr course SWK 480 Social Work Practice III that will take the place of the two deleted courses above (i.e., 280 & 281)
- d. Three Minor Changes (do not require AA Committee action):
  - SWK 450 - Change title from: "Social Work Values & Ethics II" to: "Social Work Values & Ethics;"
  - SWK 450 - Drop the prerequisite of deleted SWK 281 from and;
  - SWK 345 - Include the word "...Co-requisite..." to the prerequisites for.
- e. In the Substance Abuse Minor Add new 3-hr course and cross-listing SAB/CRJ 283 Interviewing Skills that will replace deleted 2-hr SWK/CRJ 280 above;
- f. To accommodate this change, total hours of the Substance Abuse Minor will increase by 1-hr, from 19-20 to 20-21.

B) General Education - Dr. Paul Flowers, Chair.

Dr. Killian reported on three proposals that originated in the General Education Subcommittee. The proposals recommend that assessment of General Education courses take place at the departmental level (as part of departmental assessment plans); that departmental plans for assessing General Education courses be submitted to the Provost by mid-March 2003; and that the results of departmental assessment of General Education courses be submitted to the General Education Subcommittee.

Considerable discussion ensued, which can be summarized in four points:

1. Committee members raised questions about the March deadline, indicating that it was too short;
2. Committee members asked what will be done with the assessment data collected and who will look at it;
3. Committee members asked for specific options for outcomes assessment;
4. Committee members asked what is the follow-up to the March submission? What sort of feedback will be provided departments?

The proposals were approved with two modifications (they will be sent to the Provost rather than the Dean of Arts and Sciences and the results will

go only to the General Education Subcommittee) and with the addition of the reservations (the four points presented above).

C) Academic Support Services - Ms. Linda Hafer, Chair.

There was no report, due to the absence of the committee chair.

D) Enrollment Management - Dr. Lisa Kelly, Chair.

Dr. Kelly reported that consideration of the "all F" proposal was continuing and that it focused on the consequences of expanding the proposal to cover other students with very low GPAs. She also reminded the Committee that On-Line Registration will begin this spring.

VI. Old Business: None.

VII. New Business: None.

VIII. Announcements.

Secretary in Rotation – if you cannot serve on the specified date, trade with someone else, or recruit someone else. As a last resort, contact Dr. Killian.

February 19, 2003 – Dr. Michael Spivey  
March 19, 2003 – Dr. Tommy Thompson  
April 16, 2003 - Dr. Richard Vela

IX. Adjournment: The meeting adjourned at 4:25pm.

Robert W. Brown  
Secretary in Rotation

## **FIA Minutes**

### **Minutes for Regular Meeting of Faculty and Institutional Affairs Committee**

Thursday, January 16, 2003

3:30 PM, Room 251, Chavis University Center

Present: Dennis Edgell, Beth Maisonpierre, Kay McClanahan, Jesse Peters, John Reissner, Sara Simmons, Liz Normandy, Irene Aiken, Jean Sexton.

Excused: Glen Burnette, Neil Hawk, Bill Gash

**1. Call to Order/Roll Call:** The meeting was called to order at 3:30 by Chair Maisonpierre. Minutes taken by Dennis Edgell. New FIA member Irene Aiken was welcomed.

**2. Approval of Minutes:** The Minutes of the November 21 meeting were approved.

**3. Approval of Agenda:** The agenda, which had been e-mailed, was circulated, and approved.  
Copies were available on the FIA website.

**4. Reports from Administrators:** None

**5. Reports from Subcommittees:**

**A. Faculty Evaluation Review Subcommittee.**

Jean Sexton reported on FER's commendable work on the Student Evaluation of Instruction form, and the rationale for new items on the student surveys. Beth Maisonpierre noted that there already was an updated form available. Not all faculty/departments use, or even know about the new form, thus the discussion of the exact details of FER's suggestions were postponed until FER determines the official status of the new form. FER will poll departments and get a copy of the form used in each department.

FER has also been working on clarifying the guidelines for Tenure and Promotion. FIA requests that FER continue to work on formalizing the guidelines at their future meetings.

**B. Faculty Development and Welfare Subcommittee.**

Sara Simmons reported on the FDW issue of faculty workload policy. FIA recommends that faculty and departments work together to standardize a policy on reassigned time that is equitable. Although no formal recommendations were issued, FDW will continue to study the issue, and determine with more clarity what steps need to be taken to create a rational policy.

## 6. Old Business:

### Consideration of Evaluation of Administrators by Faculty

FIA members had researched the administrative hierarchy and mission statements of their assigned divisions in preparation for the meeting. Sample evaluation statements were circulated. After much discussion, it was agreed that a more simplified version of the evaluation form should be utilized.

John Reissner made a motion, seconded by Irene Aiken to be taken to the Faculty Senate that:

**It is the right of any employee of the University,  
to examine a digest of any evaluation taken on their behalf.**

After discussion, it was voted unanimously that such a statement should be in the Faculty Handbook.

As time allotted for the meeting ran out, FIA members were assigned to continue working on the new forms for the next meeting. Mission statements are to be streamlined. John Reissner recommended that active language be used in all evaluation statements.

**7. Adjournment:** The meeting was adjourned at 5:05 pm

Respectfully submitted,

Dennis Edgell, Secretary in Rotation  
Beth Maisonpierre, Chair



## SACL Minutes

These are the unofficial minutes of Student Affairs and Campus Life  
Jan. 16, 2003 3:30 p.m. Library Conference Room

Present: Dr. Jamie Litty      Ms. Beth Nichols      Dr. Kelly Charlton  
          Ms. Patricia Fields    Mr. Robert Canida    Mr. Brandon Davis  
          Ms. Susan Edkins      Ms. Susan Whitt      Ms. Cherry Beasley  
          Ms. Lisa Schaeffer (for Dr. Jones)

1. The meeting was called to order by the chair, Ms. Cherry Beasley. She reinforced that for Spring semester, the committee will meet every third Thursday of the month in the Library Conference Room, which best accommodates everyone's schedule.
2. The minutes of the previous meeting (Nov. 21, 2002) were approved.
3. Added to the agenda was an update on the library cell phone issue (Old Business).
4. Report from the Chair: (Old Business)

Regarding the final stage of the nominations for Who's Who...It was confirmed that a student really did serve as Marshall for at least one semester as he claimed on his application. All student GPA's were checked. The chair suggests that all the commendation procedures on campus (Who's Who; Marshalls; honor societies; etc.) be consistent, or at least clearly delineated, and that the application process be well communicated to students. The service credit for Marshalls still needs to be discussed because there are some faculty who question giving this academic credit for ushering. The chair would like this committee to form an ad hoc subcommittee to look after these issues.

5. Report from the Office of Student Affairs – Ms. Lisa Schaeffer

The university is in discussion with 2 developers for the construction/provision of private housing for students. Dr. Jones and Mr. Preston Swiney went to Lumberton this week to talk to hotel proprietors about accepting housing overflow next fall. Ideally, no freshmen would be housed there. Dr. Litty suggested talking to Laurinburg hotels also to accommodate students who might want to live west for whatever reason.

There are no more triple assignments, i.e., as of spring semester, there are no students who are three-to-a-room. There are 41 new applications for housing as of today. At this time last year there were 43 new applications.

Rebecca Tabonay is the new Counselor on board in the counseling and testing department. She is ABD, expected to graduate in May. The counseling center was renovated over Winter Break. This includes a new office for a graduate intern and an observation booth for testing. Mr. Gressman has begun his spring programming.

The Multicultural Center has a spring schedule of shuttle service/outings for international students who have no transportation. The chair suggested that this service be for all students if it is an offering of the Multicultural Center. I-20's are being issued out of Ms. Beth Carmichel's office.

The new position of minority affairs officer (Director of Minority Affairs) will be advertised in the near future. This position will be housed in the Multicultural Center and will report to Dr. Jones.

Career Services has expanded hours by staying open until 7 p.m. They are publishing a new monthly newsletter, which is also on the Web, and holding a contest for

the students to name this newsletter. The counseling center is also extending its hours Monday through Thursday by making the last appointment begin at 5 p.m., to accommodate graduate and evening students.

Renovations of Student Health Services are underway. The chair of this committee, Ms. Cherry Beasley, has left SHS and taken the fulltime faculty position in Nursing. Southeastern Medical Center is providing personnel to enable 24-hour coverage of the health center.

Miss UNCP pageant is scheduled for Jan. 30 with nine contestants. Former Miss UNCP and current Director of Alumni Relations Lorna McNeil is directing the pageant.

Homecoming events are scheduled for Feb. 16 – 22.

6. Report from Student Government Association—Mr. Brandon Davis, President

Student forum will continue for spring semester, with the first one scheduled for Wed., Feb. 5 at 10 a.m. in the UC Lounge. SGA is trying to increase participation by students because university administrators are taking the time to appear at these events to answer all student questions.

The first Campus NightWatch walk of spring semester is scheduled for Mon. Jan. 27 and will include members of SGA's Student Issues Committee and SGA officers. The purpose of the walk is to check out dark areas and other potential safety issues of the campus. Invited are Chancellor Meadors, Student Affairs—Dean Swiney usually comes-, Chief Helton and Officer Arthur Hearn of the campus police.

The Association of Student Governments in the UNC system meets once a month and has scheduled a "Students Day at the Capital" for Feb. 3. Charter buses will take students from UNCP to Raleigh to meet state legislators. Ms. Beasley suggested that SGA get the verbal support of the Chancellor and Provost for any absences this causes for student participants.

SGA will show some movies featuring the actor James Earl Jones in advance of his visit as part of the Distinguished Speaker Series.

SGA is working on pep rally and spirit activities. Ms. Edkins suggested that SGA's Spirit Committee be represented at the next meeting of the Student Athlete Advisory Committee because they have been discussing the problem of "dead" basketball games. Homecoming Parade is scheduled for 3:45 p.m. Thursday of Homecoming Week, beginning at Pembroke Elementary School; slam dunk contest; and wrestling demonstration by that team at 7:30 p.m. Friday: semi-formal dance; Saturday: comedian/actor D.L. Hughley.

Three at-large student senate seats have become available due to senators having to quit for various reasons. Students may apply now to complete one of these terms.

SGA has given its Finance Committee more responsibility by setting up a procedure whereby clubs can apply for up to \$500 of funding per year, from a total pot of \$3,000.

7. Report from Givens Performing Arts Center—Ms. Patricia Fields

GPAC really needs a student representative to fill a vacancy on the Programming Board.

Tickets for *Rent* are selling well and the show has stirred a lot of student interest. Students are already familiar with the soundtrack. No complaints have been received regarding the adult themes and adult language of this long-running Broadway musical.

Ms. Fields recently returned from a conference in New York regarding fundraising for GPAC-type of venues. GPAC is open to suggestions for getting students more involved in their programming and activities. Currently, school-produced plays are enjoying an increase of successful cold auditions by non-theatre students.

The infrastructure committee for the new campus main entrance has been meeting; this entrance will be down by GPAC and is likely to include a better engineered drive-thru and drop-off for buses and handicapped passengers.

The planning and programming committees will meet soon. The number of Broadway shows is expected to be reduced to six from seven, and the Nostalgia series will probably be reduced to three shows.

8. New Business—none

9. Old Business

Mr. Canida met with the editor of *The Pine Needle* in December to discuss a possible feature on the library's cell phone policy, because despite the signs, students are in violation. *The Pine Needle* expects to mention the cell phone policy in the Feb. 6 issue.

Ms. Beth Nichols, of SGA's Constitution Committee, circulated a working document of a potential grievance policy/procedure for UNCP, based on procedures and wording of UNCC, UNCCH, and NC State grievance documents. This policy/procedure would be for students who have certain types of grievances against any employee of the university. The document is currently circulating among SGA and a draft is expected in time for the March meeting of the Faculty Senate, and a draft would be provided to the university attorney prior to that. This committee provided some comment on the wording and stages of the current draft. Dr. Litty, who is Faculty Conciliator this year, stressed the value of a grievance procedure to accommodate conflicts and incidents that are not properly addressed by the grade appeal process.

Discussion of a written complaint about the continued existence of a Miss UNCP pageant was tabled for a second time. The committee would like to hear from the faculty complainant in person at the April meeting and from any students that the faculty member says she is also representing.

10. Adjournment 5 p.m.

# The University of North Carolina at Pembroke

## **Faculty Senate Minutes Wednesday, December 9, 2002**

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

### **Members Present:**

Allen C. Meadors, Chancellor, Ph.D., FACHE

Bill Gash for Roger Brown, Provost and Vice Chancellor for Academic Affairs

Robert Brown	Robert Canida	Bill Campbell	Tom Dooling
Dennis Edgell	Susan Edkins	Jim Frederick	Holden Hansen
Bonnie Kelley	Wright Killian	Kay McClanahan	Liz Normandy
Jesse Peters	John Reissner	Cindy Saylor	Michael Spivey
Ray Sutherland	Tommy Thompson	Richard Vela	

**Excused:** Irene Aiken, Cherry Beasley, John Labadie, Beth Maisonpierre

**Absent:** Wes Cook

**Guests:** Chet Jordan

**Approval of the Minutes:** The minutes of November 6, 2002 were approved.

**Adoption of the Agenda:** The agenda was adopted.

### **Reports from Administrators:**

Reports from Administrators were delayed pending the Chancellor's arrival.

### **Reports from Operations Committees:**

#### **Committee on Committees and Elections:**

The Report was delayed pending the Chairman Frederick's arrival.

#### **Executive Committee:**

Dr. Tom Dooling reported that during the 2001-2002 academic year the Senate had voted to reduce the semester by one week. University administration implemented the change for the fall of 2003 but due to time constraints it was impossible to bring the issue back before the Senate for approval. The issue will come before the Senate for approval in the near future for formal approval.

#### **Faculty Governance Committee:**

Dr. Jordan brought a proposal forward to add language to the Faculty Handbook that is designed to bring Academic Tenure policies in line with recent changes made by the UNC Board of Governors. Discussion ensued whether it was within the purview of the Faculty Governance Committee to propose additions to academic tenure policies. Dr. Jordan withdrew the proposal and a motion was made to refer the issue to the Faculty and Institutional Affairs Committee. The motion was seconded and it passed unanimously.

### **Report from Administrators:**

Chancellor Meadors reported that the results from UNC system-wide senior surveys were made public and that UNCP has again fared well compared to other universities in the system, ranking first in twenty out of seventy categories, and first or second in thirty-one categories. He noted significant improvement in the areas of computers, staff responsiveness, financial aid and student affairs. The Board of Governors have proposed no tuition increase this year but the legislature has the final word. Next year's enrollment numbers are slightly ahead of last year at this time. Five valedictorians have enrolled, which is a significant increase over last year.

Bill Gash for Provost Brown: No report.

### **Committee on Committees and Elections:**

Jim Frederick brought forward the nomination of Maria Carrera to fill the vacant Faculty Evaluation and Review Subcommittee position. The vote was unanimous in favor of Ms. Carrera's nomination.

### **Reports from Standing Committees:**

#### **Academic Affairs Committee:**

Curriculum proposals from Psychology and Counseling, Reading, Public Management, and Philosophy and Religion were passed unanimously, after Ray Sutherland explained that the new Introduction to Religious Thought was primarily an overview of contemporary theologies as opposed to an historical overview. Dr. Wright Killian reported that the Academic Support Services Committee was making progress on the evaluation process of the library.

#### **Faculty and Institutional Affairs:**

Kay McClanahan brought forward two proposals for Beth Maisonpierre from the Committee regarding the Faculty Awards dilemma. The proposals were taken together, and were passed unanimously. Holden Hansen, Chair of the Faculty Awards Committee, indicated that he would work with the Office of Academic Affairs to carry out the proposals. Dr. McClanahan also reported that the FIA Committee was continuing to make progress towards a proposal for faculty to evaluate departments as opposed to individual administrators.

#### **Student Affairs and Campus Life:**

Tom Dooling reported that the Committee was continuing work on a grievance policy for students that would be modeled from other campuses. Safeguards to eliminate trivial

grievances will be considered for the process.

**Faculty Assembly:**

Bonnie Kelley reported on the November 20 meeting of the Faculty Assembly: (1)The BOG is not planning to change the Phased Retirement system after review, although the system is not being used extensively by the sixteen campuses; (2)A study of Post-Tenure review will be continued. Reviews will increase, as the aging of the faculty is evident. So far no dismissals and few remedial actions have occurred through the process; (3) Faculty are encouraged to go to the UNC web site to review political advocacy opportunities. The Democrats, who have been traditional supporters of higher education, have lost a majority in the House and the leadership has lost all three Chairmanships of vital appropriations committees; (4) The majority of faculty on most campuses are not aware of the criteria for salary increases this year; and (5) A committee has been created to create a list of governance standards for each UNC campus. Dr. Kelley then proposed that the Faculty Senate endorse a resolution from the BOG's Faculty and Welfare and Benefits Committee to restore state matching funds to the North Carolina Teachers and State Employees Retirement System (TSERS). After some discussion about the seriousness of the matter the motion to endorse the resolution was passed unanimously.

**Special Committees:**

There were no reports from Special Committees.

**Unfinished Business:**

There was no unfinished business.

**New Business:**

There was no new business.

**Announcements:**

- (1) The Chancellor announced Commencement is to be held at 10:00 a.m. on Saturday morning, December 14. Faculty members are urged to attend;
- (2) Kay McClanahan announced the Faculty Forum Social on Wednesday, December 11 from 2-4 p.m. in the Chancellor's Dining Room;
- (3) Jim Frederick announced that the Committee on Committee and Elections will be posting a form for expressing committee preferences on-line this year;
- (4) Tom Dooling announced that the General Faculty meeting would be held on December 11 at 10 a.m., and that the next Senate meeting will be on February 5, 2003.

**Adjournment:**

The meeting was adjourned at 4:22 p.m.