

Faculty Senate

Minutes

09/29/2016 3:00pm

ADMINISTRATIVE PROCEDURES

ROLL CALL

Present: Bob Beaudet, David Belcher, Patricia Bricker, Dan Clapper, Mae Claxton, Robert Crow, David Henderson, Beth Huber, Kae Livsey, Frank Lockwood, Andrew Mannion, David McCord, Erin McNelis, Alison Morrison-Shetlar, Brian Railsback, Liz Skene, Katerina Spasovska, Zsolt Szabo, Jamie Vaske, Cheryl Waters-Tormey, Tonya Westbrook, Bill Yang

Members with Proxies: Rus Binkley, Catherine Carter, David Dorondo, Mack Powell, Bill Richmond, Wes Stone, Ian Hower

Members Absent: Alex Sargsyan, Damon Sink, Robert Steffen

APPROVAL OF THE MINUTES

Approval of the minutes for August 31, 2016 regular business meeting: A friendly amendment was made to change "Meeting Adjourned" to "Meeting Recessed" due to business being held at the overflow meeting on September 7, 2016. Passed.

Approval of the minutes for September 7, 2016 overflow meetin: Add that Mack Powell and Cheryl Waters-Tormey both had proxy. David Henderson updated and the minutes were passed.

EXTERNAL REPORTS

Chancellor's Report/David Belcher:

The Chancellor is also meeting with the Board of Visitors today, and cannot stay. He expressed his appreciation for Faculty Senate leadership, and the leadership shown in the committee that was tasked with the review of the gift agreement associated with the Koch foundation gift.

Appreciation was also expressed to the faculty leadership in relation to WCU's involvement with the strategic plan process. WCU Faculty Senate is the leader from the entire system in this process. Four people from Faculty Senate were present at the Board of Trustees meeting. The Chancellor urges attendance during next Wednesday's forum with three members from the Board of Governors. They are

anticipating a good dialogue. We have achieved attention from faculty assembly across the state because of our involvement and engagement.

A faculty survey was sent out today regarding the strategic initiatives.

Provost Report/Brandon Schwab:

The Provost report was posted on SharePoint yesterday for review.

SACSCOC / QEP:

We are celebrating the SACSCOC report going out.

- **DegreePlus-** DegreePlus aims to educate students on the value of their experiences through the use of an experiential transcript that not only logs their extra-curricular activities, but also organizes them according to student learning outcomes associated with these professional skills.
- **Skills-** We've settled on four skill areas: teamwork, leadership, professionalism and cultural responsiveness. The Core Tenets Subcommittee (or the Definitions Subcommittee, as I've been referring to it), is taking a blended approach to pulling together definitions for these.
- **Proposal-** We have hired a writer to put together the official 75 page (+ 25 page appendix) proposal to be turned in to SACSCOC on Feb. 2nd. Drew Virtue is an assistant professor in the English department and specializes in technical writing.
- **Recent Events-** An open forum for questions and feedback is scheduled Sept. 28th, 3:00-4:30 in the UC Theater. Also, Carmen will be doing a piece for the October Faculty Forum to address some faculty concerns that have been expressed.

Enrollment Projections Process

- The biennial enrollment projections process is mandated by the UNC system, and is utilized to prepare 2017-19 budget priorities for the system.
- While it is often easier to think in terms of enrollment headcount, it is actually generated student credit hours (SCHs) which is utilized in determining funding growth for both the system and WCU.
- This is a high-stakes project, as all new funding for the institution relies on accurate enrollment projections. If we under-project enrollment, we don't receive as much funding as we could. If we over-project enrollment, we risk having to return funds to the system.
- Final projections will be submitted to the UNC system on Friday, October 14, 2016.

Fall 2016 Census Report

Information regarding the fall 2016 Census Report can be found at the following link:

<http://www.wcu.edu/learn/office-of-the-provost/oipe/student-body-profiles.asp>

NC Promise current status

Alison has spent a good deal of time fielding questions from staff about NC Promise. Western is actively addressing our concerns in dialogue with GA and working out the details of implementation. There are frequently asked questions and answers provided in the full Provost report on SharePoint.

Merit Increase

The merit increase process for the Division of Academic Affairs provided delegation of the 1% pool to unit heads for distribution based on merit. It is a one-time bonus.

Cory Causby will go into further detail in his report.

A New Look for WCU Graduates

Beginning in the fall of 2016, those graduating WCU with baccalaureate degrees will wear purple WCU-branded robes as they cross the stage.

Our fall semester Commencement ceremony is scheduled for Saturday, December 17, 2016; spring ceremonies will be held Friday and Saturday, May 5th and 6th of 2017.

Staff Senate/Chris Parrish:

- We are staying in front of the legislative issues, especially HB2 and NC Promise, and staying in front of the racial tensions and legislative tensions across campus.
 - Ricardo Nazario-Colon will be at our next meeting.
- Parking continues to be a huge issue.
- We will be sending someone from staff senate to the next couple meetings regarding the strategic initiatives.
- With the production and sale of our new ornaments at Mountain Heritage Day we earned over \$1000 which will be used to benefit the staff scholarship fund.
- For the Staff Assembly meeting on campus, we will be partnering with the Chancellor's office.

Benefits Update/Cory Causby:

- Open enrollment begins October 1st and will run to October 31st
- Everyone is being defaulted to 70/30 and there is a tobacco cessation question to answer to receive a premium credit.
- The live link will be available on Monday morning.
- In order to elect the 80/20 credits, you need to do a new health assessment.
- There is a single sign-on for both assessments.
- 300 people have attended the benefit sessions being offered. There is a session next Tuesday, and we will have six or more general sessions throughout the month to assist with enrollment.

The 1% merit pool is based on performance rating.

For SHRA:

- Issued in October 2016 payroll
- Employee must be full or part-time, benefits eligible with a hire date on or before 1/01/2016 and must be employed as of 10/31/2016
- Bonus amount will be pro-rated for part-time employees
- SHRA employees will receive the bonus based upon the 2016 performance rating
 - Ratings below good will not receive a bonus

- Ratings of Good and Very Good will receive a lump sum bonus of **\$475**
- Ratings of Outstanding will receive a lump sum bonus of **\$700**
- Employees on leave of absence during the time of the most recent performance evaluation may receive the bonus upon their return if the evaluation is completed by 6/30/2017.
- Employees with an active disciplinary action on file are not eligible for the merit bonus
- Temporary employees are not eligible for the bonus

For EHRA:

- Issued in October 2016 payroll
- Based upon meritorious performance only (no across the board component)
- Benefits-eligible EHRA faculty and staff who have six months of active employment as of 10/01/2016 are eligible
- Individual bonus amounts are determined based upon meritorious service (at the discretion of the Division/College/Department Head) and should not exceed 2% of the 9/01/2016 base salary up to \$2,500
- Merit pool bonuses may not cumulatively exceed 1% of the institutions benefits-eligible EHRA salary base for employees as of 9/1/2016 (excludes salary supplements)

Faculty Assembly Report

As the Senior Faculty Assembly Delegate, who was to bring the resolution, has been prevented from attending, Bill Yang proposed to postpone the proposed resolution to the next meeting. In the meantime, there are documents to review on SharePoint.

SENATE COUNCIL REPORTS

Academic Policy and Review Council – Kae Livsey:

Clarification of curriculum review process

We need to do a clean-up for consistency and clarify the process of review.

Clarification of Academic Integrity process

We need to review this process and revise some language before presenting to the Senate in resolution form.

Curriculum Taskforce

Brandon Schwab discussed a new taskforce that will look at:

- Review and approval of non-curriculum catalog changes
- Review and evaluate curriculum approval process
 - recommend process improvements
 - evaluate review steps and make recommendations on potential changes
 - recommend guidelines for review committees
 - define roles and responsibilities
- Review and recommend improvements to relevant curriculum documents
 - Volume III Faculty Handbook (especially Chapters 13 and 14)

- APR 17
- Curriculog User Guide
- Recommend requests for Curriculog improvements
- Provide guidance on curriculum/Curriculog trainings

Proposed membership:

- Suzanne Tobin – Provost Office
- Sarah Speed – IT Applications
- Dave Kinner – Associate Dean of A&S
- Carolyn Wiggins – A&S
- Larry Hammer – Registrar
- Anita Samuel – Registrar’s Office
- Associate Dean of the Graduate School
- Chairs of UCC, LSC, PEC, APRC
- Brandon Schwab – Associate Provost

Curriculum

Items for review:

There were some concerns about Sport Management and why it had been approved by GA but not through Curriculog yet. The Curriculog proposal was also missing key components.

Brandon gave some insight into the background of the program. This is not a entirely new program; it is a change in the delivery method. Given the questions about the program and the missing components, the senate did not vote on the program. AJ Grube with work with Suzanne Tobin to resolve the issues.

Collegial Review Council

Questions of eligibility for election to CRC committees

College level: senior administration cannot be on a college review committee, but it hasn’t translated to department or university level committees. We are currently discussing who should be eligible to be on these committees.

Issues regarding Appointment with Tenure

Questions were brought up about what documents to request for candidates coming in with tenure, but there appears to be a policy or tradition against granting appointments with tenure, even for those coming in with rank. The status and value of this practice is subject to ongoing discussion in the CRC.

Faculty Affairs Council:

Proposed International Faculty and Staff Council

Bill Yang gave an update on this item. FAC is in discussion with the Office of International Services currently. The proposed council is a group of international faculty and staff and really anyone looking to support this group, organized for support, networking, etc. A brief proposal was presented on screen.

Courtesy Appointments

Bill Yang gave an update regarding courtesy appointments. Mack Powell received some information from the Provost office and he will clarify and work to move forward on this resolution.

Faculty Senate Chair Report/Bill Yang:

Joint Taskforce on Racism

The taskforce has met twice and are discussing the charge, working on information gathering, and creating steps to move forward.

Update on Strategic Initiative and Performance Metrics

Erin McNelis shared that the full group met last Friday and people agreed on what subcommittees they were associated with. The charge was discussed. October 5th is the date they would like to have suggested goals and possible metrics to share with the Board of Governors.

The subgroup regarding access, affordability, and efficiency, and student success met. The goals were discussed along with suggested metrics, rationales, and actions. There is a shared document folder on the Faculty Senate SharePoint site and any documents regarding the groups can be housed there.

The economic impact, and excellent and diverse institutions subgroup will be meeting tomorrow. The whole group will meet Monday to discuss and finalize those goals, metrics, and actions, and plan how to present them in document form at the Board of Governors meeting.

Not as much progress has been made on gathering input from faculty. The results of the survey from Faculty Assembly would be very helpful. The Provost offered to see if we could get institution specific results.

The workgroup data was compiled and shared with the entire taskforce and sorted to be put with each definition. There are materials available on SharePoint. The subgroups reviewed this material and the benchmark materials that GA and the BOG put together.

We encourage you to share and discuss the information and to seek feedback and input. Erin McNelis proposes putting together some guided questions that will assist in receiving input. The BOG is scheduled to finalize those goals on November 1st, so mid-October would be a good time to place a deadline on faculty input.

Board of Governors Forum

- October 5th, 3:30-5:00 UC Theater
- All senators invited
- Important opportunity for input

Report on *ad hoc* Gift Review Committee

The Chancellor's announcement was emailed to campus and the gift agreement is in effect.

The committee first met on August 1st and has been involved even before the final drafting stage with legal counsel. Faculty voicing concerns last year made the process better. The Provost office,

Chancellor's office, administration, legal, and faculty senate worked well together. The gist of the Ad Hoc committee report was that the agreement, which was very general, did not pose any direct curricular impacts, but we also attached many strings to the approval, regarding bylaws and implementation. Our recommendations were taken into account and were included in the agreement.

It will be up to the staff and faculty at the center to be vigilant and to follow the recommendations made to make the center successful and contribute to the University Mission.

Parking

Faculty are expressing concerns about parking. Bill Yang talked with the Provost and they have been in discussion with Mike Byers. Bill has a meeting schedule for next week with Mike to touch base on the issues of parking. We want to do some research and see what could be some potential solutions.

Two suggestions for lines of research are proposed by senators from the floor: 1) to research who is using the pay lots and for how long; and 2) to do a survey on handicapped parking needs for specific buildings.

Bill will post his reports with the Provost and the Chancellor on the Faculty Senate SharePoint site. He will give regular updates on how the issue is moving along.

MEETING AJOURNED