

Faculty Senate

Minutes

10/23/2019 Regular Business Meeting 3:00-5:00 pm

ADMINISTRATIVE PROCEDURES

ROLL CALL

Present: Saheed Aderinto, Indi Bose, Michael Boatright, Kristin Calvert, Todd Collins, Heather Mae Erickson, Enrique Gomez, Jeremy Jones, Will Lehman, Rebecca Lasher, Niall Michelsen, Sharon Metcalfe, Amy Murphy-Nugen, Sean Mulholland, Kadie Otto, Matthew Rave, Ethan Schilling, Ken Sanney, Roya Scales, Ophir Sefiha, Elizabeth Tait, Cheryl Waters-Tormey, Laura Wright, Chancellor Brown, Richard Starns.

Members with Proxies: Yancey Gulley, Sudhir Kaul, Charmion Rush, Damon Sink

Members Absent: Martin Tanaka, Ashlee Wasmund

APPROVAL OF MINUTES

Approval of Regular Business Meeting Minutes from September 25, 2019

Minutes brought on screen. *Vote proceeded. Passed.*

REPORTS

Chair's Report: Enrique Gomez

Faculty forum note on salaries

On Wednesday, October 9th, the reporter estimated about 200 people showed up for the faculty forum on salaries. Vice Chancellor of Administration and Finance Mike Byers, Associate Vice Chancellor of human Resources Cory Causby, and Interim Provost Richard Starnes presented to the audience. The presentation PowerPoints were saved in SharePoint and shared with campus. We have received positive responses for the interactive nature of the forum. In all, we collected 42 questions and comments which will be made available later if this body decides that to be appropriate.

Faculty Assembly and UNC system presidential search

Thanks to Alison Joseph, Staff Senate Chair, for her assistance in sending out the Qualtrics survey which will aid us in gathering the requested data for the UNC System Office. We received 37 faculty and 35

staff responses. The report has been sent over to faculty and staff assembly. We also checked for themes and have learned some new responses and discussion items for the future. WCU had a good response rate. There are other campuses that only received 4 responses, and UNC Chapel Hill only pulled in 50 responses.

The UNC system faculty chairs will meet with the members of the Presidential Search Committee tomorrow. Thank you for your attendance at the listening sessions; we are getting good responses from that as well.

Chancellor's Report: Kelli R. Brown

Salaries and Budget

We do not have a state budget yet. This delay has provided us with opportunity to continue to press our case for meaningful salary increases for faculty and staff. Currently the proposed budget contains a .5% raise for UNC system faculty and staff this year, and .5% next year. We are taking the impasse as progress and we want to see more substantial rates.

We hosted NC Speaker of the House Tim Moore here on campus and we talked extensively about the need for increased compensation to attract and retain the best faculty and staff. He supports additional funding above the proposed .5%.

We do have some mini-budgets coming forward and Governor Cooper has approved them. We could see some technical corrections happen afterwards as well.

Melissa Wargo, Chief of Staff, shared that in an update today, the substitute bill is reiterating .5%, but there is a larger increase for retention funds. We are hopeful to continue to hear news on this and are hopeful we will have additional news about movement in the next week with more than .5% for raises.

Forum on Salaries

It was a great turnout, and we are glad to see faculty and staff collaborating. This issue is on our minds, and we are looking at it closely. Chancellor Brown shared that she has seen faculty and staff salary issues, hears the frustration, anger, and fatigue, and recognizes the impact on employee morale. She will continue to advocate for faculty and staff, and says that salaries are a top legislative priority for her and her administration.

Steam Plant

We are waiting on the steam plant monies of \$16.5 million. Speaker Moore toured the steam plant when he was here. We have a November 1 deadline to finalize the design. It will take 30-60 days to get the bid out. We cannot proceed with the steam plant until we have the final budget. Let's hope we have a mild winter.

Leadership Changes

Richard Starnes was named Interim Provost, and David Kinner was named Interim Dean of the College of Arts and Sciences. We will hold a national search for a permanent provost position. Once the search committee gets up and running, we will give you an idea of what that looks like. The committee will be smaller.

The search for the Vice Chancellor for the Division of Advancement is underway – Craig Fowler, Chief Information Officer, is chairing this committee. We hope to bring in 4 candidates during the month of February and March, with an anticipated start date of July 1.

On Monday, we hosted two listening sessions as part of the University of North Carolina System’s presidential search. The UNC System is searching for a successor to former President Margaret Spellings, who resigned March 1. Interim President William Roper has announced that he will not be seeking the permanent position, but will continue as interim leader until June 30, 2020.

Welcome Tour/Installation

Chancellor Brown is continuing to get out across the region, the state, and beyond as part of the Chancellor’s Welcome Tour. She is meeting with alumni, friends, elected officials and educational partners. She most recently has visited Murphy, Cashiers, Hendersonville, Charlotte, and Spartanburg. Yesterday, Chancellor Brown was in Washington, DC with a number of alumni and friends, and local congressional delegation. She also had the opportunity to sit down with the editors of *Inside Higher Ed* to talk about WCU. Up next, the Chancellor will visit Waynesville, Atlanta, and Florida.

A formal installation ceremony is set for March 27, 2020. Interim Provost Starnes and Chief of Staff Melissa Wargo are co-chairing a committee, along with faculty and staff, with a goal of creating events that celebrate the role of Western Carolina university in the mountain region.

Provost’s Report: Richard Starnes

Student Success Update – Office Relocations & OneStop Closure

Some key academic and student support units on campus have relocated. In response to office migrations occurring in other divisions, the functions of the One-Stop have been decentralized as of **5:00 PM Friday, October 11, 2019**.

Student success and support for our growing enrollment have been at the forefront of our actions. To that end, please see below for specifics:

- The Advising Center and the Office of Student Transitions (formerly First Year Experience) will move to the first floor of Killian Annex and occupy the office space formerly held by Student Financial Aid. The Offices of Student Financial Aid and Orientation will be moving to Camp Building to occupy the space formerly occupied by the Office of Undergraduate Admissions, which is being relocated to the ground floor of the H. F. Robinson Administration Building.
- In consultation with the Provost, faculty, and leaders in Academic Affairs, a new office will be established to focus on student retention. This office will be co-located with the Advising Center and Office of Student Transitions on the first floor of Killian Annex. The complementary functions of academic advising, student transitions and an office that will synergize and hone these efforts will benefit our Catamounts.
- The Office of Accessibility Resources (formerly Disability Services) will expand its footprint and have more testing rooms on the first floor of Killian Annex as well.
- The Math Tutoring Center will move from the third floor of Stillwell temporarily to the second floor of Killian Annex in the space currently occupied by the Advising Center.

Rest assured that opening of semester activities will not be disrupted and students will be able to access Financial Aid, Student Accounts, and Advising resources in Killian Annex for the **first two weeks** of the spring term.

On Friday, October 11, WCU debuted a Virtual OneStop—a place where students can access extensive information and pay their bills online. The OneStop phone number continues to route students, faculty, and staff to the necessary offices via phone, and provides the information necessary for callers to reach the Virtual OneStop webpage. **Students will still be able to pay bills at the OneStop desk through the end of the fall term and, as noted above, for the first two weeks of the spring term.**

We are thankful to the many faculty and staff members who expressed their concern about decoupling offices and services to best support our students. We understand that this is a significant shift in the landscape of our campus and appreciate your support and understanding as we work toward the common goal of student success for all our students. Signs and additional communication to students, faculty, and staff will be provided in the coming weeks.

If you have any questions regarding these actions or the impacts to units within Student Success (Academic Advising, First Year Experience, Accessibility Resources, Math Tutoring Center, and Registrar's Office), please do not hesitate to reach out to me (lkdavis@wcu.edu).

Questions regarding Student Accounts should be directed to Nancy Brendell, Accounting Manager, at nsbrendell@wcu.edu.

Questions regarding Student Financial Aid should be directed to Trina Orr, Director, at torr@wcu.edu.

Questions regarding Orientation should be directed to Josh Thompson, Director, at jthompson@wcu.edu.

Question: Where do housing issues go?

Response: Send them to the webpage or send them to the appropriate area. We will send out cheat sheets.

Question: Why is this going away?

Response: It ceased to exist as an entity on the 11th.

Question: What will the space be used for?

Response: Student Accounts; we will move the Advising Center downstairs. Financial Aid will move, and we will create more space for the Office of Accessibility services.

Question: Where can we get all of the information?

Response: An email and the cheat sheet has the information. We will resend them.

Task Force Updates

As requested by the Chair of the Faculty Senate, the information below provides updates on status of the following task force efforts. The full taskforce reports are available on the Faculty Senate SharePoint site.

- **Academic Integrity Task Force**

- Last year, the Provost charged a committee of faculty and staff to review academic integrity policies at Western Carolina University. Attached please see the final report from this taskforce that was chaired by Dr. Debra Burke, Professor, College of Business.
- At the recommendation of the Faculty Senate, the Provost has decided to move Academic Integrity from Student Affairs to Academic Affairs. Dr. Lowell K. Davis, Associate Vice Chancellor for Student Success will handle all academic Integrity violations. He will work with BaShaun Smith, Interim Dean of Students, to train faculty members who will hear cases of Academic Integrity violations. Additionally, he will work with Student Affairs to suspend or expel students who have been found guilty of multiple Academic Integrity violations. Currently, the academic integrity violation forms are found on the Dean of Students website (dos.wcu.edu), and we are in the process of moving those forms to the main page of the Office of the Provost. You will be able to continue to find forms at dos.wcu.edu.
- Should you have any questions, please contact Dr. Lowell K. Davis at (828) 227 – 2670 or lkdavis@wcu.edu.

*Appendix 1 attached

- **SAI (Student Assessment of Instruction) Task Force**

- Departments will be revising their DCRDs (departmental collegial review documents) this year to remove specific numerical thresholds for SAIs in collegial review.
- The Senate Faculty Affairs Council is continuing actions on other recommendations from the Task Force, including revision of SAI questions for implementation in 2020.
- Coulter Faculty Commons is creating professional development opportunities for department heads and others around appropriate use and interpretation of SAI data.

- **Non-Tenure Track Faculty Task Force (Promotion Pathway)**

- A small working group of Department Heads and the Associate Provost are creating a guidance document for departments to use in modifying DCRDs.
- Provost's Office and Human Resources are working to determine appropriate salary increments that are associated with promotion steps for non-tenure track faculty.

- **Non-Curricular/Policy Clarification Task Force**

- Task Force is working on the Faculty Senate-endorsed recommendations from last year, including:
 - Revised curriculum approval pathways, including clarity on Professional Education Council approval step.
 - Crafting guidance documents for UCC and other curriculum review committees and for faculty considering curriculum revision.
 - Updating/revising APR 17: Curriculum Guide
- Related updates to Sections 13.00 and 14.00 of Faculty Handbook will be necessary, and will be drafted and shared with the Academic Policy and Review Council for consideration.
- Task Force will meet again in November.

Question: Is there an update on International Programs?

Response: We are moving forward with creating a search, and the director will continue to report to

Brandon Schwab, Associate Provost. We will work on some logistical things, but the reporting relationship will not change.

Question: Is there any guidance for department heads on how to use SAI data in the AFE process?

Response: CFC will work on some training in the near future.

The full Provost Report is available on SharePoint.

Staff Senate Chair: Alison Joseph

Staff Senate Scholarship is now open – Scholarship applications will be accepted from now until February 1, 2020. The application is available through MyWCU. The scholarship is meant to assist children of staff members who may have financial barriers to college attendance.

Holiday ornaments are currently on sale. They are \$10 each, and the funds benefit the Staff Senate scholarship. The design this year features a 3D replica of the alumni tower, along with the words Western Carolina University and the year. The ornaments were produced in the Rapid Prototyping Center by students. If you are interested in purchasing one, please email Alison Krauss or Lynley Hardie. They are taking orders by email and making deliveries on the 15th of each month to offices around campus. The ornaments are almost gone, so get your reserved soon if you are interested.

Note of thanks for the **Salary Forum** – The Staff Senate deeply appreciates the efforts of the Faculty Senate in hosting the recent Salary Forum. There was a strong turn-out by staff members and many folks remarked to me that the session was informational, and a good opportunity to voice comments and concerns to administration about the salary issues faced at the institution.

Staff Senate is wrapping up some items around the **UNC System Presidential Search**, including a survey, that we provided to staff members across campus, matching the faculty survey that was distributed. We've compiled those results and submitted them to Staff Assembly. Many comments from staff closely mirrored comments from faculty about the qualities we were looking for in a future leader.

Staff Senate is hosting a **Years of Service Celebration** for those who have a milestone year last year (5 yrs., 10 yr., etc.). That event takes place this coming week. We're excited to be recognizing just over 200 honorees, including 86 faculty members. We plan for this event to mark the beginning of a new annual tradition celebrating the contributions of long-serving faculty and staff members. We are distributing plaques, to replace the old printed certificates. If you cannot attend, please let us know, and we'll get the plaque delivered to you.

This time of year, as we head into the holiday season, there will be quite a few **volunteer activities** and other ways to contribute. Please visit the Staff Senate website or check out the monthly newsletter. We've got ongoing opportunities with the Community Table, Fairview Elementary, and Equinox Ranch – where employees can work on serving meals, reading to school children, or supporting veterans in the community. Also, promoting Project FIRE – with heating assistance for the elderly, REACH which supports community members impacted by domestic violence, sexual assault and child abuse. Also, watch for a few new opportunities we'll be promoting around coat drives and winter clothing. And finally, I'll mention that we are partnering with Center for Community Engagement and Service Learning on the Hunger & Homelessness Food Drive, which will be collect food, mostly for use in the Biltmore

Park food pantry. We'll have locations around campus where food donations can be dropped off.

Staff Senate is marching in the **Homecoming** Parade this Friday. We're inviting Faculty Senate to come march with us, if you'd like. The theme is Forever a Catamount. If you'd like to march with us, please feel free to wear a costume from a past or future decade. Or just wear purple and gold. Please bring a bag of candy to distribute if you plan to march. Children and other family members are welcome to join. We'll meet at Mark Watson Park to line up for the parade at 5pm.

Staff Senate has a **Facebook** page. We would ask you all to go like it if you are interested. We share scholarship, volunteer, and other opportunities there. We are also actually moving toward having a Senate group on Facebook, which would allow employees to communicate with each other (for example about housing, local recommendations, and other community interests).

Question: Where did you get the money to fund this years of service celebration?

Response: We requested \$10,000 in a re-occurring budget allocation for employee recognition. We submitted the request in response to the UNC system employment engagement survey. We scored low in employee reward & recognition. We have heard for years that employees struggle and didn't like the printed certificate – so we are having a reception, plaque, notification, etc.

Faculty Assembly Report: Rebecca Lasher

Faculty Assembly has not met yet; Rebecca will report out at the November senate meeting.

SGA Report: Dawson Spencer, SGA Vice President

- The SGA Dodgeball event raised 60 cans of food.
- The scheduled Town Hall event topic changed to a parking meeting due to concerns that were brought forward. They had a great turnout. The next town hall event discussion will be around tuition and fees.
- WCU SGA is hosting the Associations of Student Governments of the UNC system on campus in the next few weeks.
- SGA is accepting nominations for their Director of Internal Applications position.
- SGA will be bringing forward their F1901 resolution to faculty senate next month.

COUNCIL and COMMITTEE REPORTS

CRC Report: Elizabeth Tait

The next meeting will be on October 30th and the CRC will report out at the November senate meeting.

APRC Report: Ken Sanney

- The next meeting will be next Wednesday in HL 157B. We are working through Curriculum – 32 pending proposals. Ken Sanney has drafted a rubric to give new members guidance when reviewing

proposals.

- We are working with the Non-Curricular Taskforce on APR 17 revisions.
- The next meeting or two, Tim Metz, Associate Vice Chancellor for Institutional Planning and Effectiveness, will look at some outstanding business dealing with program review.

FAC Report: Amy Murphy-Nugen

- FAC has not met since the last senate meeting; they are scheduled to meet next week on October 30th. The SAI workgroup has met and is looking at revising the questions to be more focused on the assessment of student learning rather than pedagogy. Terry Pollard, instructional developer at the Coulter Faculty Commons, has been a big help to this group.
- Reminder – the FAC has been in contact with Tim Metz regarding Policy 51, and we are actively collecting feedback from faculty about what changes we want to see, what is working, and what should be addressed.
- Upcoming agenda items:
 - Housing issues in recruiting and retaining faculty – affordability is an issue.
 - Council on Inclusive Excellence- resolution to include diversity statement in course syllabi – how do we enforce it, academic freedom, etc....

Rules Committee: Kadie Otto

The rules committee has not met yet. The next item on agenda is to look into whether faculty should be electing faculty to senate subcommittee appointments. The existing clause says that the deans have the right to appoint. We want to ask the deans for their reasoning and this will take a bit of work. Interim Provost Richard Starnes shared that sometimes the dean or the department head will suggest someone to assist them if they are going up for tenure, etc. and this gives us something else to think about.

OLD BUSINESS

Resolution to Change Election Rules on Faculty Representatives on Athletics Committee – *for vote*

This is a continuing conversation from the last senate meeting.

Faculty Senate Chair Enrique Gomez shared that after this vote, if it passes, the resolution would have to go to a faculty forum, and would need the approval of the Chancellor beforehand.

Kadie Otto stated that, according to the AAUP Redbook, the athletics committee charge reads that the preferred method for selecting faculty participants is by direct election of the general faculty.

Kadie Otto shared that she feels if we are really using a shared governance model, we will see that the Chancellor votes are relinquished.

Chancellor Brown shared her philosophical statement on appointments with the senate. The document reiterates her commitment to ensuring diversity on committees, shared governance, and her process for making committee appointments.

No further discussion proceeded. A motion to vote was made.

Vote proceeded and passed.

The next step is to bring this resolution forward to a faculty forum if the Chancellor agrees.

NEW BUSINESS

Discussion on Salary Forum

Faculty Senate Chair Enrique Gomez asked the senate if we could share the comments and questions from the survey. Todd Collins shared that he believes it to be unethical if we post those after saying it is anonymous.

Interim Provost Richard Starnes talked about the new system tool that will be out in the future. We are currently doing a beta test and working through a data check on this new system tool. There will be several reports coming out in the future.

Comment: Sometimes there is a choice to allocate raise money. We need some guidance there. The budget process gives us choices for priorities. The salary for new positions come from the salaries for new raises. Direction will help with this.

Response: We will better inform department heads about initial salaries and raises over time. This will be the beginning and not a single solution. But yes, we will do our best to give guidance.

Question: What is the institutional level strategy?

Response: Chancellor Brown shared that she wants to wait until the budget is done. Then, we can look at this. We have good guidance from the taskforce last year, and we have another group of faculty looking now. We have the data; we need the budget. Then, we will move forward.

Comment: The issues of hiring new faculty is a workload issue. From a strategic standpoint, it is better to talk about total compensation and workload. Salary is just one facet of the issue. We have heavy workloads... the issues are so interrelated. The route of the problem is the whole of it.

Response: We have to come up with a long-term strategy and plan how we will continuously address this year after year. We have talked about this type of approach. We cannot do a one-time fix and then set it aside.

Further discussion proceeded.

Discussion on UNC Presidential Search (Listening Session and Survey)

We will circulate a summary of what we saw in the results. When asking about the question of the characteristics, 24 responses had a version of someone needing to be in Higher Education – from academia. We need someone that can speak on our behalf and be able to advocate for us. It sounds like there may be a need for someone to be connected inside of state government and not necessarily someone from higher ed?

Faculty Senate Chair Enrique Gomez posed the question, What's more important to you? Higher Ed or Business and Political Savvy?

Responses: They are not mutually exclusive. A savvy Higher Ed leader can do those things.

Many senators shared that this would be a deal breaker if they weren't from Higher Ed.

Other responses indicated that resources, databases, etc. for research should be allocated better. The UNC system doesn't share. The centrally located universities don't seem to be leveraging with us.

Kristin Calvert shared that the triangle schools do tend to work independently or together and not with us.

The question was asked, should we centralize resources? Todd Collins share that the down-size of sharing resources is that it can be micromanaging – every campus has their own mission.

Further discussion proceeded.

Discussion on Changing CONEC Election Date

We will begin conversation on this in the future.

All Faculty Senate meeting recordings are available on the share drive.

MEETING ADJOURNED

Resolution to Change Election Rules on Faculty Representatives on Athletics Committee

| | |
|----------------------|-----|
| Saheed Aderinto | Aye |
| Indi Bose | Aye |
| Boatright, Michael | Aye |
| Kristin Calvert | Aye |
| Todd Collins | Aye |
| Heather Mae Erickson | Aye |
| Enrique Gomez | |
| Yancey Gulley | Aye |
| Jeremy Jones | Aye |
| Sudhir Kaul | Aye |
| Lehman, Will | Aye |
| Rebecca Lasher | Aye |
| Niall Michelsen | Aye |
| Sharon Metcalfe | nay |
| Amy Murphy-Nugen | Aye |
| Sean Mulholland | nay |

| | |
|-----------------------|---------|
| Kadie Otto | Aye |
| Matthew Rave | abstain |
| Ethan Schilling | Aye |
| Charmion Rush | Aye |
| Ken Sanney | nay |
| Roya Scales | Aye |
| Ophir Sefiha | Aye |
| Damon Sink | nay |
| Martin Tanaka | Aye |
| Elizabeth Tait | Aye |
| Waters-Tormey, Cheryl | Aye |
| Ashlee Wasmund | Aye |
| Laura Wright | Aye |