

Faculty Senate

Minutes

03/28/2018 Regular Business Meeting 3:00-5:00 pm

ADMINISTRATIVE PROCEDURES

ROLL CALL

Present: Alison Morrison-Shetlar, Amy Murphy-Nugen, Arledge Armenaki, Bill (William) Richmond, Brian Railsback, Catherine Carter, Cheryl Waters-Tormey, Damon Sink, Elizabeth Tait, Frank Lockwood, Katerina Spasovska, Mae Claxton, Niall Michelsen, Ophir Sefiha, Patricia Bricker, Rus Binkley, Sean Mulholland, Wes Stone, Zsolt Szabo

Members with Proxies: Charmion Rush, Jamie Vaske, Kae Livsey, Liz Skene, Malcolm (Mack) Powell, Robert Crow, Saheed Aderinto, Weiguo (Bill) Yang

Members Absent: Laura Wright, Robert Steffen,

APPROVAL OF MINUTES

Approval of Regular Business Meeting Minutes from February 15, 2018- minutes brought on screen. Vote proceeded. Passed.

REPORTS

Chair's Report: Brian Railsback

- **Faculty Senate response to "The Collective Response to Racial Insensitivity"**
There are two resolutions that will be voted on today as part of this response. Thank you to Amy Murphy-Nugen and Charmion Rush for helping organize the event. It was very cheering to talk with student leadership and to get their reaction to the support shown at the march. We heard over and over in the meetings from the students that action needs to be present and yesterday was a show of this.
- **Update on Faculty Event for March 27 (Amy Murphy-Nugen)**
Amy shared a thank you. There are those of us that need to coordinate, but it is only successful if our community shows up. Thanks to everyone for being there and for your support.

- **Faculty Assembly discussion regarding guns on campus/potential Senate resolution**
The chairs and some faculty assembly delegates are concerned that there may be a push to have faculty and staff that have received training, carry guns. They are asking for senates to locally have resolutions to push out in response.
- **Faculty Assembly Chairs' discussion/potential Senate resolution on "Resident Constituents" on Board of Trustees**
They have taken time throughout the year to work on faculty and staff senate representatives on the Board of Trustees. Brian shared that he had 8 minutes to report faculty affairs to the board for the entire year, and he feels we are the most restricted campus. The resolution has been heavily vetted through the faculty assembly.
- **Update on bike ride to Raleigh**
Brian shared that it is awful, but it is happening.
- **Update on April Senate meeting**
The meeting will be in Illusions and then we will have a nice reception much as we did at the beginning of the year. This is time to celebrate together.

Question- can you send something in writing to the BOT?

Response- yes, a report is sent, but speaking is time limited. As an assembly, there is real interest in consistency.

Acting Chancellor's Report: Alison Morrison-Shetlar

Budget: Last year, \$200,000 was allotted to the budget advising committee (BAC). For academic affairs, it was used for teaching equipment purchases. Thank you to the BAC for their hard work. It was so successful that we have decided to allocate \$500,000 to the BAC. The funds come from Alison and go towards priorities that have been flushed out from last year. This does give faculty a voice in how some final dollars are spent.

Salary Allocation: Faculty and staff salaries were #1 priorities last year. With enrollment growth, this resulted in the releasing of monies early this year...at the end of January. It was then released to division heads with guidance to allocate to salary increases for merit, equity, and labor market adjustments.

The total amount of state enrollment growth funds allocated to us for salary increases was \$1,298,719, including an associated increase in fringe benefit costs. Through these funds, a total of 727 faculty and staff received salary increases, representing 47.1 percent of eligible faculty and staff. The average annual salary increase was \$1,435. Eligible, approved increases will be processed in the April 2018 payroll, retroactive to March 1 of this year. Faculty and staff members who will be receiving increases will be notified by the Office of Human Resources and Payroll prior to direct deposit notification.

Question: when will notification come?

Response: prior to April pay date

This academic year, we funded new positions for 6.4 million, and 1.5 million to academic affairs. We hired close to 20 new positions. Faculty are the ones who helped and we were able to get the increases. It was high priority for us. We have allocated more for folks coming in August and January.

Whee Stand Equity March: Thank you to Faculty Senate for organizing the march. It was impactful. It shows the care and concern we have for all our students. We will continue to tell folks we do not tolerate bigotry and racism. Words are never enough. Actions are what we must stay involved with.

Biltmore Park: We are looking at ways to manage the growth. We have secured more space, and are working through the rental agreement process at the moment.

Question: Update on positions for next year?

Response: Brandon Schwab responded, just last week we did the Academic Affairs Provost Council presentation of budget priorities. We will vote next Friday and reconvene the following week. We are currently in the process.

Acting Provost Report: Brandon Schwab

The Provost report was posted on SharePoint for review prior to the meeting.

We are past the mid-semester point with just seven weeks remaining before graduation. Sad reports of three student deaths this semester. While April is often the busiest month of the academic year, it does herald the onset of spring, the promise of longer days, academic budget proposals, and the final Faculty Senate meeting for the year. Student activism is on our minds.

1) Faculty Marshals*

A new process for selecting the Chief Faculty Marshal, the Assistant Chief Faculty Marshal and general Faculty Marshals has been established in time for the spring commencement ceremonies on May 11 and 12. Faculty Marshals are senior members of the faculty who are nominated by the academic deans based on their outstanding service to the institution, excellence in teaching, and the respect of their faculty colleagues. They serve the institution as official ambassadors at university events including commencement and convocation.

2) SACSCOC Update

A SACSCOC leadership team (Carol Burton, Melissa Wargo, Lowell Davis, and Tim Metz) is overseeing WCU's response to SACSCOC monitoring requests, due September 7, 2018. The Office of Institutional Planning and Effectiveness and the University Institutional Effectiveness Council are actively working with educational programs, administrative support services units, and academic and student support units to meet SACSCOC's institutional effectiveness requirements. Several work sessions for faculty and staff are available throughout the Spring term to promote assessment, outcomes development, and evidence-based decision making. Information, registration, and related resources are available on the new Continuous Improvement Resources webpage housed under the Office of Institutional Planning and Effectiveness, <https://www.wcu.edu/learn/office-of-the-provost/oipe/assessment-and-program-review/continuous-improvement-resources.aspx>.

3) Students' Campus Climate Requests/Bias report

As you are aware, several recent incidents on campus have heightened awareness of the detrimental racial and intolerant climate many of our students are experiencing. Members of the administration have participated in a series of meetings with our African-American, LGBTQ and at-large students, as well as students with disabilities. We are making strides in achieving many of the expectations our students have outlined for us and will be following up with them and our greater community directly. Sample actions: A) bias incident reports-summary data (visit bias.wcu.edu); B) creation and

dissemination of institutional statement on intolerance and bigotry; C) redesign of USI 130 and other student transition courses to include content of diversity, cultural responsiveness, and inclusive excellence; D) creation of African American Studies minor; E) online student modules around diversity and inclusion; F) 2020 strategic plan amendment on inclusive excellence; and G) development of liberal studies student learning outcomes around diversity and inclusion.

4) Fall 2018 Enrollment

First time full time first year students' applications are trending similar to last year; closed applications March 1, compared with May last year; anticipating an enrollment of 2010-2020. Academic profile is slightly higher than previous year. Transfer students' applications and admits have increased significantly: 1600 (increase of 50+% over last year) and 900+ (increase of 303 over last year at this time), respectively. NC Promise effect? Graduate enrollment is still building and it is too early to tell what our enrollment will be.

5) Spring 2018 Commencement Update

We are excited to be preparing for the 2018 Spring Commencement exercises, and have a change to share. Due to WCU's continued growth, we have seen a consistent increase in the number of audience members attending graduation ceremonies. To keep traffic manageable and ensure a pleasant experience for our graduates and their supporters, the time of the afternoon ceremony recognizing graduates of the Colleges of Business, Health and Human Sciences, and Engineering and Technology has been moved to 3:00 PM from its traditional 2:00 PM time. Faculty and graduating students' lineup will be at 2:00 PM. No changes have been made to the Friday evening ceremony recognizing recipients of masters and terminal degrees, or the Saturday morning ceremony recognizing graduating seniors of the colleges of Arts and Sciences, Fine and Performing Arts, and Education and Allied Professions.

Additionally, processes and term lengths have been updated for Faculty Marshal service*. Hunter Library will be represented alongside the academic colleges by two faculty marshals.

Visit graduation.wcu.edu for other information regarding 2018 Spring Commencement (as well as future ceremonies).

6) Program Review Update

The following instructional programs have, or will have, completed a program review in 2017-18: History, Technology (Master of Science in Technology). The following academic and administrative support services programs have, or will have, completed a program review in 2017-18: The Advising Center, International Programs and Services, the Mountain Heritage Center, the Office of the Registrar, Instructional Technology and Desktop Services.

7) Faculty Grievances and Hearings

Please see below for a summary of faculty grievance or hearing filings (AY 2012/2013 – 2016/2017):

Faculty Grievances (process for faculty members to seek redress concerning matters directly related to faculty member's employment status and institutional relationship within WCU).

- 5 grievances filed:
 - 2 - committee found in favor of faculty
 - 1 - committee found in favor of faculty, overturned by Chancellor
 - 1 - committee found against faculty
 - 1 – resolved through mediation – grievance withdrawn

Hearing and Review Committee Actions (reviews negative reappointment, tenure, and promotion decisions).

- 7 hearing requests:
 - 1 – committee denied to hear
 - 1 – request withdrawn by faculty member
 - 2 – committee found against faculty
 - 1 – committee recommended against faculty member, Chancellor affirmed, Board of Governors appeal - affirmed Chancellor's decision
 - 2 – committee recommended in favor of faculty, Chancellor denied
 - 1 appealed to Board of Governors – affirmed Chancellor's decision

On a related note, the UNC System is partnering with two faculty members from Appalachian State University to conduct a study on what faculty need and know regarding employment rights, including access to ombuds services and grievance or hearing opportunities. Unfortunately, the study involves an ill-timed survey to faculty. Still under discussion.

8) National Survey of Student Engagement (NSSE)

The National Survey of Student Engagement deployed the week of March 12th. The survey is administered every third year to freshmen and seniors. The survey closes in May. Institutional reports and data are available in late August. NSSE information and reports are posted on the OIPE website, <https://www.wcu.edu/learn/office-of-the-provost/oipe/surveys/index.aspx>.

*Faculty Marshals

The duties and responsibilities of the Faculty Marshals include the following:

1. Providing planning and direction for convocation and commencement exercises:
 - a. Organizing the faculty for the processional and recessional portions of events;
 - b. Coordinating the efforts of the Student Marshals;
 - c. Assisting the flow of students at commencements and convocation;
 - d. Assisting audience arrival and departure;
 - e. Assisting disabled and special guests;
 - f. Providing programs to audience members;
 - g. Directing audience members to restrooms, seating areas, and other locations as needed.
2. Reviewing periodically the protocols for convocation and commencement.
3. Representing Western Carolina University at Chancellor/President Installations at colleges and universities as requested by the Chancellor.

Chief Faculty Marshal

The responsibilities of the Chief Faculty Marshal include:

1. Serving on the Commencement Committee and the Convocation Committee to plan these events.
2. Providing information to all faculty members about commencements and convocation
3. Communicating with faculty marshals regarding arrival times, changes, and other updates
4. Assigning responsibilities to the Faculty Marshals
5. Leading the Platform Party during commencements and convocation

Assistant Chief Faculty Marshal

The responsibilities of the Assistant Chief Faculty Marshal include:

1. Serving in place of the Chief Faculty Marshal when necessary.
2. Assigning responsibilities to the Student Marshals in consultation with the Chief Faculty Marshal.
3. Assisting the Chief Faculty Marshal with his/her responsibilities.
4. Provide direction to candidates assembling in the auxiliary gym.

Policy Procedures

Qualifications

Anyone serving as a Faculty Marshal must meet these qualifications:

1. Be a senior member of the faculty (Associate Professor or Professor).
2. Have tenure (current marshals will be grandfathered in regardless of their tenure status).
3. Be recognized as an excellent teacher.
4. Have a record of exceptional service at the university and college level.
5. Be highly respected by colleagues and students.
6. Be nominated by the dean of the college in which he/she teaches.
7. Be willing to serve as required in this position.

Selection Process and Term of Office

1. There are 14 total Faculty Marshals, including the Chief Faculty Marshal and the Assistant Chief Faculty Marshal.
2. The Chief Faculty Marshal and the Assistant Chief Faculty Marshal are chosen by, and serve at the discretion of, the Provost and Vice Chancellor for Academic Affairs. These two positions do not have specified term limits.
3. The other 12 Faculty Marshals serve five-year terms, beginning with Convocation at the beginning of the fall semester and ending with the May Commencements.
4. The 14 Faculty Marshal positions are allocated as follows: College of Arts and Sciences (2), College of Education and Allied Professions (2), College of Business (2), College of Engineering and Technology (2), College of Health and Human Sciences (2), College of Fine and Performing Arts (2), and Hunter Library (2).
5. The five-year terms are staggered to provide continuity in the ranks of the Faculty Marshals.
6. When an opening occurs in a college, the Provost will request from the appropriate dean one candidate for consideration. The dean will confirm with the nominee that he/she would be willing to serve if selected. The Provost will approve and award the appointment.
7. When necessary for a given ceremony, the Chief Faculty Marshal may ask a former Faculty Marshal to serve for that occasion.

Symbols, Rewards, Acknowledgments

1. Faculty Marshals will receive an official letter of appointment from the Chancellor.
2. Selection as a Faculty Marshal is recognized as a significant service activity to the university.
3. Each Faculty Marshal will be presented a specially designed "Faculty Marshal" lapel pin.
4. The Chief Faculty Marshal will be invited to the luncheon that follows the undergraduate commencement ceremonies.
5. The names of the Faculty Marshals will be listed in the commencement programs.

The full Provost Report is available on SharePoint.

Staff Senate Chair: Mandy Dockendorf

Mandy Dockendorf shared that she just returned from Staff Assembly where they held long discussions about the Board of Trustees. We are pushing forward for consistency for faculty and staff voices to be heard.

Staff Senate participated in a community service event over spring break. Thanks to those faculty that also participated.

We will hold a Uclub fundraiser for the staff senate scholarship on Friday, April 13th at the Uclub. There will be opportunity to bid on auction items. Please come celebrate with us.

Elections just wrapped up. We will be letting new senators know in the next few weeks and will start on July 1st with our new folks. We will do a summer retreat on campus to talk about a way to set goals and initiatives for the upcoming year.

Faculty Assembly Report: written copy provided on SharePoint

COUNCIL and COMMITTEE REPORTS

CRC Report: Mae Claxton

Mae Claxton provided an update on the advisor evaluation discussions. The council met the Friday before spring break and is looking at advising practices on campus. They are also looking at a resolution from the Student Government Association requesting formal student feedback. The council recognizes and agrees with the students that this is a concern on campus.

The council talked to members about the requirements of advising within each academic unit. There is not any training offered for new faculty members on how to advise, and the goals vary across campus. The CRC talked about using Grades First, as it provides opportunities for documentation, but they are still in the discussion process.

The students have asked for something simple, but there is a bigger question of how we are advising our students. The variety of experiences students are receiving is concerning. Hopefully we can come up with something to address this next year.

Comment: Frank Lockwood shared that research from Isothermal showed that if you are male and you have no plan, you graduate at 30%. Good advising is super important to help our students complete their program. Frank has 68 advisees and creates a semester plan for each one. How can we replace the advising center and use the money to create more faculty lines? They are using the same money.

Further discussion proceeded.

Mae Claxton shared that we need to determine what we want the faculty advisors to cover in the allotted amount of time. This conversation will continue.

FAC Report: Mae Claxton

NTTF Salary Resolution (for vote)

Resolution brought on screen. Vote proceeded. Passed.

Resolution in Support of Equity, Diversity, and Inclusion at WCU (for vote)

Resolution brought on screen. Amy Murphy- Nugen shared that she and Charmion Rush created the resolution together. They wanted to reflect to them that we hear them and we showed this by specifically using their words in the resolution.

A friendly amendment was made to add “sexual” in front of orientation. Also, to change genders to “gender identities”. Vote proceeded. Passed.

APRC Report: Kae Livsey

Research Council Resolution (for vote)

APRC did some amendments based off the discussion here at senate. They removed the names in “leadership”, and simply kept the positions. They also discussed voting vs. non-voting participation in the number of folks from each school and added that language to the resolution.

A friendly amendment was made to change the meeting frequency from once to “at least once”.

Brian Railsback shared that we initiated this resolution based off the SACS visit. Brandon Schwab shared that the intent around research is for it to be broadly defined, and we want to meet the mission of the institution regarding research.

Leaving the term of “Research” and “Scholarship” is beneficial because folks talk about it in different ways. Wes Stone shared that he doesn’t want research to rise above, creating an inequity.

Brian Railsback spoke on Kae Livsey’s behalf, noting that she was adamant on having that there. We have the Boyer Model in our mission.

Katerina Spasovska shared that the mission of this council should align with the mission of the university.

Vote proceeded. Passed.

Resolution Adding Inclusive Excellence to the LS Curriculum (for vote)

Resolution brought on screen. Discussion followed.

Brian Railsback requested a friendly amendment be made to suggest that the plan be for the spring semester of 2019. Cheryl Waters-Tormey shared that they are simply asking for a plan by then, and not implementation. This information was shared with the Liberal Studies committee chair and we did not hear any rebuttal.

An agreement was made to amend point #4 to read, "The Liberal Studies committee will develop a planning timeline to address these efforts".

Vote proceeded. Passed.

Rules Committee: Damon Sink

Faculty Handbook Changes (for vote)

There were some language changes to implement and connect the advisory board membership for the Center for the Study of Free Enterprise. This was brought up on screen. This will add a CONEC election every other year for 3 of the 6 faculty members. 3 members are appointed by the Provost and 3 by the faculty. CONEC will start this in 2020.

Vote proceeded. Passed.

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

MEETING ADJOURNED

NTTF Salary Resolution

Amy Murphy-Nugen	yes
Arledge Armenaki	yes
Bill (William) Richmond	yes
Brian Railsback	yes
Carol MacKusick	
Catherine Carter	
Charmion Rush	yes
Cheryl Waters-Tormey	yes
Damon Sink	yes
Dan Clapper	
Elizabeth Tait	yes
Frank Lockwood	yes
Jamie Vaske	
Kae Livsey	yes
Katerina Spasovska	yes
Laura Wright	
Liz Skene	yes
Mae Claxton	yes
Malcolm (Mack) Powell	
Niall Michelsen	yes
Ophir Sefiha	yes
Patricia Bricker	yes
Robert Crow	yes
Robert Steffen	yes
Rus Binkley	Yes
Saheed Aderinto	yes
Sean Mulholland	yes
Weiguo (Bill) Yang	yes
Wes Stone	yes
Zsolt Szabo	yes

Research Council Resolution

Amy Murphy-Nugen	yes
Arledge Armenaki	yes
Bill (William) Richmond	yes
Brian Railsback	yes
Carol MacKusick	
Catherine Carter	
Charmion Rush	yes
Cheryl Waters-Tormey	yes
Damon Sink	yes
Dan Clapper	
Elizabeth Tait	yes
Frank Lockwood	yes
Jamie Vaske	
Kae Livsey	yes
Katerina Spasovska	yes
Laura Wright	
Liz Skene	yes
Mae Claxton	yes
Malcolm (Mack) Powell	
Niall Michelsen	yes
Ophir Sefiha	yes
Patricia Bricker	yes
Robert Crow	yes
Robert Steffen	yes
Rus Binkley	Yes
Saheed Aderinto	yes
Sean Mulholland	yes
Weiguo (Bill) Yang	yes
Wes Stone	yes
Zsolt Szabo	yes

Resolution Adding Inclusive Excellence to the LS Curriculum

Amy Murphy-Nugen	yes
Arledge Armenaki	yes
Bill (William) Richmond	yes
Brian Railsback	yes
Carol MacKusick	
Catherine Carter	
Charmion Rush	yes
Cheryl Waters-Tormey	yes
Damon Sink	yes
Dan Clapper	
Elizabeth Tait	yes
Frank Lockwood	yes
Jamie Vaske	
Kae Livsey	yes
Katerina Spasovska	yes
Laura Wright	
Liz Skene	yes
Mae Claxton	yes
Malcolm (Mack) Powell	
Niall Michelsen	yes
Ophir Sefiha	yes
Patricia Bricker	yes
Robert Crow	yes
Robert Steffen	yes
Rus Binkley	Yes
Saheed Aderinto	yes
Sean Mulholland	yes
Weiguo (Bill) Yang	yes
Wes Stone	yes
Zsolt Szabo	yes

Resolution in Support of Equity, Diversity, and Inclusion at WCU

Amy Murphy-Nugen	yes
Arledge Armenaki	yes
Bill (William) Richmond	yes
Brian Railsback	yes
Carol MacKusick	
Catherine Carter	
Charmion Rush	yes
Cheryl Waters-Tormey	yes
Damon Sink	yes
Dan Clapper	
Elizabeth Tait	yes
Frank Lockwood	yes
Jamie Vaske	
Kae Livsey	yes
Katerina Spasovska	yes
Laura Wright	
Liz Skene	yes
Mae Claxton	yes
Malcolm (Mack) Powell	
Niall Michelsen	yes
Ophir Sefiha	yes
Patricia Bricker	yes
Robert Crow	yes
Robert Steffen	yes
Rus Binkley	Yes
Saheed Aderinto	yes
Sean Mulholland	yes
Weiguo (Bill) Yang	yes
Wes Stone	yes
Zsolt Szabo	yes