

Faculty Senate

Minutes

10/26/2015 3:00 pm

ADMINISTRATIVE PROCEDURES

ROLL CALL

Present: Bob Beaudet, Patricia Bricker, Catherine Carter, Mae Claxton, David Dorondo, David Henderson, Ian Hewer, Beth Huber, Kae Livsey, Erin McNelis, Brian Railsback, Bill Richmond, Damon Sink, Liz Skene, Katerina Spasovska, Wes Stone, Zsolt Szabo, Jamie Vaske, Cheryl Waters-Tormey, Tonya Westbrook, Bill Yang

Members with Proxies: Rus Binkley, Dan Clapper, Robert Crow, Frank Lockwood, Andrew Mannion, David McCord, Alex Sargsyan, Alison Morrison-Shetlar, Mack Powell

Members Absent: Robert Steffen

APPROVAL OF THE MINUTES

Approval of the minutes for September 29, 2016 regular business meeting: A friendly amendment was made to add Kae Livsey as proxy for Ian Hewer. Approved.

EXTERNAL REPORTS

Provost Report/Brandon Schwab:

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

Searches

- **Director of Academic Resources and Business Operations**

We are pleased to welcome James “Drew” Thomas to Western Carolina University as the new Director of Academic Resources and Business Operations in Academic Affairs, effective October 10, 2016. Drew was most recently Manager of Fiscal and Business Administration at the University of South Florida, St. Petersburg, and prior to that served as a research associate with Starks Financial Group in Asheville. He has earned two degrees from WCU and will use his experience and academic background to help develop, coordinate, oversee, and evaluate multiple business/budget operations as well as staffing within the division of Academic Affairs. Drew is taking on the role previously held by Greg Hodges who has assumed the position of Director of Budgets at WCU. I extend special thanks to Greg for the work he did while in the Provost’s Office and also for the last four and a half months while we conducted a search to fill the position.

- **Director of the Cherokee Center**

A search is underway to fill the vacancy in the Cherokee Center that was created with Roseanna Belt's retirement on September 30th after 17 years as director.

Chaired by Dr. Brett Riggs, Sequoyah Distinguished Professor, the search committee is also composed of representatives from the Eastern Band of the Cherokee Indians, Student Affairs, and the Diversity Office. Initial screening has identified three highly qualified candidates who are being invited to participate in campus interviews in late October and very early in November. An anticipated start date is December 1.

- **Dean of the College of Education and Allied Professions**

Dale Carpenter, Dean of the College of Education and Allied Professions, had decided to go back to faculty effective July 1, 2017. We are deeply appreciative of Dale's service to the college for the past five years.

The Provost has met with the college, solicited their feedback and is in the process of forming the search committee. Doug Keskula, Dean of the College of Health and Human Sciences will chair the search

Student Voter Registration

Since August 20, 2016 the SDC has registered nearly 1,000 voters, while focusing on establishing an extended coalition with the Student Government Association, the Association of Student Governments, Fraternity and Sorority Life to organize a "get out the vote" RAISE YOUR VOICE program scheduled for November 1; and organized the first stop-shop website (vote.wcu.edu), along with weekly SDC newsletter blasts that have included all the voter registration, education, activation, and celebration information necessary by integrating 7 voter tips and a special CALL TO VOTE from Chancellor Belcher.

The Polling Place for early voting will be available at the following place, dates, and times:

October 27- November 5

Multipurpose Room in the UC

Monday-Friday 11 a.m. - 6:30 p.m.

Saturdays 9 a.m. - 1 p.m.

Sundays - closed

Enrollment Projections Update:

WCU projects headcount growth of 207 students in fall 2017, estimating an overall headcounts of 11,012 (1.9% growth rate). We project eighty percent of the growth in regular term headcount with the remainder in distance headcount. Growth in the undergraduate populations will be primarily the result of an increase in continuing undergraduate students (251) resulting from stable retention and continuation (persistence) rates.

Summer Session Revenue Distribution/Lowell Davis:

A slide show was presented.

The Office of the Provost will determine the net revenue generated from each college after all compensation and expenses have been determined and subtracted. The percentages of net revenue sharing are as follows:

- Colleges (prorated according to net revenue generated): 50%
- Office of the Provost: 30 %
- Colleges with Distance Education courses (prorated) 20%

(This 20% is to be distributed among colleges with summer distance education courses prorated according to net revenue generated from distance education offerings)

Question received regarding cost of fees:

Response: Overall undergrad is about \$80 per credit hour for fees in the summer.

Question: How are distant students affected by this?

Response: Truly distance students (as opposed to residential students taking online classes) don't pay the same fees, and we expect them to be less affected by NC Promise. Although some of them may choose to wait until the fall or spring semester.

Question: Will there be more of a push to increase online classes in the summer?

Response: There is no difference as far as the revenue, unless they are a true distance student.

Question: What are the percentages of residential, distance and UNC online credit hours?

Response: UNC online is very small for us. True distance students may be taking 30% of summer online classes.

Further Discussion followed.

Contact Lowell Davis with any questions, and participate in the upcoming forums on summer.

The full Provost report is available on SharePoint.

Student Government Association/Raegan Black:

- **Academics:** SGA is stressing the importance for students to maintain good grades.
- **WALC tutoring:** SGA is planning events on the UC lawn to promote the WALC. We plan to hand out fliers, and are currently setting up times and dates for this event.

Staff Senate/Mandy Dockendorf:

Staff Assembly was here over fall break with representatives from each UNC school system. The Chancellor welcomed them and invited them to his home. They received a tour of campus, and Bill Yang spoke about Faculty Senate and our strategic plan initiatives. Everything went really well.

Benefits Update:

Open enrollment is now open until November 5th due to an extension. Be sure to make your election.

Website and Marketing Update/Robin Oliver:

Website migration

Robin Oliver discussed the migration timeline. Web services and Marketing initiated the migration with a top-tier launch in December. They have made a lot of progress, and have been through five of our colleges so far. They are starting on the College of Health and Human Sciences this week, and will be meeting with department heads to discuss plans.

Robin made note that she understood that the “search field” has some issues, and assured Senate that they are being addressed. While working with IT/web services, IT was able to identify ways to hide the old URLs. This will address some of those issues.

They are submitting a re-site index to Google, and are doing some manual things to help correct the majority of those issues.

Regarding broken links, the site is down to a little over 500 that need to be corrected. Their goal is to drastically bring this number down within the next 90 days.

They are working through some of the embedded features that aren’t currently responsive such as campus map and directories.

There will be some user experience testing in the spring.

Further discussion followed.

NC Promise

This past summer, three Chancellor’s from the NC Promise institutions took sections of issues for review, including finance, financial aid, government affairs, marketing, and communications. Representatives from campuses were assigned to work together and create a plan. Robin Oliver worked closely with UNC Pembroke and ECSU to put together a plan for marketing and communications with respect to NC promise.

The goal for the present is to be responsive about how we will answer the questions. We will have a Question and Answer page available at NCPromisefaq.wcu.edu in the future.

The plan is to merge some finances with other institutions to create a combined campaign to drive awareness about NC promise. We expect the campaign to be active in fall 2017.

President Spellings will spearhead the marketing of NC Promise to the general public.

Broader institutional marketing

Marketing launched a t.v. campaign to target undergraduates. They held four, fifteen second spots that were themed around student experience.

- Explore
- Service
- Inspiration
- Innovation

If you have any great student stories that capture the themes, send the information to Robin Oliver.

Faculty concerns were expressed about the website focusing too much on marketing to new students and losing functionality on our website. Links to individual faculty pages have disappeared.

Response: Each college has approached the individual faculty pages differently. It has been left up to the colleges to determine how much information they will share on their pages. For the most part, we have not deleted faculty pages (apart from the College of Business, which opted for that), but links can be fixed.

Question: Who provides the maintenance of individual pages?

Response: Permissions have not changed. You can send requests to IT for additional editing permissions. IT/web services offers training on website editing as well.

Robin shared that there is a need for some guidelines around maintenance and governance of our website maintenance, and we are currently in the search process for a Web Content Manager who will provide help to administration across campus.

Question: Is there a timetable on fixing the https issue?

Response: This is on the agenda, and requires help from IT. This is separate from the website migration and has to do with changes at Google.

Questions: Will the A-Z Index come back? It was very helpful.

Response: We did kill the A-Z Index. The external audiences (prospective students, influencers and alumni) do take priority over the internal audiences in questions of web design. There are sacrifices made for this, but we also need to maintain functionality for the faculty. So when the migration is finished, when we have a clear AI design, and when we have cleaned up all the pages, I will bring back the A-Z Index.

There is a new project on the horizon aiming to integrate the faculty pages with the Faculty Activity Database. We are in the discussion stage with IT on how this could actually work.

Further discussion followed.

Faculty Assembly Report/Damon Sink:

Bill Yang will include discussion of the last Assembly meeting in his chair's report. But we do have one previously discussed item waiting for a vote. Damon Sink reviewed the context around the lab school issue.

Resolution Supporting the Faculty Assembly Resolution regarding Governance and the Laboratory School situation

Full resolutions available on SharePoint and the senate resolution is attached below.

Vote proceeded and passed

SENATE COUNCIL REPORTS

APRC Report/Kae Livsey:

Update/Explanation of Online Sports Management Program

Kae Livsey clarified that this was already approved by Faculty Senate, but it sat at GA for a couple years. During this time, we began using curriculog. The program change proposal has been initiated in Curriculog and is moving through the appropriate steps. It should be before us next time.

Resolution to Establish Taskforce on Curriculum Processes beyond Curriculog

The resolution was brought up on screen and opened for discussion. This is a working group that will help and advise the APRC on a host of curriculum process issues. A concern was raised that it is light on faculty membership. Brandon Schwab shared that we are open to including additional faculty involvement, and the taskforce would be working through the APRC. This is not a permanent group, but a group that will continue into next year. At that time, we can revisit to see if there should be a standing committee established. *Vote proceeded and passed.*

Resolution to allow publisher building blocks in Blackboard (Nullification of prior resolution)

The resolution was brought up on screen and opened for discussion. A concern was raised regarding costs to students and how it would work with the rental system. It will be the choice of the professor whether to include these building blocks or not; there is no longer a problem with unsolicited content showing up. There is a bigger issue about how the rental system can adapt to the shift towards electronic texts. Erin McNelis located minutes from meeting where the original resolution passed, and it was intended to be temporary and was motivated by the now-resolved problem of unsolicited content. Sue Grider was able to clarify and relieve concerns about additional costs.

The new system would be available on December 29th, assuming the resolution passes. *Vote proceeded and passed.*

Curriculum items

No discussion or questions were raised.

CRC Report/Jamie Vaske:

Questions of eligibility for election to Collegial Review Committees

- **Forthcoming proposal allowing the election of administrators**
Currently there is a restriction prohibiting assistant deans, and associate deans to be on department, college, and university level CRC's. The resolution will remove the restriction.
- **Graduate Dean role on the University CRC**
There will be more information to come. The resolution would make the graduate dean a non-voting member, or will suggest removing the graduate dean from the university level CRC.

FAC Report/David Dorondo:

The FAC is currently having an online discussion regarding these two proposals. The latter had to undergo a couple of revisions after feedback from the Provost's office. The FAC is currently voting on them, and they will be on the agenda for November

- **Forthcoming proposal on International Faculty and Staff Council**
- **Forthcoming proposal on Courtesy Appointments**

Strategic Initiatives Taskforce Report:

Erin McNelis gave an update. The taskforce has not met since the Board of Governors visited. Kae Livsey and Erin McNelis attended the October meeting.

There has been no faculty feedback received from department meetings. They plan to follow up with the Provost to request an updated set of survey responses. We may even select members of faculty to invite in to discuss particular areas, rather than waiting for them to initiate feedback. There has been discussion about how to better articulate and measure student success. Kae Livsey suggested that we remind people complete the faculty survey and talk to senators, so we can get more faculty input.

Racism Task Force Update/Kathleen Brennan:

The taskforce has held three meetings so far, with a goal of meeting twice a month. They are currently defining the problem in more detail and assessing the charge to make it manageable, with a goal to achieve meaningful and impactful outcomes. The taskforce is working on information gathering, speaking with stakeholders at the university, researching data, addressing taskforce membership changes, and ultimately making good progress. New members include staff member Kim Gorman and student member Benjamin Snedegar.

Non-Tenure Track Taskforce/Beth Huber:

There are many resolutions in process. They are currently working in four categories: workload, salary, path to promotion, and travel funding. We hope to have resolutions to the senate councils and a report to the senate in January.

Senate Chair Report/Bill Yang:

- **SoCon Faculty and Staff Selection Committee (three appointees needed)**
Email Bill Yang if interested; he will select 3 appointees.
- **Faculty Sought for Participation in Leadership Academy Tour**
Email Bill Yang if interested. This is a week-long tour.
- **Forum for Discussion of Summer Program with Lowell (Faculty participants needed)**
- **Policy 105- Senate Review and feedback**
The policy is available on SharePoint, and was brought up on screen. Senate needs to review and send feedback to Bill Yang. Bill Yang and David McCord will talk to Mary Ann Lochner regarding this. On another note, Policy 104 is currently under review.
- **Parking**
Bill Yang met with Mike Byers regarding parking issues. The perception is that the faculty and staff is not valued in this respect. Mike Byers recognized this perception we shared, and is on board to address the parking issue. Bill Yang proposed that we allow faculty to park at metered lots. Mike Byers will review this proposal.

MEETING AJOURNED

Voting Record

Senator	"Resolution Regarding Lab School Situation"	"Resolution to Allow Black Board Building Blocks"	"Resolution to Establish Curriculum Task Force"
Bob Beaudet	Aye	Aye	Aye
Rus Binkley	Abstain	Abstain	Abstain
Patricia Bricker	Aye	Aye	Aye
Catherine Carter	Aye	Aye	Aye
Dan Clapper	Abstain	Aye	Aye
Mae Claxton	Aye	Aye	Aye
Robert Crow	Aye	Aye	Aye
David Dorondo	Aye	Abstain	Aye
David Henderson	Aye	Aye	Aye
Ian Hewer	Aye	Aye	Aye
Beth Huber	Aye	Aye	Aye
Kae Livsey	Aye	Aye	Aye
Frank Lockwood	Aye	Aye	Aye
Andrew Mannion	Aye	Aye	Aye
David McCord	Aye	Abstain	Aye
Erin McNelis	Aye	Aye	Aye
Mack Powell	Aye	Aye	Aye
Brian Railsback	Aye	Abstain	Aye
Bill Richmond		Aye	Aye
Alex Sargsyan	Aye	Aye	Aye
Damon Sink	Aye	Aye	Aye
Liz Skene	Aye	Aye	Aye
Katerina Spasovska	Aye	Aye	Aye
Robert Steffen			
Wes Stone	Aye	Aye	Aye
Zsolt Szabo	Aye	Aye	Aye
Jamie Vaske	Aye	Aye	Aye
Cheryl Waters-Tormey	Aye	Aye	Aye
Tonya Westbrook	Aye	Aye	Aye
Bill Yang	Aye	Aye	Aye

Aye	26	25	28
Nay	0	0	0
Abstain	2	4	1

Resolutions Passed

1. Resolution in Support of Faculty Assembly Resolution 2016-1

Whereas, The faculty of Western Carolina University fully agree that recent legislative actions included in Session Law 2016-94 (sections 11.6, 11.8 and 11.9) circumvent established “administrative structures and procedures established by the UNC Code, the Department of Public Instruction, local Boards of Education, and best practices of effective governance” by excluding consultation with the UNC Board of Governors, the system President, General Administration and constituent faculty;

Resolved, the Faculty of Western Carolina University concurs with Faculty Assembly resolution 2016-1, requesting the restoration of the full prerogatives and “governance authority of the current faculty and its successors, the Executive leadership of UNC campuses and the UNC system, current and future Boards of Governors, and future representatives of the people of this State, in their efforts to promote the success of public higher education in matters pertaining to institutional adherence to the UNC Code” (400.5R)

2. APRC Resolution to permit use of publisher electronic ‘building blocks’ and resources in Blackboard

Background:

In 2012, Faculty Senate passed a resolution prohibiting use of academic publisher “building blocks” in the Blackboard learning management system. At the time of this resolution, only one publisher had fully created building blocks that could be incorporated into Blackboard. Furthermore, there were limitations on the ability to customize use of these “building blocks” by course, and would have been visible to all users. Since this was last revisited by Faculty Senate, technological improvements have been made, allowing for more customizability for individual courses using these resources.

Policy reference:

https://www.wcu.edu/WebFiles/PDFs/Fac_Senate_2012-13_Academic_Publishers_and_Blackboard.pdf

Whereas, most, if not all, publishers have such building blocks, and

Whereas, allowing the LMS team to incorporate publisher materials into Blackboard will give instructors access to a variety of publisher-created content that will support student learning experiences and increase faculty options for assignments and assessments, and

Whereas, faculty may be able to use textbooks more effectively if students are able to access support materials online,

Be it resolved, that the APRC recommends rescinding the prior prohibition on use of publisher resources (building blocks) that accompany a textbook or e- textbooks to allow faculty to choose to embed them in their individual Blackboard course shells

3. APRC Resolution to Establish Task Force to work on Non Curricular/Course Policy Clarification Issues

Whereas, according to the Faculty Senate Bylaws, Article II C.1, the APRC is charged with:

- planning undergraduate, graduate, and non-degree curriculum and reviewing the following:
 - establishment of academic programs/majors, certification programs, minors, or concentrations within an existing major
 - consolidation of existing programs/majors
 - substantial revision or curricular modifications of programs/majors
 - major extension of academic programs/majors to off-campus sites
 - changing titles of academic programs, majors, minors, or concentrations
 - altering admission, graduation, instructional, or retention standards
 - modifying academic policies including grading criteria, etc
 - reviewing academic programs (i.e. inactivation, reactivation, and termination)

Whereas, many of the issues presented to the APRC relate to policy clarifications within the bylaws, faculty handbook, webpage and/or university undergraduate and graduate catalog front matter, and;

Whereas, many of these issues require information and expertise from both faculty and administrative staff working to execute these academic related policies;

Be it resolved that the APRC proposes establishment of a task force to research these issues and develop recommendations to resolve these issues to be brought to the APRC for approval and moved forward to the Faculty Senate for consideration.

The Policy Clarification Task Force will be charged with:

- Review of and development of recommendations for non-curriculum catalog changes
- Review and evaluate curriculum approval processes to:
 - recommend process improvements
 - evaluate review steps and make recommendations on potential changes
 - recommend guidelines for review committees
 - define and clarify roles and responsibilities
- Review and recommend improvements to relevant curriculum documents to enhance clarity:
 - 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
- Review and recommend improvements to relevant curriculum documents to enhance clarity:
 - Volume III Faculty Handbook (especially Chapters 13 and 14)
 - APR 17
 - Curriculog User Guide
- Recommend requests for improvements to Curriculog and Acalog processes.
- Provide guidance on training for curriculum management/Curriculog and academic policy management/Acalog.

Proposed membership includes:

- Sarah Speed – IT Applications
- Suzanne Tobin – Provost Office
- 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

Issues brought to the APRC will be discussed to determine whether they need to be directly addressed by the APRC or referred to the Task Force. **The task force will meet 1-3 times per semester, and bring recommendations back to APRC for consideration.**

Issues will be brought to Faculty Senate for vote, discussion or information only according to established review practices under the Faculty Shared Governance structure.