**MINUTES**

***September 26, 2013***

***3:00 -5:00 p.m.***

ADMINISTRATIVE PROCEDURES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ROLL CALL

Present:

Kia Asberg, David Belcher, Lisa Bloom, Shawn Collins, Chris Cooper, Yang Fan, Patricia Foley, George Ford, Katy Ginanni, AJ Grube, Mary Jean Herzog, Beth Huber, David Hudson, Leroy Kauffman, Rebecca Lasher, Will Lehman, Beth Lofquist, David McCord, Erin McNelis, Justin Menickelli, Steve Miller, Leigh Odom, Malcolm Powell, Kathy Starr, Wes Stone, Vicki Szabo, Karyn Tomczak, John Whitmire.

Members with Proxies:

Andrew Adams, Shawn Collins, Christopher Cooper, Vicki Szabo, John Whitmire

Members Absent:

None

Recorder:

Ann Green

APPROVAL OF THE MINUTES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval of the Minutes

Motion:

The minutes of the Faculty Senate meeting of August 28, 2013 were approved as presented.

**EXTERNAL REPORTS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Chancellor’s Update/David Belcher:

Dr. Belcher’s written report to Faculty Senate was distributed to campus via email and the full report is attached as Attachment 1.

Faculty Assembly/Rebecca Lasher:

Rebecca shared some of the highlights from the Assembly meeting.

UNC President Tom Ross expressed his belief that the state legislators and members of the Board of Governors now have a better understanding of the UNC system and mission. Salaries of faculty are still a concern and are something President Ross wants to focus on. President Ross feels confident the issue of tenure is safe and is no longer an issue with the UNC Board.

Revenues in the state are up this year so there is potential for our budget to be more stable and for the salary issue to be addressed.

There was a panel discussion on Campus Security where they heard from a variety of constituents across the state. President Ross is putting together a committee that will be looking at security issues.

Q/C: What is the primary campus security issue? In the morning you see single runners – I would be afraid for my daughter…

A: There are lots of issues, some of them have to do with sexual assault and Title IX which is a civil rights issue and due process in sexual assault cases, adjudicating those. The Cleary Act, we are obviously working on that; also the issue of alcohol and drugs really plays into so much of this. One student affairs person said if we have no alcohol and drugs, I guarantee you everything would go down. They are looking at the current practices and the policies and then gathering that information to make some recommendations. When you look at the crime rate in NC and compare it to the UNC System, the UNC system is very low, but you can never be too safe and we don’t want to rest on our laurels. Discussion continued.

A report of the Faculty Assembly meeting is available on the Faculty Senate SharePoint site.

SGA/Colton Overcash, Faculty Senator with SGA:

No report given.

Staff Senate/Robin Hitch:

No report given.

**COUNCIL REPORTS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Academic Policy and Review Council (APRC)/David Hudson, Chair:

No curriculum moved forward this month and therefore the council didn’t meet. There hasn’t been any movement regarding General Education (Gen Ed). The University Curriculum Committee (UCC) met and elected its chair. A first meeting has been established between the UCC and Liberal Studies Committee (LSC), including David Hudson, Erin McNelis, and a couple of other people to talk about Gen Ed and how it will go forward.

David recently attended a meeting in Asheville where they talked about issues centered on student retention and student success initiatives and policies. There are no specifics at this point, but they are looking at things like what to do with 5th week grades and how to notify the students and what actions we are going to take based on them, how many withdrawals students can have, what they can do if they are below the “C” level. There are some policies at the university level dealing with these things and these are being re-visited. By the November meeting there will be more specifics. David urged when you see material on these policies to take a close look at them- they are important policies with what we are going to be doing with students who are sort of falling through the cracks. A lot of this is based on trying to keep in line with financial aid regulations.

Beth Lofquist added that she recently attended a CAO meeting at General Administration and that all of these policies that David is referring to have to be finished by December. They are having conversations on how to inform and put these policies in place. Everything has to be effective next fall, and they must be finished by December.

Q/C: how much of the policies fall to the faculty and the senate; some of the policy comes through curricular wise comes to us (senate) and some isn’t necessarily curriculum. What is going to have to be enacted by the senate?

Ans. from Beth Lofquist: All of fostering student success is going to have to be enacted by the senate by December. I don’t recall any curricular things with this one. There are some curricular things with the Academic Integrity Policy. As far as student success, I don’t recall anything curricular there.

Q/C: Are the mandates for fostering student success things like maximum number of withdrawals or maximum number of course repeats, campus specific? Who is doing this mandate?

A: General Administration and through the Board of Governors policy. There is some flexibility in some of it, and in some of there is no flexibility.

Q/C: in the two things I just mentioned, I would write a really different policy if I were at Chapel Hill than if I were at Western.

A: But there is a policy named Fostering Student Success and it’s bringing us – everybody has to be in line with what those policies are and you probably know more about the specifics of that than I do…

Q/C: In things we don’t have flexibility on, we take it like sheep or what do we do?

A: I will say that at the CAO meetings where there are things that we hear a lot of tension coming from you all about certain policies like this, we are taking it back to the CAO meeting and trying to get it resolved there. I will tell you that the climate is that there’s not a lot of wiggle room either.

Q/C: I worry about – those are things that we’ve not ignored here at this institution. We talk about them a lot, we really care about retention. We adjust policies and we debate them. It’s something that I’ve always felt like faculty were doing ourselves for the benefit of our institution and I really thought…some of these areas, I understand, but that’s starting to intrude on an area that feels uncomfortable

Q/C: Maybe it would be helpful for us to distribute that policy earlier and let everybody see it.

A from David Hudson: Yes and I told Lowell (Davis); that it basically becomes public and I’ll put it out for everybody to look at it; not only the APRC but in general.

A from Beth Lofquist: It has been distributed to the department heads, I think.

Q/C: He had it as a working document when we left that afternoon.

A from Beth: Not the response to the policy, just the policy itself has been distributed.

Q/C: We could send a copy to all faculty…

Q/C: …some of the rumblings from Faculty Assembly are it sounds like we are doing a lot of this already. The people that are upset are the people at Chapel Hill who have a add/drop for what, 6 weeks? I actually think we are in great shape.

Q/C: my point is that we are in great shape because we chose to be; we did it ourselves, and nobody…mandated it.

Discussion continued.

Collegial Review Council (CRC)/Steve Miller, Chair:

There are no resolutions or actions being brought forth to senate for this month. The provost was at the Council’s first meeting last month to discuss a number of issues related to tenure and promotion and they came up with some actions to take. One resolution they will bring up to vote at their meeting tomorrow and will likely bring to senate next month is to add UNC policy manual language to the section on reappointment.

Brian Gastle, Provost Fellow has drafted a new preamble / introduction to the Provost Guidelines on Tenure. If the council approves that, it then comes to the senate for informational purposes (not for a vote). It looks to be very helpful and includes links to the Faculty Handbook and DCRDs, and to the UNC Policy Manual and UNC Code. The idea was to put information governing tenure and promotion in these Guidelines because faculty read these in preparing their dossiers. Mary Anne Lochner from Legal is going to discuss tenure and promotion at next month’s meeting.

Steve shared that Brian Gastle and he have been meeting with each of the colleges departmental collegial review committees. They are discussing issues mostly specific to tenure and promotion and reappointment. They have also been making some key things clear. There is a statement in the Handbook on collegiality and collegiality is a consideration that through the three legs of teaching / service and scholarship –Is it consideration? Even if something isn’t narrowly defined by a checkbox on a DCRD there are lots of issues related to legality and people’s professional pay that relates to teaching, scholarship and service and those are obviously things that can be discussed at the meetings; particularly patterns of behavior that interfere with the work of others.

Q/C: What kind of responses are you getting back from the colleges?

A: Every college is different. We had two meetings on Thursday and they were very different.

Brian Gastle interjected that the purpose of the meetings with the College CRC is professional development. To help make clear what is in our Faculty Handbook right now, what we can be doing, what we should be doing. There have been a number of issues of late and this was a chance to talk about where some of those came from and what we can do to try to head some of those issues off at the pass. It’s not in any way punitive or handslapping. It’s approached as a professional development opportunity for those of us that are on these committees.

Discussion continued.

Faculty Affairs Council (FAC)/Pattie Foley, Chair

There are no resolutions to bring forward at this point. The council has had two meetings thus far and has begun looking at several items that came to them from the Faculty Caucus. There will be more information coming on these. They are working very hard on the child care issue on campus which is a strong concern across campus. Some things have been done on this topic in the past. They are determining where we are at with this and where we go with it. Pattie said they will probably be sending out a survey to get some feedback to help specify some of the concerns. Pattie also shared from Anna McFadden that last spring IT conducted two focus groups with faculty identified by deans and department heads as having researched IT needs related to storage, large data sets, super computer time and IT support. A project team is preparing a survey for all faculty on the topic. Anna asked that Faculty Senate promote the survey in order to reach all faculty. The project team will provide a set of recommendations to the CAO for consideration for next year’s budget.

Mary Jean mentioned the issue of the software, EnCase, that is being put on our computers to allow legal to see what is on our computers. Pattie asked that if you know of anyone in your areas who has strong opinion about this please forward the information or have the person contact Pattie directly.

Rules Committee/Leroy Kauffman, Chair

The committee will be meeting on Monday. They will be discussing a resolution relating to the public disclosure of the voting record of Faculty Senators. They will also be looking at issues and procedures surrounding policy guidance adjustments around the Grievance Committee. This has been floated since earlier in the summer and has been with the legal office. Since the last Senate meeting, they got draft of revisions of the faculty hearing process from the legal office.

**OTHER REPORTS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

New Business:

None

Old Business:

None

**SENATE REPORTS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Administrative Report/Interim Provost Beth Tyson Lofquist:

Beth submitted a Provost’s Report prior to the meeting and welcomed any questions. Beth also updated Senate on the College of Education and Allied Profession’s dean position. She is waiting for the new provost to be named which they hope will be the middle of October if all goes well. If someone is named in the middle of October, they will have a conversation with the new provost about where they are and how we need to move forward. Beth explained this is why she hasn’t moved to make any decision herself.

Beth said she is aware of the EnCase concerns. The access from what she understands is controlled by Legal, not by IT. So, Legal would have to give the access to whomever to capture the information on your computer because of a legal reason. It is not controlled by IT.

Anna McFadden clarified Beth’s statements by saying IT used to copy our hard drive, but IT now doesn’t touch it. Legal captures everything and only if there is a legal reason and with notification.

Beth said forms for proposing any kind of differentiated tuition or special fees for a program or a course were rolled out to the deans yesterday. We don’t typically do special fees, we do a few differentiated tuitions, but this will go a hearing process with students and faculty. If you want to be in on those conversations, pay attention to when the forums will be held. The deans are to turn in their proposals to the Provost Office by Monday.

Beth talked about the Faculty Retention Report and General Education Report that are out. There is a Public Service Award that is given to a faculty member and is a state initiated award. With WCU being an engaged institution it seems fitting that we would want to include this award. There is a proposal to eliminate the Jay Robinson Online Teaching Award thinking that if you are teaching online and doing a great job, you can get the regular teaching award. The thinking is to change the scholarship of teaching and learning award to the engaged teaching award to honor teams or individuals that we have working with the community or other agencies. That would leave room for the faculty award for public service. This is shared for information at this point. Beth believes it will go to Faculty Affairs for endorsement.

There is a memo from Legal concerning collegial review. Beth wanted to clarify that it got started in the Provost Office. There have been so many issues in the last few years and Beth requested that Legal put together a memo that outlined some of the issues and the problems and this was shared with the deans. The plan was to pull somethings from that memo and to share them with the wider campus. Some people have taken the issue with the tone and Beth understands that, but wants everyone to understand this memo came about as a request from the Provost. It wasn’t initiated by Legal. Discussion continued.

Q/C: On the Provost Report, the faculty separation data doesn’t include the College of Library Services and that makes me wonder if the reappointment, tenure decision data also doesn’t include Library. Beth clarified that the reappointment, tenure data does include the Library, but it is correct that the faculty separation data does not. This will be corrected.

Q/C: Another request for this report, where there is detail for faculty separation data by year, the total is just a number. That number would be much more meaningful if I knew what the end was that it’s based on – the total number of faculty in the college. Beth agreed.

Q/C: …about the dean of the College of Education, last year there were two deans replaced or made into a permanent position from an interim position. The college faculty were invited pretty early on to participate in the discussions about what the college faculty wanted. I understand with a new provost, I understand that part of it, but I tend to see that college dean as different than say, Associate Provost, or other Provost position. I just mention that to say if we could have some early conversation, I think that would be helpful…

Faculty Senate Chair Report/Mary Jean Herzog:

Mary Jean sent her report out and made it available on SharePoint. She sent a copy of this issues that were raised at caucus also. In Faculty Assembly one thing that was talked about was the standards of shared governance. This was passed in 2005 and seems to come up annually. Some of the universities endorse it through their senates and put it in their handbook. It’s consistent with the AAUP standards of shared governance. Mary Jean has a copy of the survey. She will bring this up at the Planning Committee next month.

On the topic of the state health plan, Mary Jean asked that you please tell faculty that you represent that you really need to look at it. A lot of people have incorrectly assumed you don’t have to do anything to keep the same plan. Additionally, there have been some questions raised about privacy, etc. Discussion continued.

The meeting adjourned.

Attachment 1:

Faculty Senate Meeting

Chancellor’s Report

26 September 2013

Campus Master Planning

The campus master planning process has entered a crucial period – a period for feedback and input.  Let me encourage you to explore the options which are detailed at this website:  <http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/chancellors-division/oipe/campus-master-planning/index.asp>.  Links to the options and to a feedback form are accessible through a link in the right-hand side bar.  Please let us hear from you.

WNC P-16 Education Consortium Mathematics Conference

In my installation address 18 months ago, I pledged that WCU would play a leadership role in the creation of a P-16 education consortium which would work toward real seamless education to address such systemic issues as the large number of students who graduate from high school without the math skills necessary for college algebra.  College of Education and Allied Professions Interim Dean Dr. Dale Carpenter and former NCCAT Executive Director Dr. Elaine Franklin led a small coordinating team, largely comprised of math faculty inasmuch as the issue of math was the first issue we decided to address, to begin work toward that lofty vision.  Last week, the consortium hosted a group of approximately 70 math teachers from Pre-K, elementary, middle, and high school levels, community colleges, and universities to explore vertical curricular alignment in math in a 2-day retreat setting at NCCAT.  The conference began with a conversation with regional business leaders (Biltmore, Facebook, Harrah’s Casino, Drake Enterprises, and WCU’s Millennial Initiative) who discussed the math skills needed for jobs in their companies.  The agenda then engaged participants in level-based curricular discussions (K-5th grade, 6th-8th grades, 9th-12th grades, and higher education) and then vertical team curricular discussions which cut across all of the various sectors.  By all reports, this initial effort was quite fruitful, and I look forward to next steps in pursuit of stronger educational outcomes in our region.  I am very grateful to Dr. Dale Carpenter for his leadership in this important work, and to Dr. Nathan Borchelt, Assistant Professor of Mathematics and Computer Science, who was a key member of the planning team for the last year.

Regional Engagement Leadership Retreat

Tomorrow, Friday, 27 September, WCU will host a Regional Engagement Leadership Retreat which will feature one of the nation’s leading experts in university-community engagement, Dr. James Votruba, president emeritus of Northern Kentucky University.  The retreat is designed to bring together leaders from WCU and the region it serves to explore WCU’s role in economic and community development in Western North Carolina and to begin to prepare for WCU’s first regional conference slated for Fall 2014.

Biltmore Park Strategic Planning

As you know, Western Carolina has spent a considerable amount of time in the last couple of years consolidating our Asheville area course offerings into a single location at Biltmore Park, and our instructional site there is now fully operational.  In addition, WCU has received the funding to expand its engineering offerings to the Biltmore Park site; build-out of the space and the purchase and installation of equipment will take place this year, and engineering instruction will begin at Biltmore Park in Fall 2014.  These are excellent moves.

Having experienced these early successes, it’s appropriate for us to explore how we are going to utilize the Biltmore Park instructional site for maximum benefit for the Asheville-Hendersonville area and how the Biltmore Park instructional site integrates into WCU operations.  Toward that end, I am in the process of appointing a small Biltmore Park Strategic Planning steering committee to lead that exploration process, a process which will engage leaders from the area’s business, industry, health care, and education sectors as well as from the Western Carolina community to chart our way forward.  Maximizing the potential inherent in the Biltmore Park instructional site will require intentional decision-making, and this strategic planning process will lead us in that effort.

Risk Management

I have recently initiated a conversation in the Executive Council on risk management at WCU.  Enterprise risk management is a business process by which an organization identifies risks (fiscal, reputational, etc.) to its operation and ranks those risks based on likelihood of their occurrence and the potential impact on the institution if they do.  Then, the organization works to put together mitigation strategies which may include policy and process development and training for appropriate personnel.

This conversation on our campus has its roots in the campus security and sexual assault, violence, and harassment cases which have been the stuff of headlines across the United States as well as within our own system for the last few years.  We’ve decided though that, rather than approaching risk identification and mitigation piecemeal, we should start with a more holistic approach.  It is clear to me that indeed campus security and sexual assault, violence, and harassment will be among the first issues we address, but we need to begin with a comprehensive look at our risks.

Risks which Executive Council has identified thus far include, in addition to the security and sexual violence issues already noted, loss of state funding, loss of enrollment, deferred maintenance, compliance with federal laws and regulations, IT data security and integrity, faculty and staff retention, and brand management.  I will soon bring this topic of conversation to the Chancellor’s Leadership Council for thorough discussion and vetting and to solicit additional risks which we must consider.  I will keep you posted as this topic evolves.

Final Word

My work at WCU regularly puts me in contact with external constituents:  alumni, friends, donors, elected officials, members of the Board of Trustees and the Board of Governors, colleagues at General Administration, etc.  I doubt anyone at WCU realizes how much respect you garner around the state.  There is a buzz out there about Western Carolina University, the initiatives that you have launched and carried out, the intentional work you are doing to make a difference through your disciplines and work in our external community, your fundamental commitment to our students and their progress.  We have much work to do here at WCU, but you are making a huge difference and, in the process, doing us proud.  Thank you.

Sincerely yours,

David Belcher

Chancellor