

Agenda & Minutes: Faculty Council - Full Council

Date: 9/12/2017

Time: 4:00 – 6:00 PM

Location: Ivory Nelson Center for the Sciences, Room 318

Agenda

- 1) Roll Call:
 - a. **Present:** Zizwe Poe, James Wadley, James Gallagher, Ozzie Richards, Sophia Sotilleo, Emmanuel Babatunde, Dana Flint, Monica Gray, James Deboy, Marilyn Button
 - b. **Absent:** N/A
 - c. **Excused:** Nicole Files-Thompson (excused)
- 2) Ratification of the agenda - Consensus
- 3) Ratification of previous minutes-Moved, Seconded, approved without dissent
- 4) Previous business
 - a. Committees' liaison reports
 - b. Past Faculty Meeting: Dr. Maazaoui mentioned to the Administration that with no Director of International Programs – no student will be studying abroad in the spring
 - c. Ratification of FC's Summer Report
- 5) New business
 - a. Concerns from the faculty-Union
 - b. Urgent action on By-laws
 - c. Urgent action on Honorary Degrees
 - d. Urgent action on Pre-Tenure process

Minutes of Discussion Items

- 1) **Previous business:**
 - a. Committees' liaison reports
 - i. Dr. Poe: Promotion, Tenure and Severance Committee – met and discuss coordination among PTS, Pre-Tenure & LUC-AAUP regarding upcoming pressing deadline to notify faculty who qualify for a 2-year review. Admission, Academic Standing and Financial aid met; Dr. Hilton is Chair. Chair of Pre-Tenure, Dr. Gaither-Hardy was not able to make FC meeting, instead Dr. Button presented on the scoring rubric that has been crafted and is now presented to the FC for review. Dr. Flint recommended form needs to have a narrative section for recommendations. **Motion:** recommendation to add a comment section to scoring rubric, document returned to Pre-Tenure Committee for revision to be presented before Faculty. Dr. Gray – is there cross-functional training among the Pre, Post & PTS Committees to ensure continuity and consistency in assessment? In addition – there is still the potential that individual faculty members are held punitive based on the viability of their associated programs.

- Dr. Deboy indicated that it is the Administration's responsibility to ensure the viability of programs.
- ii. Dr. Button: Religious Activities – no chair
 - iii. Professor Sotillo: Lectures and Recitals did not have meeting last week. Library rescheduled for Wednesday, 9/13. Library Committee met – have Chair, Dr. Royer and Co-Chair. Faculty Development Committee has not met.
 - iv. Dr. Richards: Curriculum Committee met, have Chair, Prof. Chapp. Graduate Studies Committee, Dr. Joseph is Chair – 1st meeting on October 5th. Study Abroad Committee met; Dr. Maazaoui is Chair. Reviewed requirements for faculty-led programs, updated rubric. Dr. Gray – recommended that each member of the Study Abroad committee receive training from the Forum on Education Abroad – grant funding available. Dr. mentioned, that the university is at risk when adverse events occur while students are studying abroad and member that are signing off on faculty-led programs need to know what questions to ask. Professor Evelyn Poe will be Interim Director of International Programs and Services.
 - v. Dr. Deboy – By-Laws committee meet, Dr. Maazaoui chair, before updated document is presented to FC, the committee will review for accuracy and consistency and if reflective of contemporary technology. Various Committees such as the Study Abroad Committee has not been added. Dr. Flint – there needs to be stylistic changes. Dr. Poe – the approval process for updates tends to be longer than a typical membership term for the By-Laws resulting in a culture of constant review as new members rotate on
 - vi. Dr. Flint: Athletic Committee met – new configure of committee reflects By-Law requirements. Dr. Flint is Chair. One action item – regarding missed class time. Committee requested that Dr. Ramsey remind faculty of the Student handbook provision regarding students representing the university. Students are responsible for work and faculty should not penalize. General Education Committee met, Dr. Flint chair – reviewing assessment reports from the last 3 – 5 years; finish reports for last year
 - vii. Professor Pettaway: Honorary Degree Committee – President has added 3 appointees; Drs. Dade, Chikwem and Millette. Committee has not met, no Chair Committee has a September 30th deadline to make its recommendation to the Honorary Degree Committee of the Board of Trustees who is meeting Saturday, 9/16 – there is a misalignment of the deadline and the BOT's meeting schedule but there is language in BOT By-Laws which allow for review at a later meeting. Dr. Poe propose that the FC's BOT's liaison requests and extension to allow for time to get input from faculty. Dr. Flint – get someone with financial connection, get him/her early. Dr. Millette stressed the need to get someone who is able to help the University financially.
 - viii. Dr. Babatunde: Post Tenure Committee – has not met. Dr. Deboy – Pre & Post Tenure Review Committees need to inform the faculty that are being

reviewed. For Post Tenure – faculty must be notified by September 15th or else cannot be reviewed. Dr. Poe – it may be beneficial for Committees with deadlines early in the academic year to start planning for the following year to prevent these time crunch.

- ix. Dr. Gallagher: Dr. Gallagher is Chair of Nominations Committee; got all 5 replacements to incomplete committees. Final list has been sent to VPAA's office for update to Faculty Portal. Student Health and Welfare, Chair – Dr. Kerns: has not met. Dr. Poe – suggested that the FC should intervene to assist committee chairs in getting their members to meet. Dr. Button: 2nd & 4th Thursday for committee meetings. Dr. Poe – some faculty teach FYE and in the fall they have Freshmen Assembly. **Motion:** *Executive Committee of the FC will craft a letter with the exact quote of the charge/responsibilities of the Student Health & Welfare Committee with all our signatures.* Major items for that committee is the question of if housing students all the way in Newark an effective solution – reports of buses not showing up or late or buss was full. This was highlighted as one of the FC major areas of focus. Dr. Babatunde – letter should be sent to all committees; should meet, vote in a chair. Dr. Flint – instead of FC liaison reporting, FC should invite Chairs of Committees. Juridical Committee – no Chair, not met. Dr. Gallagher will send another request to meet.
- x. Dr. Wadley – Dr. Kerns, Chair of Technology committee. Distance Learning Committee: Chair – Kenny Edwards.
- xi. FC collecting minutes and reports: Dr. Maazaoui – By-Laws only require Committees to produce one report per year. Dr. Deboy – will Middle States come to FC or Office of the VPAA. Dr. Poe – aim is to rationalize function of Committees given the high turn over of top Administrators. Dr. Millette – the role of the VPAA's office is to act as a repository, university lawyer should review. Dr. Flint – deposit reports on Xitracs, however not everyone has access to that system. Dr. Wadley – will FC become watch dog group? Dr. Richards – these issues should be discussed at closed FC meeting
- xii. Discussion around the FC as a repository for Committees' minutes – there is no current agreed upon management system for collected minutes; options such as the website, Moodle, etc. will be considered. Until finalized, all Committee minutes are to be sent to FC Secretary. Dr. Poe reference Powers and Responsibilities section (e) of Faculty By-Laws that empower FC to collect minutes and report of Committee meetings.

2) New business:

- a. Concerns from the Faculty – Union: Dr. Deboy discussed a letter being drafted to the faculty that will serve as a reminder to follow specific the CBA, where there have been some issues of faculty not following the rules. These include faculty needing to be on campus 3 times a week, overloads need to be pre-approved
- b. Urgent action on By-laws: see above

- c. Urgent action on Honorary Degrees: see above
- d. Urgent action on Pre-Tenure process: see above

3) Report from Chair of resource allocation discussion with the President and Provost:

- a. Dr. Poe met with Provost Ramsey Provost recommends that any presentations at faculty meetings should first be reviewed by the VPAA's office
- b. Dr. Ramsey recommend that the FC look at places with Faculty Senate without Union representation
- c. Request for clerical support: Dr. Poe sent Dr. Ramsey a list of duties and subsequent cost for the requested support, Dr. Ramsey's office request that the budget be adjusted to be more affordable
- d. Dr. Poe discuss the need to invite Mr. Gradosky to present to the FC. President Allen prefer going through a consultant and have FC representation on a committee. Prior to that invitation the FC should invite Dr. Emmanuel Ihejirika – BOT had an audit meeting and Dr. Ihejirika was used as a resource. The BOT book with a budget sheet was sent to Prof. Sottileo – this should be reviewed before.

4) FC semester calendar

- a. Next FC meeting 10/10/17 – Science Building Room 318

Next Steps/Deliverables

- 1) Pre-Tenure committee scoring rubric: FC members need to email their vote, yes or yes with comments to Dr. Button, by 5 pm on Friday 09/15/17.
- 2) Dr. Richard will share minutes from Curriculum Committee with FC Secretary; will report on Graduate Studies Committee's October 5th meeting
- 3) Dr. Flint will share minutes from Athletics and General Education Committees in 1 week – 9/19/17
- 4) Dr. Poe will send letter to all Committees indicating they should meet

Table 1: FC Liaison to Campus Committees

Committee Names	FC Members on Committee	FC Liaison(s)	2017-8 Chair
01- Admissions, Academic Standing and Financial Aid		Poe	Hilton
02-Assessment and Evaluation	Sotilleo	Sotilleo	Donohue
03-Athletics	Flint	Flint	Flint
04-Curriculum		Richards	Chapp
05-Technology	Files-Thompson	Files-Thompson	Kerns
06-Educational Policies	Richards	Richards	Ramsey
07-Faculty By-Laws	DeBoy	Gallagher	Maazaoui
08-Honorary Degrees		Poe	
09-Honors and Awards	Poe, Gray	Gray	
10-Judicial Review		DeBoy	Tameze
11-Juridical Review		Gallagher	
12-Lectures and Recitals	Sotellio	Sotilleo	
13-Library		Sotilleo	Royer
14-Nominations	Gallagher	Gallagher	Gallagher
15-Post-Tenure Review	Richards, Babatunde	Button	
16-Promotion, Tenure and Severance	Poe	Babatunde	Poe
17-Religious Activities		Button	
18-Research and Publications		Files-Thompson	Carla Gallagher
19-Student Health and Welfare		Gallagher	Kerns
20-Faculty Development	Sotellio	Sotellio	Siddique
21-Writing	Button, Sotellio	Button	Zeljko
22-Graduate Studies	Richards, Wadley	Wadley	Joseph
23-General Education	Flint	Flint	Flint
24-Distance Learning	Wadley	Wadley	Kenny Edwards
25-Study Abroad	Gray, Poe, Richards	Gray	Maazaoui
26-Pre-Tenure Committee		Poe	Gaithe-Hardy
Middle States Self Study Committee		Richards	

