

## **Agenda & Minutes Faculty Council Meeting**

**Date:** 01/23/17

**Time:** 4:00 – 5:30 PM

**Location:** Room 318, Ivory Nelson Center for the Sciences

### **Agenda**

- 1) Roll Call:
  - a. **Present:** Zizwe Poe, James Wadley, James Gallagher, Ozzie Richards, Sophia Sotilleo, Emmanuel Babatunde, Dana Flint, Monica Gray, Marilyn Button, Nicole Files-Thompson
  - b. **Absent:** N/A
  - c. **Excused:** James Deboy
  
- 2) Ratification of the agenda
  - a. Dr. Poe's report from President's Extended Cabinet Meeting (held 1/22/18)
  - b. Motion to approve, properly seconded: consensus
  
- 3) Approval of previous minutes from 11/14/17
  - a. Motion to approval, properly seconded: consensus
  
- 4) Previous business
  - a. Updates to By-Laws document
  - b. New Organizational Structure – Departmental Chairs
  - c. Prof. Sotilleo – report from other committees of the BOT?
  
- 5) New Business
  - a. Dr. Deboy – Transcripts request from the VPAA's office
  
- 6) Announcements
  - a. Ed Policy Committee Meeting 1/24/18

## Minutes of Discussion Items

### 2) Ratification of the agenda:

- a. Motion to approve, properly seconded: consensus
- b. Dr. Poe – reported on President Allen’s Extended Cabinet Meeting
  - i. Meetings are held once per month – 4<sup>th</sup> Monday.
  - ii. She may make announcements on new organizational structure, strategic plans, etc. at the Faculty Meeting on February 6, 2018.
  - iii. She will be seeking approval of her strategic plans from the BOT (next meeting February 10, 2018).
  - iv. The President reiterated that there is a 1:10 administrator (not including Chairs) to Faculty versus a 1:25 Faculty to Student ratio, both ratios need to be equivalent. Dr. Poe indicated that there seem to be new Administrative positions, however, in the new structure. He was also pressing for the President to provide the new structure in light of the proposed “one-college” model as this will impact the current nominations process as well as Faculty By-laws.
  - v. Dr. Wadley questioned that, regardless of when rollout will take place, would it not be helpful if the President met with current Chairs to elucidate what were some of the lessons learned and what they might want to see moving forward? Dr. Poe agreed and noted that three arms of the faculty should be considered; Chairs (target group), Faculty Council (to work with standing committees), and Union (there seem to be a compensation issue).
  - vi. The President was moving quickly on items that she did not have to consult with Faculty on such as Student Affairs.
  - vii. Final enrollment numbers are 2,192 students. 215 students are still not cleared. Another issue – a number of Freshman students had under 15 credits in the fall, which may impact their scholarship if they do not meet the 30 credits completed by the end of the school year. However, classes and/or section shortages were not discussed. Dr. Richards noted the economics of low enrollment courses being dropped, tutorials, and overloads are also not being considered.
  - viii. President is considering desegregating dorms (i.e., no Freshman dorms) and possibly considering Co-Ed dorms.
  - ix. Reiterated the need for a Faculty-Affairs office and increase faculty development opportunities with subsequent funding.
  - x. Specific to Academic Affairs restructuring: there will be a Faculty-Affairs office, full time CETL Director, FAR will report to the Provost, Assistant Provost, New Vice President for Institutional Advancement (will start in May), New IT Director, one

Academic Dean on main campus and one Dean (entrepreneurial and academic) at the Philadelphia Campus

- xi. Specific to Student Affairs: Dean of College & Vice President of Student Success, Undergraduate Research Director (research, community service & internships), Career Services (include student employment, workshops, jobs and graduate school fairs) Director of Academic and Student Support Services (common learning functions, advising and Grades First), Class Deans (i.e., First-year, Sophomore/Junior and Upper-class), Dean of Students Office (Counseling & Health Services, Women's Center, Resident Life and Upward Bound).
- xii. Provost mentioned the upcoming Middle States visit.

### **3) Approval of minutes from previous meeting 11/14/17**

- a. Dr. Files-Thompson – had questions about President Allen's proposal to strengthen Chair's position and adding "Dean-like" responsibilities and if this will be rolled out soon. Dr. Richards commented that his impression is that the President seems to be returning to the Chairs' portfolio, functions that over the years have been usurped by Deans. Dr. Gray also commented that the President's proposals are still in the works and she is working through the logistics. It would also seem that she is using this mechanism to strengthen faculty governance
- b. Motion to approval, properly seconded: consensus

### **4) New business:**

- a. Updates to By-Laws document
  - i. The By-Laws Committee submitted a draft of the updated document.
  - ii. Updates with the dates the Faculty and BOT approved specific changes were noted. However, there were some dates missing – these need to be addressed before final posting.
  - iii. There were some items where the language as approved by the Faculty was modified during BOT approval but these were not brought before the Faculty. Dr. Files-Thompson suggested that this should be done.
  - iv. Dr. Gray: deadline to post artifacts to be review for next Faculty Meeting is Friday, 1/26/18. Moving forward, to meet the 10-day posting requirements, all documents must be submitted by the 4<sup>th</sup> Friday of the preceding month.
- b. New Organizational Structure – Departmental Chairs/Deans:
  - i. Dr. Gray noted that with the prolonged absence of a Dean in the Sciences is negatively affecting registration as students must obtain approvals from the Provost (i.e., current Science Dean)

- ii. Dr. Flint: there is a need to clearly define the roles & functions of proposed academic and auxiliary deans up front to ensure we get what we envision. A move to one-college campus will completely overhaul the By-Laws and appeals processes.
- iii. Dr. Nicole Files-Thompson: she had proposed to the President's consultant that signing for overloads should be a responsibility for Chairs. There were also a number of other suggestions from the Chairs but there seemed to be no movement. In reference to the concept of a "Liberal Arts" education, Mass Communication's accreditation is predicated on a 1:1 Mass Com to other disciplines credit match beyond a base 72 Mass Com credits– however, there are currently not enough external seats in courses to satisfy this demand.
- iv. Dr. Wadley noted that it seems as if the University is in a constant state of searching for a new identity. He also noted that we have undergone similar and pervasive structural changes in the recent past. Dr. Button noted that there were a number of temporary presidential appointments.
  - v. Drs. Richards and Files-Thompson asked if the addition of new "Deans" and other positions in Student Affairs will lighten the load on Faculty. Dr. Flint emphasized the need to ensure these structures are concretized for Middle States.
- c. Prof. Sotilleo: will send summaries of the activities from her various committees.

**5) New Business:**

- a. Dr. Deboy – Transcripts request from the VPAA's office (via email)
  - i. A number of Faculty have received word from admin that VPAA Office does not have their academic transcripts which should have been in LU possession when faculty were initially appointed.
  - ii. Either admin "misplaced them" or failed to obtain them prior to hire.
  - iii. From a union (contractual vantage point), LUC-AAUP has no standing in this "request" (or demand?)... i.e., no specific existing section/article in CBA or By-Laws has been violated... yet.
  - iv. At this time, it seems prudent for Faculty Council to seek clarification from admin exactly what is the problem and how many Faculty are affected.
  - v. Speaking for myself, I have no intention of securing my transcripts when I recall precisely my handing in same (transcript/copy of diploma/letter from doctoral committee chair) to the Office of VPAA some 20 years ago.
  - vi. If/when admin "sanctions" me (or anyone else) for not complying with their directive, then the matter becomes a "union issue". This administrative glitch may or may not rise to that level. We shall see.

- b. Dr. Poe indicated that such a request was made in 2007 also. Dr. Button commented that due to the high turnover in the VPAA's office, there has been a clear breakdown in process. Dr. Poe noted that this situation is also compounded by the continual movement of offices and administrative restructuring. It would seem that all faculty, even new faculty, were asked to resubmit their official transcript. Dr. Gray expressed concerns that with the mishandling of transcripts – old transcripts contain social security numbers and could be exposing faculty to identity-theft risks. Also, she recommended that if faculty currently have official transcripts in their possession (even if opened) they should submit those copies electronically to the VPAA's office. If the VPAA's office rejects these submission, it would become its responsibility to pay for new un-opened official copies.

**6) Announcements:**

- a. Dr. Richards – Education Policy Committee Meeting 1/24/18 at 2:00 pm.
- b. Prof. Sotilleo on behalf of Dr. Deboy- Union is seeking nominations for officers. Elections will be late March.

**Next Steps/Deliverables**

- 1) Updated By-Laws
  - a. Dr. Gray will write an email to By-Laws committee noting the following:
    - i. The amended Word document with inserted comments from the FC to the By-Laws committee.
    - ii. By-Laws Committee need to research and update the missing approval dates; i.e., Technology, Study Abroad, etc.
    - iii. Faculty Representative to BOT from a 1-year to a 2-year term.
    - iv. Removal of all strikethroughs and highlights.
  - b. Dr. Gray will ensure that the corrected document is posted on Website and all other versions removed.
- 2) Dr. Richards noted that for the Study Abroad committee “shall be composed of four (**not three**) ...”
- 3) Prof. Sotilleo: Study Abroad and Pre-Tenure Committees should be placed on agenda for BOT approval.
- 4) **Motion:** The FC charges By-Laws Committee to change status of Faculty Representative on BOT to be a voting member. Motion properly seconded: **No vote taken**
- 5) Dr. Gray proposed a joint FC-Union event for faculty

Meeting Adjourned