

Agenda & Meeting Notes (04/10/18)
Faculty Council Meeting

Date: 04/10/2018

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, James Deboy; Nicole Files-Thompson
2. Ratification of the agenda
3. Approval of notes from 03/27/18

4. Previous business
 - a. Report on Faculty Council Standing Committee Annual Report
 - b. Report on the social event planned by the FC
 - c. Recommendations to the By-Laws Committee concerning the Faculty Council & Assess Faculty Council
 - d. Updated on By-Laws and Faculty Committees votes

5. New Business
 - a. Ed. Policy's report & action item: Prof. Chapp & Dr. Richards – Museum Studies Minor
 - b. Faculty Council Executive Meeting with President
 - c. Upcoming action items for the general April and May faculty meetings
 - d. Invited Guests
 - i. Athletics Director – not in attendance, invited next meeting
 - ii. Prof. Donohue – Committee on Assessment and Evaluation

- 6) Announcements
 - a. Next Faculty Council Meeting: April 24, 2018
 - i. Faculty Council members should ensure each committee complete the annual report
 - ii. Discuss all reports at April 24th meeting

Minutes of Discussion Items

2) Ratification of the agenda:

- a. Agenda ratified
- b. Dr. Poe – no new update on President’s extended cabinet
- c. Dr. Gallagher – announcement of By-laws vote and nominations results

3) Approval of notes from previous meeting 03/27/18

- a. Motion to approval, properly seconded: consensus

4) Previous business:

- a. Report on Faculty Council Standing Committee Annual Report
 - i. Dr. Poe – sent out an Google form version of the survey instrument developed and approved by the FC members, to all faculty members, 25 responses so far
 - ii. Dr. Gray – reminded the FC that, as a Council, we agreed on a process; create a form, get approval of form, send form to FC committee liaisons and committee chairs. This was done. The subsequent follow up Google form to all faculty members created unnecessary confusion.
 - iii. Dr. Deboy – the survey instrument and subsequent responses is great step complying with the requirement for each committee to report to the full faculty their activities. Dr. Gray indicated that she will ensure that the responses will be uploaded to the Faculty Portal especially considering the upcoming Middle States Accreditation visit.
- b. Report on the social event planned by the FC
 - i. Dr. Gray: about 13 respondents. Wyncote has been notified.
- c. Recommendations to the By-Laws Committee concerning the Faculty Council
 - i. Dr. Poe: advance to next meeting. FC members need to send in proposed changes to be discussed before the Council before being advance to the By-Laws
- d. Updated on Faculty Committees votes and By-laws:
 - i. Dr. Gallagher reported on the updates from the faculty votes
 - ii.
 - iii. and By-Law:

Motion #	Motion Details	Total Votes
Motion # 6	5.10 a. The Faculty Nonvoting Voting Representative to the Board of Trustees whom the Faculty elects annually for two years, reports Faculty concerns to the Board of Trustees as necessary, and reports back to the Faculty.	54
Motion # 7	8.06 f. Promotion and Tenure Guidelines. Each tenure-track faculty member shall be provided a copy of the Promotion, Tenure and Sabbatical Guidelines by the Vice President for Academic Affairs at the time of initial appointment.	56
Motion # 8	10.02 g. Record of Hearing. A complete audio taped record of the proceedings shall be kept. A complete electronic record of the proceedings shall be kept by the Chair of the Judicial Committee. After resolution of the matter, the record shall be kept with Human Resources.	56

Motion # 9	10.02 i. Appeal to Board of Trustees. If the President or the accused appeals to the Board of Trustees, the President the Chair of the Judicial Committee shall forward the appeal together with the audio taped record electronic record of the proceedings to the Chairperson of the Board of Trustees for the Board's action. The decision of the Board of Trustees shall be final.	56
Motion # 10	10.02 j. Disqualification of Judicial Committee Member. In the event of the disqualification of a member of the Judicial Committee, the President shall fill an appointive vacancy, and the Faculty an elective vacancy the Faculty shall elect an alternate. Both the President and the accused may request that a member of the Judicial Committee be disqualified from the hearing for cause. The decision of disqualification shall be made by the other members of the Judicial Committee. A disqualified member shall be replaced as specified above.	56
Motion # 11	13.06. Except in cases of emergency or other unforeseen circumstances, the request for a leave of absence must be submitted on or before December 1 st February 1st if the leave is to begin in the fall term of the following academic year or on or before April 1 st October 1 st if it is to begin in the spring term of the following academic year.	54
Motion # 12	14.01. These By-Laws may be amended, repealed, or otherwise modified at any meeting of the Faculty by the affirmative action, via paper ballot, of two-thirds of the voting Faculty present at the meeting, provided that the affirmative vote numbers more than a majority of the eligible voters of the Faculty, and provided also that notice of the action to be taken and the text of proposed amendments, portions to be repealed, or other modifications have been mailed distributed by e-mail and /or posted on the university website to the voting members of the Faculty at least ten days before the meeting at which the proposed changes shall be brought to vote. All modifications of these By-Laws shall be subject to approval by the Board of Trustees.	55

5) New Business:

- a. Ed. Policy's report & action item: Prof. Chapp & Dr. Richards – Museum Studies Minor Faculty Council Chairperson's report of the Extended Cabinet meeting
 - i. **Motion:** Dr. Richards – to accept the modification to the Museum Studies minor. Properly seconded. Question: Dr. Deboy – following up on the question from the faculty meeting as to whether there are enough faculty to teach courses and will this be a problem in the future? Dr. Poe commented that the program is simply requesting that a 100-level course is added to a minor that already exists. Dr. Wadley (abstained), motion approved.
- b. Faculty Council Executive Meeting with President
 - i. Dr. Poe – FC executive requested that Provost be present at our meetings with the President. President Allen is open to meeting with Programs in an effort to articulate her vision for the institution and how each program fit.
 - ii. Dr. Gallagher – President Allen is concerned that Programs were approved without financial components to promote sustainability. President Allen is open to reducing the number of courses faculty teach per semester – one strategy could be to modify curriculum to increase the number of 4 credit courses on offer.
 - iii. Dr. Gray – the President in conjunction with Provost are open to meeting with individual Programs in each Department to review curriculum and future strategy
- c. Upcoming action items for the general April and May faculty meetings
 - i. April meeting: nominations (Dr. Gallagher will provide a list of nominees), By-laws
 - ii. May: graduation

d. Invited Guests

- i. Athletics Director – not in attendance, invited next meeting
- ii. Prof. Donohue – update on class-climate survey; Qualtrics is currently being used which will include mixed method. Last 4 weeks of semester for course/faculty evaluation.
Separate evaluation for lab courses.

6) Announcements:

- a. N/A

Next Steps/Deliverables

- 1) Full discussion for next meeting:
 - a. FC suggested changes
- 2) Invitation to Athletics Director for next meeting
- 3) **Motion:** Dr. Richards – to accept the modification to the Museum Studies minor. Properly seconded.
Motion approved

Meeting Adjourned