

Faculty Senate Executive Committee

Provost Meeting Minutes

June, 2013

1. Welcome

The new executive committee exchanged words of welcome with Provost Workman. Provost Workman suggested a monthly meeting roughly midway between senate and meeting with president.

2. Unfinished Business from the 2012-2013 Academic Year

a. Core Curriculum

- i) Provost's assessment of progress to date

Assessment has been completed and the assessment results will be shared with CORE faculty in each of the core courses 101-105. CORE faculty will have an opportunity to develop a response document to the assessment results, then the assessment and response will be distributed to the university community. Provost Workman anticipates this will happen in August.

- ii) Stumbling blocks and items of concern
iii) Review of expectations for coming year

A potential concern is confusion between the roles of the Core Curriculum Committee (CCC) and the General Education Committee (GEC). Provost Workman would prefer that the GEC move on to assessment of other segments of the common Gen Ed courses such as writing and quantitative skills while proposals to modify the core curriculum originate in the CCC and follow the regular curricular review process.

b. Curriculum

- i) Technological changes to the process in place for coming year

Provost Workman expresses enthusiasm with the new registrar to be hired, plus the reassignment of the registrar's office to academic affairs will greatly improve the curricular revision process.

- ii) Pass/No Pass grading policy - Minutes of the May senate meeting: "**Committee recommends that the P/NP grading policy in the catalog remove the language for coops and internships....**"

This change has been made; executive committee will review final copy to verify.

- c. **Online and distance education committee** – From Provost Comments in the October senate meeting: "Committee on online education, distinction between online and in-class is blurring. Committee work will be intensive. Provost will appoint

committee in the next few weeks.” Senate named Senators Speakman and O’Connell to this committee. What is the status of this committee? Will the senate be nominating members again this year?

Provost Workman shared a memorandum dated June 19th containing the new charge and membership of the online committee (attached). Executive committee expressed preference that the faculty member of the committee be senators and will provide a replacement nomination for Senator O’Connell who will be leaving the senate on July 1st.

- d. **School of Continuing Studies (SCS)** - In September, the senate formed an ad hoc committee to evaluate the status of the School of Continuing Studies (SCS). This committee returned a favorable report in April praising Jamie Scurry. Many issues on SCS are still unresolved including faculty governance. What work should the senate undertake this year with respect to SCS?

Provost Workman acknowledged that the draft report of the ad hoc committee on continuing studies indicated that things are heading in the right direction at the SCS under the leadership of Jamie Scurry. (Note: The final report of the committee was tabled at the last senate meeting) There are a few issues that need to be addressed by Provost Workman and the senate in the coming year including clarification as to how full-time faculty come to teach in the SCS and the status of SCS faculty with respect to governance. Provost Workman requested senate consideration of the curricular status of some non-credit bearing offerings of the SCS, for example EMT certification.

- e. **Chief diversity officer** – Diversity Committee provided a job description for CDO. Has this job description been employed?

President Farish will discuss.

- f. **Faculty Led Study Abroad** – VP Tehrani to report.

Provost Workman stated that the problem with the faculty-led study abroad is confined to only one person and the expressed confidence that the new dean of FCAS would handle concerns. A related issue raised by the executive committee is the responsibility for monitoring adherence to curricular policies, in particular repeated offerings of the same “430 Special Topics” course after the standard 3 times prior to having to go through curriculum. Provost Workman will work with senate this year on this issue.

- g. **Formal relationship with enrollment management** – Described by president as “done deal”, what is the next step?

Provost Workman explained that the new VP of Enrollment Management is not yet hired, but the expectation is that the new VP will work with faculty. Once on board, new VP will meet regularly with the Admissions and Enrollment Committee.

- h. **Retention Task Force** – Senate provided faculty to serve. What is the status of this task force? Will there be a need for continued service?

Provost Workman will provide (has since provided) the administration’s response to the RTF report. Provost Workman would like the RTF to continue to serve with its current membership.

- i. **Evaluation of deans** – Performed in S’13. What are results and what is the plan for next academic year.

Provost Workman will not share the raw data from the 360° evaluation but will distribute a summary report of the evaluation process in the fall. The plan is to re-evaluate deans on a three-year basis excepting special circumstances such as new hires. The question of evaluation of the associate and assistant deans was also discussed. The evaluation process was not conducted for FCAS due to the interim position and search for new dean. A new dean of FCAS has now started the position and will be evaluated in 2 years.

- j. **Governance of interdisciplinary programs** – Senate passed a recommended policy on IP governance. Provost response was to take this into consideration when formulating new policy. Has new policy been formed?

Provost Workman will distribute a new policy by the end of this summer considering the diverse needs of each interdisciplinary program.

- k. **Dean of Graduate Studies** – From provost’s comments at February senate meeting “Q: Do we have a dean of graduate studies. A: No. Graduate committee is looking at this”. The two colleagues who were elected to the Graduate committee—Berman and Pasquarelli, report that the committee has never met.

Provost Workman described an evolving plan to create an office of graduate studies rather than a dean. The office of graduate studies will have additional functions beyond those typical of a dean including advertising and recruitment. The senate nominees may be asked to serve in the future.

- l. **Budget and Planning Committee** – Senate provided faculty to serve on this presidential committee, and the committee has met. Will further service by faculty be required? Will there be a senate role in providing nominations?

Current members will continue to serve on this committee.

- m. **Weather cancellation policy with regard to support staff** – In executive committee, the president and the provost committed to investigating this policy. Are there results of this investigation?

Provost Workman envisions no changes to current policy as these are keyed to the contract. Policy changes will only be made in the context of contract negotiations.

- n. **Eight-week programs** - The president and the provost committed to an investigation of these programs that will lead to policies and procedures. What is the status of this investigation?

No change in status at this time.

- o. **ALL-FACULTY Email** – November executive committee minutes:” Provost Workman prefers the circulation of guidelines to the creation of restrictions. He will investigate the availability of technical solutions such as a mechanism to prevent inadvertently selecting “Reply-All” and the listing of guidelines on the confirmation message, as well as the establishment of other lists for specific purposes.” Is this investigation ongoing and is there senate input required?

No technological solutions are being pursued at this time, and overuse appears to have diminished. If this issue resurfaces Provost Workman will send a “gentle reminder”. Membership to the list was not discussed.

- p. **Common Space Televisions** – November executive committee minutes: “The executive committee shared the concern expressed in the senate that some common space televisions are displaying content unsuitable to the academic mission of the building. This appears to be a problem limited to certain spaces, primarily in CAS. Provost Workman will investigate technical solutions to this, such as providing additional televisions or limiting the ability of students to change channels. Pres. Farish will consult with his Cabinet for their input on this matter.” Is there any action on this item?

As the issue appears to be limited to FCAS, this item has been referred to the new dean of FCAS.

- q. **Orientation of new faculty** – In the November senate meeting, Provost Workman indicated: “Mirlen Mal is working on improving orientation for faculty.” Is there

any progress in this area? What will be the role of the new First Year Learning Community?

Provost Workman reports great progress in faculty orientation, human resources and the introduction of a learning community and considers this issue resolved. HR is improving their work with International faculty with required documents.

- r. **“Three plus three” committee** – In September, Senator Alfieri was elected to serve on this committee. What was the product of this committee? Will further faculty participation be required?

Senator Alfieri will continue to serve. SJS may introduce a new pre-law minor that will go through the regular curriculum review process.

- s. **SET Committee** - The Provost requested representatives for a SET committee and president Speakman reports that she provided two names one of whom was Judy Platania. Senator Platania reports the committee has yet to meet. Will there be a provost’s SET committee and will there be a senate role?

SET will be in the portfolio of responsibilities of the new director of institutional research, a position that is just now being filled. Senate role is to be determined.

3. New Business for 2013-2014

- a. Faculty participation in commencement – does the administration wish to continue?

Yes. Provost Workman also notes that the absence of the “gauntlet” at this year’s commencement was a logistical error and not a change in policy. Would like that the winner of the Teaching Award speak at convocation, in similar fashion as Senate President at commencement.

- b. Faculty senate structure

Provost Workman supports the idea of changing senate structure to create a leaner and more responsive senate. He suggested an expanded executive committee that would meet bi-weekly and have expanded executive authority.

- c. Provost’s Items:

- i. Provost Workman is forming a new committee on First Year Experiences (FYE) and would like the senate to provide three faculty members from diverse locations to serve.
- ii. The senate needs to provide a liaison to the Dean’s Council.

- iii. Last year's weather events were disruptive enough, but both fortuitously occurred on weekends. Provost Workman requests that the faculty senate recommend a policy on class cancellations and potential make-up.
- iv. Provost Workman shared with the committee a vision of creating an integrated center for teaching and learning. There may be a request for representatives from the senate as these ideas develop.
- v. Summer programs. This year's enrollment up by 214%. A marketing plan will be implemented in the fall that includes providing advisors with information in the spring term, along with a more robust website and communication to students/parents.
- vi. Growth of graduate programs was discussed. Must have a demand for the program and be able to offer successfully. Faculty within programs are encouraged to develop proposals.
- vii. Retention rate this year increased from 83% to 88%, most likely attributable to freezing tuition.