

College of Health and Human Services

Faculty Council

Minutes

December 4, 2015

11:30-1:00 PM, ET 235

In Attendance: Christine Scott-Hayward (CCJEM), Roudi Roy (FCS), Grace Reynolds (HCA), Fiona Gorman (HSC), Tiffanye Vargas (KIN), Cathy Deckers (NRSRG), Adam Butz (PPA), George Beneck (PT), Keith Fulthorp (REC), Pei-Fang Hung (SLP), Janaki Santhiveeran (SW), Terry Robertson (CHHS)

Absent: Natalie Cheffer (NRSRG)

- I. The meeting was called to order at 11:31 AM
- II. Approval of the agenda
 - a. **The agenda was approved**
 - i. **Passes: Unanimous**
- III. Approval of the minutes
 - a. **The Minutes from the Faculty Council Meeting on November 6, 2015 were approved**
 - i. **Passes: Unanimous**
- IV. Announcements
 - a. **E-Vote Results from November, 2015**
 - i. **SPOT Committee**
 1. **The CHHS representative will be Rachel Blaine (FCS)**
 - ii. **Distinguished Lecturer Committee**
 1. **The CHHS representative will be Michelle Barrack (FCS)**
- V. Old Business
 - a. Task Force Reports
 - i. EPC Policies and Procedures (Pei-Fang Hung, Christine Scott-Hayward, Keith Fulthorp and Roudi Roy)
 1. The committee reviewed the Graduate Advisors Council and the Educational Policy Committee's policies and procedures as outlined in the CHHS Policy Manual for Committees and Councils
 2. The conclusion of the task force was that the current limited functions of the EPC are a result of how policy was implemented, not how it was written in the CHHS manual
 3. Changes made to the EPC Policy and Procedures
 - a. Added a paragraph directly from the Graduate Advisors Council section that more clearly defines the primary responsibilities of the EPC

- b. Changed the Committee Chair from an elected faculty member to the Associate Dean of the College
 - 4. The committee didn't feel it was necessary to make any other changes or additions to the policy language
 - 5. **The motion to amend the CHHS Policy Manual for Committees and Councils to reflect the EPC Task Force change recommendations was approved**
 - a. **Passes: Unanimous**
- ii. RTP Task Force (Janaki Santhiveeran, Adam Butz and George Beneck)
 - 1. Status of the recent RTP vote to change the committee composition
 - a. The Faculty Council voted last Academic Year to increase the size of the RTP committee from five (5) to eight (8) members, including three (3) associate professors
 - b. This vote stands, and should be implemented next Academic Year
 - c. This should now be included in any changes to the language regarding the RTP Committee in the CHHS Policy Manual for Committees and Councils
 - 2. Changes and suggestions made by the RTP Task Force to the policy
 - a. That the RTP committee be expanded to seven (7) members and include associate professors
 - b. That each department nominate one (1) full professor and one (1) associate professor to be voted on by the CHHS faculty
 - c. The Dean shall appoint one (1) member of the committee from the department nominees
 - i. These will be one (1) year appointments
 - ii. The Dean will ensure representation from underserved departments
 - d. The college RTP committee must make an effort to have one or more members from each department
 - i. Membership calculated based on FTE
 - e. Faculty participating in FERP may serve on the RTP committee for a one (1) year term
 - f. Submissions of RTP documents to be made entirely electronic
 - g. Committee members to receive three (3) units release time every Spring during their term served, or pay equivalent
 - 3. Discussion about suggested changes
 - a. If we want to change the composition of the RTP committee we would need to hold another vote
 - b. Dean's appointment is a key element to representation
 - i. Attempt to create equal representation across departments
 - c. FERP faculty is a great resource to tap to make up gaps in available faculty

- d. We need a long-term system in place to deal with faculty rank and ability to serve
 - i. Less faculty are deciding to apply for promotion from associate to full
 - ii. No fiscal incentive for promotion
- e. Issues with faculty serving on both the department and college level RTP committees
 - i. Currently not an option
 - ii. Worried about double serving conflicts
- f. Keep policy that each department nominates one (1) person
 - i. If a department cannot provide a nominee, then one (1) department may have two representatives possibly
- g. Compensation
 - i. Is three (3) units release time per committee member per year a viable option
 - ii. With the larger committee, members should be doing less work than previous years
 - iii. Release time is the best way to get people to serve who have been reluctant or unwilling in the past
 - iv. We need to streamline the process in order to make the burden on faculty lighter
 - v. Engaging senators to make changes across all colleges as an administrative issue with the process itself

4. Conclusions

- a. To stick with the approved five (5) full tenured professor and three (3) associate professor composition already voted in
 - i. The RTP committee would then be broken into two odd numbered sub-committees
 - b. Full FERP professors as a good addition, but have to be approved by the department through the nomination process
 - c. That the RTP process move to an electronic submission
 - d. The issue of compensation will be tabled for the next Faculty Council Meeting, members to come prepared with suggestions
 - e. How to streamline the process will also be tabled for the next Faculty Council Meeting, members to come prepared with suggestions
 - f. In the meantime, the RTP Task Force will change the RTP language to reflect the Faculty Council Recommendations
 - i. An E-Vote will be sent out on the updated version
 - ii. The Faculty Council will vote and if approved, send the new language to the Provost ASAP for approval and implementation by next year
- iii. Academic Senate Representation Task Force (Fiona Gorman, Natalie Cheffer, and Grace Reynolds)

1. The data on representation came from the Academic Senate
 - a. Based on our data, our college as a whole is pretty fairly represented
 - b. But three of our largest departments have no representation at all
 - i. Called into question the accuracy of the data/graph
2. Solutions include instituting term limits
3. Alternates can also attend all meetings, so should be included when looking at representation
4. The Faculty Council decided it would be important to look at who has been running for Academic Senate over the last few years
 - a. Is it a running issue or a voting issue?
 - b. Is low faculty turnout for votes an issue?
5. Faculty on the Academic Senate should be representing the college and not their departments
6. Possibility that nominees should be nominated only by chairs, and then voted on by faculty
7. It was decided that the Academic Senate Representation Task Force should look more into the accuracy of the data and the data on faculty participation before decisions are made

VI. New Business

- a. The issue of the Lottery and rules should be discussed before applications go out
 - i. To be on the next Faculty Council Meeting Agenda
- b. The entire CHHS Policy Manual for Committees and Councils should be reviewed and revised, especially for errors
- c. Information from the Chair's Meeting
 - i. The library requests course syllabi because they can provide them for alumni and current students that need to prove for whatever reason what the course entailed
 1. It is very important and helpful and we should remind our faculty to submit them every semester on time

VII. Reports

- a. Dean's Office
 - i. None
- b. Academic Senate
 - i. The policy on intellectual property was approved at the last meeting
 1. The Chancellor is also working on a similar policy, waiting to see what kind of overlap might occur
 - ii. Approved a procedure for dealing with allegations of faculty misconduct

VIII. Meeting adjourned at 12:48 PM

Submitted by Natalie McGlocklin