

Executive Committee Minutes
Faculty Senate
October 24, 2016

The Faculty Senate Executive Committee met on Monday, October 24, 2016 at 3:30pm in the Faculty Lounge in the Keen Johnson Building.

PRESENT: D. Corley, R. Day, D. Givens, G. Hunter, L. Kay, P. Kopacz, S. O'Brien, I. Slusher, T. Spigelman, J. Vice, and special guests, Mark Maier, Nicola Mason, John Settimi, and Tanlee Wasson.

APPROVAL OF MINUTES:

The September 26, 2016 minutes were approved as written.

GUEST SPEAKERS:

- **Tanlee Wasson – eXplorance Blue**

Dr. Wasson shared a handout which gave a brief history of eXplorance Blue at ECU from 2015 to present.

Senator Vice noted that with eXplorance Blue students will be given an opportunity to evaluate all courses, however faculty may go online and choose which courses are reported to their chair.

Dr. Wasson announced that students get an email invitation when the evaluations become available and the information is also available through BlackBoard. Senator Vice stated that Academic Affairs will place a notice in the Eastern Progress for a couple of weeks so that everyone is aware of the availability of the evaluations and will include eXplorance Blue information in her November Senate report. At Senator O'Brien's suggestion, Senator Vice agreed to include in her report the sheet provided in Dr. Wasson's handout on the top ten ways to improve course evaluation response.

The Academic Quality Committee has been charged with reviewing the response rate and reporting process of eXplorance Blue and will report their findings to the Senate soon.

- **Nicola Mason – Elections & University Nominations Committee motion**

Senator Mason introduced the motion on changing the committee's process for filling faculty positions on university standing committees.

The XC sent recommendations (*noted below*) for consideration back to the committee and asked to review again in November for possible inclusion on December Senate agenda.

- Identify certain university-level committees that might be appropriate to hold faculty elections, at least for a pilot election.
- Include a description of each committee that has vacancies.
- Include the expertise and qualifications required to be eligible to serve on the committees with vacancies.
- Include a statement that university committee appointments should be made prior to August 15th so that committees can begin work no later than the start of the fall semester.
- Results of election should be disseminated to faculty

- **Mark Maier – Policy 8.1.4 – Recruitment, Appointment, & Hiring of Staff**

The XC originally reviewed the policy in February 2016 and provided feedback and the policy is brought forward again for review.

The XC sent recommendations (*noted below*) for consideration back to the committee and asked to review again in November for possible inclusion on the December Senate agenda. Mr. Maier noted that with the SACS timeline, it may be necessary for the president to implement the policy on an interim basis. If that is the case, the policy will still move through the process for revisions and approval.

- On page 3 under “Interim or Acting Appointments”- if an individual continues as interim after a failed search, there should be a cap on how long the individual continues to stay in the position. **Suggestion** (for third paragraph, third sentence): ~~If a search has not initiated by the end of the 12 month of interim appointment,~~ The interim appointee may be appointed to the regular position only if the interim appointee is the successful candidate of an advertised internal search **within the next academic year.**
- On page 4 under “return to faculty position” - item 2 should be clarified so that it’s understood when an individual steps down from a position, they go back to their same base pay plus any across-the-board raises. (The stipend is removed.)

Mr. Maier also gave a brief report on compliance at ECU and shared a laminated card which includes the phone number and website address for reporting issues. Senator Slusher suggested distributing the cards to each department for faculty. Senator O’Brien invited him to present his report as an informational item to the Senate in December.

UNFINISHED BUSINESS:

- ***Academic Program Review (Program Suspensions)***

Senator O’Brien reminded that the Senate postponed the vote on the program suspensions at the October meeting. The information will be listed again on the November agenda for action. She included the timeline for receipt of faculty dismissal materials in the XC packets for today as a reminder that the Senate essentially gave up their voice in terms of participating with the Faculty Dismissal Committee.

On Sunday, October 23rd, Senator O’Brien shared with the senators the recommendations proposed by the Faculty Dismissal Committee. Those recommendations will be listed as an actionable item under New Business on the November Senate agenda.

Senator Vice announced that the next meeting of the Faculty Dismissal Committee will be on November 28, 8:30-11:30am.

NEW BUSINESS:

- ***Provost Search Committee Update***

Senator Corley announced that Myers McRae, a higher education executive search firm out of Macon, Georgia has been hired to assist with the search.

During October, the committee has been rewriting the job description. (The last revision was in 2005.)

Senator O’Brien asked Senator Corley to give a brief update on the Provost search at the November Senate meeting. Senator Kopacz asked that a timeline be shared with the senators.

- ***Workload Committee Report***

Senator O’Brien reported that the committee gave their report to the Board of Regents earlier today and it was well received. The one recommendation noted was that there needs to be consistency with understanding the workload policy. Therefore, the committee is recommending additional training, particularly for recent hires to chair positions.

Senator O'Brien will mention in her report to Senate and will include the Workload Committee Report as an attachment to her report.

- **Discussion Items:**

- *Ad Hoc Committee on Legislative Forum*

Senator Hunter reported that David McFaddin set the week of November 14 as the week that he would contact the state representatives on the postsecondary education sub-committee. As of yet, no additional information has been received so it's probably best to plan for a spring forum.

The XC discussed whether it might make more sense to transfer the responsibility of the legislative forum to David McFaddin with the Senate still co-sponsoring the event. Concerns were expressed that if Senate relinquishes control, the forum may or may not happen and the discussion topics may not be geared toward faculty-driven issues.

Senator Givens noted that as a Senate committee it is subject to open records law and scheduled meetings are required. With the late formation of the committee this year, the members are finding it difficult to schedule meetings. However, this problem could be eliminated in the future if the committee were appointed in the early spring.

Senator O'Brien asked Senator G. Hunter to continue working as an ad hoc committee this year with David McFaddin and to plan for a spring forum, if possible. The XC may want to discuss the issue again at a later point.

- *Clarification of open records procedures*

With the new online voting process, Senator O'Brien asked what the required timeline is by law to post the results of actions taken at the meetings. While the minutes and actions taken are not officially approved until the next regular meeting, the voting results could be posted sooner. However, Senator O'Brien reminded that the motions posted through Turning Point Technology are summations of the actual motions. The actual wording for motions is noted in the official minutes. Senator Givens volunteered to research the timeline required by law and will report back to the XC.

Senator Givens announced that the Transparency Committee had discussed this issue and suggested posting the results of actions taken to the Senate website within 48 hours of the meeting. A note should be included that the results are "unofficial" until the minutes are officially approved at the next regular meeting.

The XC requested that the official minutes include the number of votes for each motion as well the percentage of votes. Then, in parentheses, provide the link to access the document containing the individual votes for each motion.

Senator O'Brien stated that the committee may want to revisit this topic again later.

- *LMS Overview request*

Senator O'Brien announced that Betina Gardner will give an update at the November Senate meeting.

Senator O'Brien stated that faculty have been asked to participate in the sandboxing stage and so far participation seems to just be those faculty on the committee. Please encourage your colleagues to participate in this important process. Stephen Sumithran in Biological Sciences has offered to open his classes up in Biology for anybody that wants to come in and look at BIO 100 in Canvas, BlackBoard and Brightspace. This would be

a great way for faculty to explore the three options available. In addition, there will be some forums scheduled in the next couple of weeks.

- *Econ/Gov Department merger and Senate representation*

Senator O'Brien indicated that with the merging of Economics and Government, their number of senators may need to change.

Senator Givens suggested that the Elections and University Nominations Committee may need to send out an early notice to departments to ask for the number of faculty in each area so that representation can be accurate, and to remind the departments to hold upcoming elections for any needed senate and alternate replacements by at least mid-April so that new members are on board in time to attend the May organizational meeting.

Senator O'Brien stated that the Rules Committee may need to consider adding lecturers into the language on the number count for Senate representation. Currently they are not listed and probably should be. Part-time faculty should not be included because they already have a representative on Senate.

- *Board of Governors*

Senator O'Brien noted that at the last Senate meeting a motion was approved to appoint a Board of Governors by December 1st. Senator Kopacz stated that the Elections & University Nominations Committee could handle the election at the Senate meeting.

At some point, the Rules Committee will need to create a motion to add the Board of Governors to the committees section in Section 7 of the Faculty Handbook.

- ***Announcements:***

Senator O'Brien reminded that the November Senate meeting may run long if program suspensions are moved for action.

- ***Reports:***

- *Academic Quality Committee - Senator Givens*

The committee will meet next week with the President, Provost and Tanlee Wasson.

- *Budget Committee – Senator Kopacz*

Senator Kopacz introduced the resolution on budgeting priorities at EKU.

The XC sent the following recommendations back to the Budget Committee for consideration:

- Strike the following from the first “Whereas” statement:
~~“and therefore by its public mission EKU promotes Liberal Arts among other scholarly fields and is not a STEM only institution nor a vocational or technical institution”~~
- Strike the second “Be it Resolved” because that is the role of the Budget Committee
~~Be it Resolved, that the Faculty Senate will pay very close attention to how budget deliberations are playing out in non-academic sectors of the university, both in the name of shared sacrifice and in order to protect and promote the academic mission of the institution.~~

If the Budget Committee chooses to revise the resolution based on XC feedback, an updated copy should be sent to the secretary for inclusion in the November Senate packets.

- *Information Technology Committee – Senator Slusher*
The co-chairs are Senators Baggett and Smith.
- *Faculty Welfare Committee – Senator Spigelman*
The committee met earlier today with Barry Poynter and Sarah Pitt. The committee considered and decided against proposing a resolution opposing outsourcing. The next meeting is scheduled for November 14.
- *Rules Committee – Senator Kay*
Senator Kay introduced two motions from the Rules Committee.

XC recommended the following changes:

Motion 1 (Alternates):

- Change the beginning of the last sentence to: The Senate Chair and/or Secretary **must** be notified ~~in advance~~ **no later than 10am on the day of the meeting**
- Remove the information in red from the sentence below:
Elected alternates will possess full voting rights and attend meetings when the ~~Faculty Handbook 2015-2016 Part Seven 48~~ elected Senator is unavailable.

Motion 2 (Faculty-at-Large):

- Indicate somewhere in the motion that the President is the chair of the Faculty-at-Large
- In the justification, note that a concern was raised at the 2016 faculty-at-large meeting and the motion is in response to clarify procedures.

If the Rules Committee makes revisions, updated copies should be sent to the secretary to include in the November Senate packets.

Senator Kay also noted that the committee has contacted our benchmark institutions to see if they allow administrators (president, provost, faculty regent, and deans representative) to vote in Senate meetings. The committee will report to Senate on their findings soon.

Senator O'Brien stated that our president, provost, and regent refrain from voting on Senate but the deans representative does have voting rights. She further stated that this should be reviewed by the Rules Committee. It should clearly state in section 7 in the Faculty Handbook whether or not the president, provost, and faculty regent have voting rights. It currently does indicate that the deans representative has voting rights.

- *Ad Hoc Committee on Transparency – Senator Givens*
The new process for committees is progressing nicely. A couple of committees have gone through the process for scheduling special meetings. At this point, chairs have been elected to every committee and meeting dates have been posted.

The committee met and discussed the need for a standard script to be read at the beginning of each Senate meeting since the audience changes monthly. Senator Givens volunteered to write the standard script for the chair to follow.

Senator O'Brien announced that IT is exploring the cost of purchasing enough clickers for all senators.

○ *Faculty Regent – Senator Day*

The Board of Regents met earlier today. Below are some of the items discussed at the meeting:

- Enrollment Management report on scholarships. Currently scholarships are funded at \$18M with the goal of reaching \$21.5M within a couple more years.
- Quality Enhancement Program report
- President brought forth personnel actions
- Provost presented promotion and tenure recommendations
- Approved external audit of the University. The auditors found everything to be in good shape.
- Approved the campus master plan and the university budget for 2016-2017.
- The \$2.5M budget shortfall for this year was addressed with one-time, non-recurring funds.
- Provost introduced the enhanced RTP program
- Discussed the need to increase the Faculty Senate budget to adequately cover secretarial expenses. Current budget is only \$2700 and the Provost has been contributing any amount in excess of that amount. Senate budget should be increased to adequately cover expenses.

○ *Provost Report – Senator Vice*

Senator Vice shared a handout on the enhanced RTP program. She noted that while some faculty lines may be lost when faculty choose to participate in RTP, critical positions would be replaced. It is up to the departments to provide justification for replacements.

A list of those individuals interested in the RTP program is due to the deans and the Provost by Tuesday, November 22nd.

ADJOURNMENT:

The meeting adjourned at approximately 6:45pm.