

**Executive Committee Minutes**  
**Faculty Senate**  
**September 25, 2017**

The Faculty Senate Executive Committee met on Monday, September 25, 2017 at 3:30pm in the Faculty Center in the Keen Johnson Building.

**PRESENT:** M. Ciocca, D. Corley, R. Day, L. Kay, P. Kopacz, N. Mason, I. Slusher, T. Spigelman, M. Winslow and special guests Betina Gardner, Bill Martin, Lynnette Noblitt, and Sherry Robinson.

**ABSENT:** D. Whitehouse\*

*\* Denotes prior notification of absence*

**APPROVAL OF MINUTES:**

Senator Ciocca moved approval of the August 28, 2017 minutes, seconded by Senator Mason. Motion carried.

**GUESTS SPEAKERS:**

- ***Dean Betina Gardner – LMS Update***

The “trailblazers” have raised several minor issues on Blackboard SAAS.

- On some tablets and PC’s, the navigation bar seems to disappear.
- In the Grade Center the cells are very large which allows instructors to only see a small section without scrolling..

Some issues that were reported could not be duplicated by IT so those may be glitches in the browser used or a problem in connectivity. Those included:

- Having to send emails twice because the first email never went through.
- Unable to preview word documents in the grading review.
- Scrolling issues with Chrome when trying to paste content into the editor

All issues reported have been shared with Blackboard and should be addressed in the next update which should occur in either November or January. Again, updates should be seamless since everything lives in the cloud.

One new feature in Blackboard SAAS is Collaborate, which is a wonderful tool to interact with students. It’s also very easy to do recordings in Collaborate; and it’s much easier to use than Adobe Connect. Also, departments no longer have to pay to use Adobe Connect since the university is covering the cost to add the Collaborate feature.

So far, there haven’t been any major concerns raised with moving classes from Blackboard to Blackboard SAAS. Dean Gardner asked for feedback on possibly moving all courses into the new system by January. The decision hasn’t been made yet, but needs to be made soon. Senator Winslow stated that faculty would probably favor moving forward sooner if it’s easier to translate huge chunks of data, as was previously stated in earlier discussions.

Dean Gardner will provide an update at the October Senate meeting. Senator Winslow suggested that Dean Gardner send an email to faculty after the Senate meeting on the impending move and the advantages to doing so earlier than originally planned.

- ***Billy Martin – Aramark Faculty Meal Plan***

The new meal plan proposed by Aramark this year is that for \$325 faculty/staff receive 20 meal swipes from the Fresh Food Co. and \$200 in flex which can be used at any of the campus dining locations. The meal swipes can be used multiple times in any given day but are only good for one semester. However, the flex dollars will roll over from semester to semester and never expire. The price for the 2019 plan is expected to remain the same.

When the plan was sent through to Card Services for implementation, it was determined that the plan must be approved by the Board of Regents first before it can be implemented. The Board should review it at the November meeting.

The XC invited Mr. Martin to speak at the December Senate meeting so that he can share the Board's decision.

#### **UNFINISHED BUSINESS:**

- ***President Benson's Evaluation***

Senator Winslow has not received any communication back yet from Board Chairman Turner about possible firms to assist with the evaluation.

#### **NEW BUSINESS:**

- ***Policy Updates:***

*Policy 4.7.4 – Faculty Grievances (revised)*

Vice Provost Robinson reviewed the changes that have been added to the policy based on recommendations received from the Provost Council.

She also shared a separate [document](#) containing several issues raised from the University Counsel's office which have been addressed.

The XC offered the following recommendations:

- The first sentence under the Confidentiality statement on page 5 should be re-written with more affirmative language by University Counsel.
- Under the section on Informal Grievance Resolution on page 2, check with the University Ombud to see if 60 calendar days is sufficient
- Consider changing "informal" to "formal" on the Informal Grievances Resolution section on page 2.

Vice Provost Robinson stated that she would check with the University Counsel on revised language and with the Ombud on the timeframe and wording change and will share the answers received with the XC. If XC approves at that point, the policy will be presented at the October Senate meeting.

*Policy 4.7.12 – Faculty/Staff Academic Travel with Students*

Vice Provost Robinson announced that this is a new policy which is ready to move through the vetting process. Please review and share any editorial changes with her. A revised copy will then be shared with the secretary for inclusion in the October Senate packets for a first read.

*Posthumous Degree for Muhammad Abdulrahman Al-Swaidi*

Vice Provost Robinson introduced the recommendation from J&S to award a posthumous degree. Senator Slusher moved to include this on the October Senate agenda, seconded by Senator Ciocca. Motion carried.

- **Discussion Items:**

- **Merit Pay – Is a policy under development?**

Vice Provost Robinson stated that there are only guidelines listed in the Faculty Handbook and those were updated by the deans approximately three years ago. There is no policy under development at this time.

Senators Winslow and Kay will bring the topic up for discussion in the next XC meeting with President Benson.

- **Board of Governors**

Senator Winslow stated that there seems to be some confusion about the Board of Governors. It was approved by Senate in October as a standing committee. However, the language in the bylaws approved in March 2017 states that the Board is a stand-alone committee.

Senator Kopacz advised that the committee was originally formed to update the constitution and bylaws. Once the Senate approved the revised constitution and bylaws in March 2017 that superseded the previous motion.

In order to avoid confusion and clarify the minutes, Senator Winslow asked the committee to consider a motion to dissolve the standing committee since the charge has already been completed. Senator Kopacz will bring a motion from the committee to the October XC meeting.

Senator Kopacz stated that the Board would still like to include committee vacancies in the May Senate election process in order to assure the committee's continued existence. Senator Mason suggested including the Board of Governors in with the University Committee self-nominations process rather than in with the standing committee elections at the May organizational meeting. The Elections & University Nominations Committee will revise their internal procedures to include the BoG in with that process to avoid any future oversights.

- **Additional Rules Committee Charge:** The Rules Committee will propose language that will more clearly delineate the criteria the Chair of the Faculty Senate will use to decide if a motion is substantive or not, and clearly state the consequences of this decision, based on Robert's Rules, the ECU Faculty Handbook, and best practices.

After discussion, the XC felt that this is adequately addressed in Robert's Rules of Order and a further charge to the Rules Committee was unnecessary.

- ***Senate Internal Procedures***

Senator Winslow asked the committee to review the compiled document and to be prepared to discuss and recommend changes at the October XC meeting.

Based on the earlier discussion on the Board of Governors, that section should be removed from the internal procedures.

Senator Kay asked the secretary to share the Microsoft word document with the Rules Committee.

- ***How to address students affected by the end of DACA?***

Senator Bishop-Ross brought the issue up to Senator Winslow. XC members were unsure what resources are available to those students.

Senator Mason announced that there are about eight ECU students affected by DACA.

Senator Day noted that he will draft a memo to the president and provost to find out whom is available on campus to answer those types of questions.

Senator Winslow received an answer the next day after the XC meeting. Abbey Poffenberger has agreed to be a guest speaker at the November Senate meeting to talk about DACA.

- ***Free speech policy drafting***

Lynette Noblitt announced that a drafting team is in the process of developing an interim policy on free speech.

XC will review the policy when it's ready to move through the vetting process.

- ***Reports:***

- ***Academic Quality Committee: Senator Ciocca***

The committee met two weeks ago to review charges. The committee has a big task ahead to complete the report on the map of performance-based funding resources for students and faculty by November 20.

- ***Budget Committee: Senator Ciocca***

The committee met last Friday with the Welfare Committee and Sarah Pitt to review the health benefits. It looks like there will be a savings on the plans for next year.

During the XC meeting an email came through from Brooke Bentley announcing that Sarah Pitt has agreed to be a guest speaker at the October meeting to share information on the new health care plans and premiums.

- ***Elections & University Nominations Committee: Senator Mason***

The committee met last Monday and today.

Last Monday Dr. Robinson and Gus Benson representing Research Committee, Garrett Yoder representing Gen Ed Committee were in attendance. The committee asked for feedback on the results of the new elections procedure. As you may recall, an extra step was added to the procedure last year to have the nominations then be voted on by the faculty-at-large. The idea was to make the selection process more transparent.

Statistically speaking participation increased this year. This past May there was 28% faculty participation which was up from the previous year which was only 7.6% and the year before that it was 13.3%.

- Faculty Welfare Committee: Senator Spigelman  
The committee met earlier today. While there will be a 2.5% increase in the plans, the university is covering that cost. In addition, the economy and low option plan the premiums are expected to be \$30 cheaper.
  
- Rules Committee: Senator Kay  
Charges 1, 2, and 3 have already been completed and should be deleted from this year's charges.

Senator Bishop-Ross is working on language for a draft petition to include when motions are posted for faculty-at-large in case there are concerns raised. As you may recall, if 10% of the faculty-at-large sign the petition, motions will need to go before the faculty-at-large after convocation for approval. If less than 10% sign the petition, the motion goes into effect immediately.

Senator Kay noted that one of their charges left over from last year was not listed in this year's charges. The committee is still reviewing whether the deans' representative should have a vote at Faculty Senate. The current language doesn't specify.

The committee would like clarification on the first charge assigned to them at the last XC meeting (*charge: Check into why employee dependents can no longer combine the tuition waiver with a merit-based scholarship*) XC suggested checking with Amanda McCracken, Scholarship Coordinator, for clarification.

Regarding the second charge given at the same XC meeting, when the committee checked with the bookstore on the employee 10% discount, they were provided a long list of things that were not eligible for the discount. Basically, the 10% is given on apparel items like t-shirts, etc.

Senator Kay verbally shared a draft of the petition form (*see below*). Once the petition is finalized, IT will help set it up for the web.

DRAFT:

Dear EKU faculty. At this time you have the opportunity to sign a petition with regard to [INSERT MOTION]. By signing this petition you are saying that you are in favor of sending this motion to the faculty-at-large for a vote. Space will be provided for comments should you wish to include them. The deadline set to sign this petition is [INSERT DATE]. Thank you for your time and interest in this important matter.

After a brief discussion the XC agreed that the language in the petition should be written so it's clear that if members of the faculty-at-large agree with the motion, they don't need to do anything and the motion will go into effect. If anyone disagrees with the motion, they should sign the petition. If 10% of the faculty-at-large oppose the motion, then it will go before the faculty-at-large after convocation in the fall for a face-to-face vote.

When the petition is finalized, a copy should be included as part of the internal procedures in the Rules Committee section.

- Rights and Responsibilities Committee: Senator Corley  
The committee is meeting tomorrow.

Senator Mason announced that since the committee has all new members this year, she is meeting with Donghui on Tuesday at 4pm to share some of the committee's past work and John Fitch is also meeting with him on Friday at lunch. Nancy McKenney is the AAUP representative on the committee and she can also provide guidance for the committee as she has a long history for institutional memory.

- Ad Hoc Committee on Ombud Framework: Senator Winslow  
The meeting with President Benson was postponed. There is a scheduled meeting in a couple of weeks to discuss the charter issue.
- Provost Search Committee: Senator Winslow  
The university profile has been submitted. There were several editorial changes received from faculty and updates were made.

Senator O'Brien will be invited to the October Senate meeting to provide an update.

- Compassionate Withdrawals Committee:  
Senator Slusher noted that Fontaine Sands is listed on the agenda as the Faculty Senate representative to the committee. At the last XC meeting Senator Corley was selected to serve as the Senate representative. Fontaine Sands cannot officially serve because she is not a Senate member.

Senator Winslow stated that he had been contacted in early August for a replacement for Senator Slusher. He was unaware that the person selected had to be a senate member and therefore submitted Fontaine based on recommendation from the department. He will notify all parties that Senator Corley will be the faculty senate representative.

- Faculty Senate Chair: Senator Winslow  
Several volunteers are still needed for policy drafting teams. Senator Winslow is working closely with Vice Provost Robinson to fill those.
- Faculty Regent Report: Senator Day  
Based on information heard at the Governor's Conference about a significant budget shortfall, it is a good possibility that there will be a mid-year cut to all universities.

On a side note, Senator Day announced that W2s are normally available in the third week of January each year. This year, they hope to make them available a little bit earlier. Barry Poynter will notify the faculty when they can be expected.

- Provost Report: Senator Whitehouse  
Senator Whitehouse noted in an email sent to Senator Winslow that she plans to be at the Senate meeting this month and will provide a written report.

## **ADJOURNMENT:**

The meeting adjourned at approximately 7pm.