

**Executive Committee Minutes
Faculty Senate
August 28, 2023**

The Faculty Senate Executive Committee met remotely on Monday, August 28, 2023 at approximately 4pm via Zoom.

PRESENT: J. Blair, J. Brent, V. Grabeel, L. Jones, L. Kay, R. Lauk, J. Marion, S. McGuffin, G. Spira, and Sara Zeigler

APPROVAL OF MINUTES:

Senator Jones moved approval of the April 17, 2023 minutes as written, seconded by Senator Grabeel. **Motion carried unanimously.**

REPORT FROM PROVOST: Sara Zeigler

Many thanks to those faculty who participated in the first-day drop. There were a few glitches in the system, but those have been worked out and things should progress more smoothly next time.

As was announced previously, ECU has an Academic Impressions membership which is available for faculty and staff to use. Academic Impressions is a professional development organization that has a number of self-paced and synchronous professional development resources available for faculty and staff. To access the materials, go to the Academic Impressions website, create an account with your ECU email address, and it will automatically populate you into our membership and stop charging you for things that you want to use.

The calendar workgroup submitted recommendations in the spring semester. According to the report, the majority of faculty and staff would like to see some breaks between semesters, so there is a bit more time to recover. Feedback on the recommendations is expected from the chairs this week and that information will then be shared with the Cabinet. After that, the information will be shared with this group and hopefully a fully-vetted calendar will be presented to the Senate in October for review.

There were some questions that arose at the Board meeting regarding faculty retention, and if we're doing a good enough job in terms of recruiting and retaining faculty colleagues to ECU. Since then, I met with Chair Kay and HR Director Dixon to discuss what data should be reviewed in order to collect the information requested. It was agreed that 10 years of information would be used to look at such factors as how long people stayed at the institution, where they went if they left, what we have in terms of retirements, and what units are keeping versus losing faculty. We have recruited a couple of faculty members to do the work, but as they aren't confirmed yet the names are not available. We are hopeful that the information will be available to share prior to the next Board meeting.

Using a percentage of funding obtained from external award facilities and administrative costs (indirects), a pool of funding (approximately \$30K) has been set aside to further faculty research capabilities at Eastern. Ryan Baggett and Tiffany Hamblin are working together to develop a grant process with peer review by faculty to allocate those funds. Start-up equipment, preliminary research, and other related costs will be allowed under this funding with an established maximum amount per award. More information should be available in September. In the meantime, if you have questions please contact Dr. Hamblin.

NEW BUSINESS:*Discussion Items*

- *Appointment of New Parliamentarian*
Chair Kay announced that Heather Tudor has agreed to serve as our new parliamentarian.
- *LMS Update*
Chair Kay stated that the selection process has been narrowed down to three choices. Nedim Slijepcevic would like to give a LMS update presentation at our September meeting, if approved by Executive Committee.
- *Course Evaluation Deadlines – Percentage Option*
Chair Kay announced that Meagan Murray from Institutional Research reached out because there had been some concerns raised about when the student opinion of instruction was available. Evidently, Faculty Senate had previously approved a policy that student evaluations were not supposed to be available to students during finals week. Finals week is ill-defined for some classes which means some evaluations would still be open during the beginning of finals week. As Meagan needed to get something set up soon, Chair Kay and Vice Chair Blair said to go ahead and do that for this semester and then if there needs to be an adjustment based on faculty feedback, they will let her know later. Meagan recommended using a percentage option which is what has historically been used. The evaluations open at 78% of the course start date and close at 94% of the course start date. Because of the different scheduling types though, there will be a few course emails that are still open during finals week.

Senator Jones asked Chair Kay to find out why the questions for online courses are different than the questions for in-person courses. Chair Kay agreed to investigate and share her findings with the committee.
- *8KBY28*
Chair Kay and Vice Chair Blair have been asked to serve on this new work group. The goal for the group is to increase our online enrollment from 4,000 students to 8,000 students. Both have been informally gathering some input and questions from faculty so that they are better prepared to begin work with this group.
- *Status of Faculty Club*
Chair Kay mentioned that the Board of Governors for the Faculty Club hasn't met in several years. She asked Senators Lauk and Grabeel to organize a meeting of the group soon. One possible agenda item could be to discuss possible faculty events that could be scheduled in the space. The Faculty Club is located in the Keen Johnson Building.
- *2023-24 Committee Charges*
Chair Kay shared the proposed committee charges and asked for recommendations or changes before the charges are shared with the committees at the September meeting.

Announcements

- *Guest Speakers*
The following were approved as guest speakers for the September meeting.
 - Camden Ritchie - SGA Update
 - Matt Schumacher & Darlene Stocker – Office of Advising & Career Services
 - Nedin Slijepcevic – LMS Update/Presentation.

- *New Faculty Senator Orientation*
The orientation session is scheduled for Wednesday, September 6 at 3:30pm in the FCT&L. A Zoom option is also available for those unable to attend in person.

- *Committee Election at the September meeting*
There will be an election to fill 1 vacancy on the Academic Quality Committee at the September meeting.

REPORTS:

- *Academic Quality Committee*

Vice Chair Blair will serve as liaison.

- *Budget Committee*

Senator Lauk volunteered to serve as liaison.

- *Elections and University Nominations Committee*

Senator Spira agreed to continue to serve as liaison. The first committee meeting is scheduled for Monday, September 18 at 4:30pm via Zoom.

Faculty Welfare

Senator Jones agreed to continue to serve as liaison.

- *Information Technology Committee*

As Senator McGuffin had to leave the meeting early, Chair Kay tentatively suggested that she might be willing to continue to serve as liaison.

- *Rules Committee*

Senator Grabeel agreed to serve as liaison.

- *Rights and Responsibilities Committee*

Senator Brent volunteered to serve as liaison. The committee had their first meeting last week, and he was elected to serve as committee chair again this year. The next meeting is scheduled for Thursday, September 14 at 10:30am via Zoom.

University Committees

- *Residency Appeals*

Senator Jones will be the Senate representative on Residency Appeals this year as well as liaison for the Executive Committee.

- *University General Education Committee*

Vice Chair Blair will be the Senate representative on the Gen Ed Committee this year as well as liaison for the Executive Committee.

Other Reports

- *Senate Chair Report – Lisa Kay*

Chair Kay stated that she gave her first report to the Board and was asked a question about faculty turnover. She is currently in the process of gathering data on that issue and will present her findings at the next Board meeting.

Chair Kay, Vice Chair Blair, and Rusty Carpenter met over the summer and agreed to co-sponsor an event with the Faculty Center for Teaching and Learning on transdisciplinary collaboration on Tuesday, September 19th at 12:30pm.

The Grievance Policy Drafting Team has been formed and is continuing to work on revisions.

Vice Chair Blair will be giving a presentation on the Welfare Committee's faculty survey results from this past spring at the upcoming AAUP Forum on October 5 at 4:30pm in the Faculty Lounge.

Senator Kay was asked for input on the process for the evaluation of part-time faculty which Vice Provost Jennifer Wies is in the process of updating. Dr. Wies is developing a form that chairs can use to evaluate adjunct faculty. One question that arose was whether eCampus facilitators would be included in the adjunct faculty who would be evaluated.

The Problem Solvers Group (Chair Kay, Vice Chair Blair, Regent Marion and Provost Zeigler) are continuing to meet this year.

Senator Marion noted that concerns have been voiced recently about the decision to eliminate the Chautauqua Lectures budget and make it fully endowment-funded. As Chautauqua has now moved under the umbrella of the Library, faculty are concerned about future funding for the series. Chair Kay volunteered to contact Dean Julie George in the Library to discuss how the Senate can support the Chautauqua Lectures. She also agreed to bring the issue up at the next Problem Solvers meeting.

The Provost has arranged for the current policy drafting teams to be listed on the policies website so that the names of those serving are readily available.

- *Faculty Regent Report - Jason Marion*

The Board last met on Wednesday, August 16.

At that meeting, Regent Marion raised the issue about the personnel statistics. Over the summer he received significant communication from concerned AAUP faculty members about the number of faculty members working on campus relative to the number of full-time exempt folks on campus and whether or not tuition dollars were being spent in regards to instruction versus other support services. The Board Chair agreed with the opinion that we would all be benefited by knowing how or why there have been 50⁺ full time positions added.

The next Board meeting is scheduled for November 15.

ADJOURNMENT:

The meeting adjourned at approximately 5:45pm.