

**MINUTES**  
**COLLEGE OF ARTS AND SCIENCES**  
**FACULTY ASSEMBLY**  
**September 5, 2014**

2:00 p.m.

**Kinard Auditorium**

**I. Approval of Minutes:**

The meeting was called to order at 2:01 p.m. by Dr. Kelly Richardson, Associate Professor of English and Chair of Faculty Assembly. The minutes of the August 21, 2014 Faculty Assembly meeting were approved with no corrections.

**II. Curriculum Committee Report:**

Dr. Dave Pretty, Chair of the Curriculum Committee, presented seven course actions and one program change requiring a faculty vote for adoption. In addition, Dr. Pretty presented to the college the 2014-15 chart listing deadlines for submitting curriculum materials.

**a. The following course change proposals were reviewed and approved:**

- i. Modify course: ENGL 431, Academic Internship in English. Officially document the standing practice of setting goals individually via internship contract and evaluating via portfolio and on-site evaluation. Also list grading type as SU instead of regular, and terms offered as Fall, Spring, and Summer.
- ii. Modify course: ENGL 432, Academic Internship in English. See above.
- iii. Modify course: ENGL 433, Academic Internship in English. See above.
- iv. Modify course: WRIT 431, Academic Internship in Writing. See above.
- v. Modify course: WRIT 432, Academic Internship in Writing. See above.
- vi. Modify course: WRIT 433, Academic Internship in Writing. See above.
- vii. Add course: MDST 350, Studies in the Middle Ages (Department of Interdisciplinary Studies). For in-depth consideration of a topic within medieval studies. May be offered under various topics; may be repeated for credit under different topics.

**b. The following program change was reviewed and approved:**

- i. Modify program: BS in Nutrition/Dietetics. Change program to accommodate new general education requirements while maintaining ACEND accreditation standards. (Dr. Pretty noted that these new program changes and requirements presented by the Department of Nutrition adhered to the new GEN ED requirements. After some discussion, during which Dr. Pretty clarified that the foreign language requirement should be listed as “three to eight hours” and the Oral Communication requirement should be changed from “three hours” to “zero to three hours,” the proposed Program in Human Nutrition was unanimously approved.)

**c. The 2014-15 Chart Listing Deadlines for Submitting Curriculum Materials was presented.**

- i. During a brief discussion of the 2014-15 Chart Listing Deadlines for Submitting Curriculum Materials, Dr. Pretty emphasized that faculty members should attempt to submit curriculum changes as soon as possible to ensure that they are included in the next academic catalog. Dean Kedrowski added that the academic catalogs are usually proofed in March for the following academic year. Dr. Marsha Bollinger, Chair of the

Department of Interdisciplinary Studies, asked if Chairs could get clarity on ambiguities in the template used to submit program requirements, and Dr. Pretty stated that they would be able to get a clarified and vetted template. A discussion ensued regarding changes in program requirements, and Dr. Pretty emphasized that the goal of making any program changes is to make requirements and majors as flexible as possible for students. It will also be possible for students to switch to later catalogs to ease requirements in their majors. Dr. Richardson noted that Dr. Pretty will distribute an updated template to program chairs, and Dr. Pretty offered a strong plea and request to have all curricular changes submitted for review by October 28th, 2014.

### **III. Nominating Committee Report:**

Dr. Leslie Bickford, Chair of the Nominating Committee, provided the following list of nominees for a position in the CAS Curriculum Committee:

- a. **Rick Chacon (SOC/ANTH)**
- b. **Nathaniel Frederick (MCOMM)**

Dr. Bickford solicited additional nominations from the floor for the CAS Curriculum Committee position. No additional nominations were offered from the floor. A motion from the floor to close nominations was seconded and passed unanimously. Dr. Bickford noted that electronic voting through a Qualtrics online survey platform would be open until noon on Monday, September 8, 2014.

### **IV. Old Business:**

#### **a. Overview and Discussion of Activity Insight/Digital Measures:**

- i. Dr. Beth Costner and Mr. Brian Hipp provided faculty members with continued training and instruction in the features on Digital Measures (Activity Insight). Dr. Costner pointed out the helpful “pasteboard” feature that allows faculty members to cut and paste material while working in any field or while working between screens and demonstrated how to use this helpful feature. She noted that drop down menus will help to organize entries and data entered into Digital Measures. Dr. Costner again reminded faculty members that the software will automatically list the faculty member who is entering data as the “first investigator.” On-campus co-writers or co-contributors should always allow first authors or investigators to enter the data the first time. Faculty members should list all author or contributor names in the order in which they want the material to appear in print.
- ii. Dr. Costner stated that faculty members should be careful to enter dates, as at least one date must be associated with each entry point. Entering a year is sufficient; months and days are not necessary. She also pointed out that, when entering the system, the last entry faculty members have worked on will always be highlighted in green.
- iii. Dr. Costner fielded questions from the floor regarding multiple authors, presentations, and the entry of data into the system. Dr. Michael Lipscomb commented that the term “second author” is ambiguous and means different things in different contexts, and Dr. Merry Sleight, Professor of Psychology, asked about how data should be entered for scholarly presentations. Dr. Costner replied that this system is a data entry system, and that the written forms that are produced by the system can be organized and manipulated in various ways. Dr. Costner also stated that scholarly presentations are located in a separate field within the system. In reply to questions about drop down menus, titles and

roles, and empty fields, Dr. Costner clarified that the drop down menus allow faculty members to clarify their roles in presentations and in scholarly projects, and that some categories in the menus are not as relevant to CAS, but may be relevant or necessary in other colleges.

- iv. Dr. Costner stated that faculty members are encouraged to enter relevant data from their curricula vitae going back at least to their last promotion/tenure/post-tenure review. Faculty members can enter as much data prior to their last as they wish, but should make sure they have their major professional accomplishments listed (enough to fill a short-form one-to-two-page c.v.). CAS faculty members should try to have this essential information entered by the end of the fall 2014 semester, as annual reports will be run from Digital Measures by the CAS in May of 2015. Faculty members will be able to print and view their own annual reports from Digital Measures, and are encouraged to view these before May 15, 2015. Faculty members may make changes to the data entered in Digital Measures at any time; the annual reports are not “official” until they are submitted to the Dean’s office. In response to Dr. Michael Lipscomb’s question about who has access to these reports, Dr. Costner stated that Dr. Costner, Mr. Hipp, and Dean Kedrowski have access to the faculty annual reports. In response to a question about whether or not faculty members going up for pre-tenure review this year will have to generate reports from Digital Measures, Dr. Costner clarified that they will not; they will simply use their last two annual reviews as part of their pre-tenure portfolio. Dr. Costner further clarified that after this year, annual reports will be generated exclusively from Digital Measures in the College.
- v. Mr. Brian Hipp noted that faculty can upload publication data directly from a BibTex file. Also, Digital Measures is working on the ability to import data from online publication databases through services like PubMed. Faculty members will be able to cut and paste information from other types of databases and files as needed.

**b. Discussion of the CAS Undergraduate Research Grid**

- i. Dean Karen Kedrowski noted that in March or April of last year, the CAS Faculty Assembly voted to add a discussion of the Undergraduate Research Grid to an upcoming meeting agenda. This grid was developed by Undergraduate Research Committee members for use by Personnel Committee Chairs as a way to help them determine how to assess where projects should be categorized and, if approved by CAS faculty members through a vote, will be appended to future scholarship statements.
- ii. Dr. Kelly Richardson presided over a brief discussion of the Undergraduate Research Grid. Dr. Michael Lipscomb noted that the grid provides much needed clarity, but he stated that he hopes there will be an understanding that particular departments may not be in alignment in how they view and categorize faculty involvement in undergraduate research. He suggested that perhaps the Dean of CAS could send a memo to various departments about this potential discrepancy.
- iii. A motion was submitted and seconded to bring the issue to a vote, and CAS Faculty members voted unanimously to append the Undergraduate Research Grid to all scholarship statements in the future.

**V. New Business:**

There was no new business.

**VI. Announcements:**

- a. Dr. Karen Kedrowski, Dean of the College of Arts and Sciences, recognized and acknowledged Dr. Matthew Fike, Professor of English, for receiving the College of Arts and Sciences Outstanding Faculty Mentor Award. Dean Kedrowski congratulated Dr. Fike for helping to develop student intellectual talents in an extraordinary way, for helping students to focus their efforts on publication, and for helping students to achieve their professional and scholarly goals. Dean Kedrowski noted that the College of Arts and Sciences has had an outstanding year in undergraduate research, particularly students in the Department of English, and expressed her heartfelt gratitude for Dr. Fike's extraordinary accomplishments.
  - b. Dean Kedrowski presented Dr. Kristi Westover, Professor of Biology, with the Lynn Harand Outstanding Advisor Award for the College of Arts and Sciences. Dean Kedrowski noted that this is a student nominated award, and shared that students who nominated Dr. Westover spoke movingly of her role in promoting student intellectual development and in helping students proceed successfully through the major and develop professional goals. Dean Kedrowski offered her heartfelt appreciation to Dr. Westover for her exemplary efforts in student advising.
  - c. On behalf of Ms. Kat Wilson, Dr. Richardson reminded faculty members to check their entries in the CAS Faculty Directory and to make any necessary corrections or changes.
  - d. Dr. Richardson noted that there would be no CAS Graduate Faculty Committee meeting following the meeting; the next Graduate Faculty Committee meeting will be held on October 24, 2014, following the 2:00 p.m. Faculty Assembly meeting.
  - e. Dr. Michael Lipscomb, member of the Faculty Committee on University Priorities, noted that committee members want to continue the process of presenting concerns regarding university priorities. Dr. Lipscomb urged faculty members to continue to submit inquiries to him and to other members of the committee. These concerns will be submitted to administrators and to the Acting President. Dr. Lipscomb noted that the committee's report from last year is currently being reviewed by President Boyd and the report will be published soon. Dr. Lipscomb stated that the committee will assess the degree to which faculty concerns have been adequately met, and will continue to press administrators for meaningful responses and feedback. The Committee on University Priorities is already focusing on the following important issues:
    - i. Summer school faculty pay.
    - ii. The overall financial status of the university and the need for more transparency in this area.
- Dr. Lipscomb urged faculty members to continue to provide feedback to members of the Committee on University Priorities, especially about issues related to the budget or allocation of resources. Dr. Lipscomb emphasized that any issue may be brought to the attention of the committee, but clarified that smaller, logistical issues should be submitted to the Committee on University Life, which is Chaired by Dr. Kathy Davis, Associate Professor of Physical Education, Sport, and Human Performance ([davisk@winthrop.edu](mailto:davisk@winthrop.edu)), while larger, broad issues should be submitted to the Committee on University Priorities. (Faculty members may contact committee members Dr. John Bird, Dr. Brent Cagle, Dr. Jennifer Disney, or the Chair of the committee, Dr. Michael Matthews.)
- f. Dr. Beth Costner stated that she has been tasked to work on a faculty manual for the College of Arts and Sciences. She asked that any faculty members who wish to help with creating a faculty manual for the College of Arts and Sciences email her to express their interest. Dr. Costner noted that the process to create a manual would be relatively quick and streamlined.
  - g. Dr. John Bird, Professor of English and Faculty Representative to the Board of Trustees, thanked Dr. Ginger Williams, Associate Professor of History, for her email in which she expressed concern about inequitable faculty compensation. He noted that many CAS faculty members chose to attend a recent Board of Trustees meeting where Dr. Gary Stone gave an eloquent, reasoned, and passionate

statement regarding faculty members' concerns about faculty compensation. Dr. Bird stated that he has been assigned to the Board of Trustees Committee on Compensation, and asked CAS faculty members to share with him any concerns, experiences, or opinions regarding faculty salaries and compensation. Faculty members should express these concerns to him by October 3, 2014.

## **VII. Dean's Remarks:**

- a. Dean Karen Kedrowski noted that the transition to Digital Measures (Activity Insight) is an ongoing process and recognized that there are faculty concerns about the structure of the prompts in Digital Measures. She stated that she and Dr. Costner have been engaged in ongoing talks about these concerns, and that they welcome feedback from faculty members about the process. Dean Kedrowski assured faculty members that she, Dr. Costner, and Mr. Hipp will work to fix and modify the system, but that they need to know specific concerns and questions so that they can address them. She also asked that faculty members propose solutions to problems with the system as they are identified so that they can be addressed and fixed. She asked CAS faculty members to be attentive and sensitive to the diversity and complexity of the people using the system across the university. Finally, Dean Kedrowski encouraged faculty members to offer feedback and stated that she takes faculty concerns seriously.
- b. Dean Kedrowski stated that CAS travel funds are allocated based on the priorities listed in a previous faculty survey on allocation of travel funds. She stated that she has already received 75% of the total amount of travel funds received last year. In response to a question from Dr. John Bird about how travel funds are allocated, Dean Kedrowski stated that typically around one-half of the cost of trips is funded. Faculty members are not limited to a gross amount, but the total amount of resources received by each faculty member may be considered. Dean Kedrowski noted that a review of travel requests from last year revealed that no trivial or unimportant funds were requested. Dean Kedrowski noted that all faculty requests are important, and she expressed regret that we have so little money to offer for the fantastic work faculty members are doing.
- c. Dean Kedrowski stated that the college is under pressure to reduce dependence on adjuncts in an effort to cut costs. President Boyd wants the institution to be in a healthy financial state before the arrival of the next president. The college will be increasing course caps, but Dean Kedrowski stated that she did not want to jeopardize the academic experience for the students. She stated that concerns about course caps should be addressed to her, and noted that department chairs are facing a balancing act between enlarging course sizes and assuring a comparable academic experience for students.
- d. Dean Kedrowski reminded faculty members that, as we enter an election season, the university welcomes candidates and public officials to the campus, but the university cannot endorse candidates or ideological viewpoints. A Protocol Statement on political figures and elections can be found on the CAS Faculty Resources website.
- e. Dean Kedrowski stated that last spring, the college ran nine courses after the mid-semester mark. The typical student in these courses was a junior. Over one-half of students enrolled in a late-semester course had dropped a course during the semester; however, 44% had not dropped any courses and were just adding another course to a full-time load. Two-thirds of these students earned a C- or better, but almost 20% of these students failed the course. Dean Kedrowski noted that the more hours the student carried, the higher their grade in the late-semester course; the more hours students dropped, the lower their grade. Dean Kedrowski concluded that this information has advising implications. These late-semester courses are not "give-away" courses.

Weak students may fail the courses, but they can also help stronger students catch up on grades or requirements.

- f. Dean Kedrowski announced that four departments will have site visits this fall: Mass Communication, Biology, Psychology, and Mathematics.
- g. She announced that The Hornsby Lectures will feature Dr. Carol Tavris this year and will be held on October 28 and 29, 2014.
- h. She announced that Winthrop University, under the leadership of Dr. Casey Cothran, Assistant Professor of English, will host the Victorians Institute Conference, an international scholarly conference, on October 24 and 25, 2014.
- i. Finally, Dean Kedrowski announced that scholarships will be recognized this year at Homecoming on November 15<sup>th</sup>, 2014.

### **VIII. Adjournment:**

Dr. Kelly Richardson adjourned the meeting at 3:41 p.m.

Respectfully submitted,

Amanda L. Hiner, Ph.D.