

**COLLEGE OF ARTS AND SCIENCES  
FACULTY ASSEMBLY  
AGENDA  
January 30, 2015**

**2:00 p.m.**

**Kinard Auditorium**

- I. Approval of minutes** of November 14, 2014  
Arts and Sciences Faculty Assembly ..... Kelly Richardson, Chair
  - i. [See appendix 1](#)
  
- II. Report from CAS Committees**
  - a. **Curriculum committee** ..... Dave Pretty
    - i. [See appendix 2](#)
  - b. **Nominating and Rules committee** ..... Leslie Bickford
  
- III. Old Business**
  - a. **Activity Insight (annual reports)** ..... Beth Costner
  - b. **Electronic course evaluations** ..... Greg Oakes
  
- IV. New Business**
  - a. **Digital Commons @ Winthrop** ..... DeAnn Brame
  
- V. Announcements**
  
- VI. Dean's Remarks** ..... Karen M. Kedrowski
  - a. **Administrative support updates**
  - b. [tentative] **Tenure and promotion procedures**
  
- VII. Adjournment**

**Note:** Quorum (35% of full-time faculty) is 51 faculty members. The minimum attendance to do business (20% of full-time faculty) is 29 faculty members.

## Appendix 1

### MINUTES COLLEGE OF ARTS AND SCIENCES FACULTY ASSEMBLY November 14, 2014

2:15 p.m.

Kinard Auditorium

#### I. Approval of Minutes:

The meeting was called to order at 2:17 p.m. by Dr. Kelly Richardson, Associate Professor of English and Chair of Faculty Assembly. Dr. Richardson welcomed faculty members and thanked Dr. Jane Smith, Professor of English, for filling in for Dr. Amanda Hiner, Faculty Assembly Secretary, as the recorder of minutes for the meeting. The minutes of the October 24<sup>th</sup>, 2014 Faculty Assembly meeting were approved with no corrections.

#### II. Curriculum Committee Report:

Dr. Dave Pretty, Chair of the Curriculum Committee, provided a brief overview of an extensive list of course and program change proposals

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

- i. Add course: BIOL 528, Biology of Bone.
- ii. Modify course: BIOL 530, Current Methods in Microscopy. Change description to include newer techniques covered in the course.
- iii. Add course: BIOL 670, Biological Statistics.
- iv. Modify course: SCIE 391, Principles of teaching Science. Change prerequisites to reflect current student population.
- v. Add course: HIST 549, The Third Reich.
- vi. Modify course: AAMS 314, Race and Ethnic Relations. Add AAMS 300 as prerequisite.
- vii. Modify courses: INGS 199, INGS 275, INGS 299, INGS 320, INGS 381, INGS 425, and INGS 520. Change designator to reflect change in minor program's name and focus.
- viii. Modify course: WMST 300, Introduction to Women's and Gender Studies. Change title and description to reflect change in the minor program's name and focus.
- ix. Modify course: MATH 101, Algebra and Trigonometry for Calculus. Update S/U section.
- x. Modify course: MATH 105, Applied Calculus. Update S/U section.
- xi. Modify course: MATH 141, Finite Probability and Statistics. Update S/U section, clarify role of 141 vs 341.
- xii. Modify course: MATH 201, Calculus I. Update prerequisite section.
- xiii. Modify course: MATH 202, Calculus II. Update S/U section.
- xiv. Modify course: MATH 291, Basic Number Concepts for Teachers. Update S/U section.
- xv. Modify course: MATH 292, Number, Measurement, and Geometry Concepts for Teachers. Update S/U section.
- xvi. Modify course: MATH 301, Calculus III. Update S/U section.
- xvii. Modify course: MATH 393, Algebra, Data Analysis, and Geometry Concepts for Teachers. Update S/U section.
- xviii. Modify course: MLAN 391, Principles of Teaching World Languages in Grades K-12. Change in number to reflect education core changes.

**b. The following program change proposals were approved:**

- i. Modify program: Minor-INGS. Remove focus area requirement, and update name and designator to better reflect the program's breadth.
- ii. Drop program: Minor-ENST. The SUST minor has been augmented to include ENST courses, so the ENST minor is now obsolete.
- iii. Modify program: Minor-LGST. Correct typo in catalog.
- iv. Modify program: Minor-MDST. Add MDST 350 and ARTH 453 to elective choices.
- v. Modify program: Minor-SUST. Addition of requirements and course choices, deletion of course that no longer exists, and updated course numbering.
- vi. Modify program: Minor-WMST. Move SOCL/WMST 305 from elective option to core option.
- vii. Modify program: MLA-LART. Add language to ensure students pursue a varied and interdisciplinary program.
- viii. Modify program: MLA-LART-PLCE. Add language to ensure students pursue a varied and interdisciplinary program.
- ix. Modify program: BS-BIOL. General education updates, and changes to conform to the new 120-credit degree policy.
- x. Modify program: BS-BIOL-BMRS. General education updates, and changes to conform to the new 120-credit degree policy.
- xi. Modify program: BS-BIOL-CNSV. General education updates, and changes to conform to the new 120-credit degree policy.
- xii. Modify program: BS-BIOL-MTEC. General education updates, changes to conform to the new 120-credit degree policy, correction to footnote about formal affiliations with specific medical centers, and change to make MATH 141 required instead of an option.
- xiii. Modify program: BS-BIOL-CSST. General education and teacher certification updates.
- xiv. Modify program: BS-CHEM-CHBU. General education updates.
- xv. Modify program: BS-CHEM-PHYS. General education updates.
- xvi. Modify program: BS-CHEM-BCHM. General education updates.
- xvii. Modify program: BS-CHEM-FORC. General education updates.
- xviii. Modify program: BS-CHEM-ACSP. General education updates.
- xix. Modify program: BS-CHEM-BIOC. General education updates.
- xx. Modify program: BS-CHEM-MULP. General education updates, and program name change to improve clarity.
- xxi. Modify program: BA-ENGL-WRIT. General education updates.
- xxii. Modify program: BA-ENGL-CSST. General education and teacher certification updates.
- xxiii. Modify program: BA-ENGL-LLAN. General education updates.
- xxiv. Modify program: BA-ENST. General education updates and updates to reflect findings from self-study (course number changes, additional courses, additional requirements, and additional options for electives).
- xxv. Modify program: BS-ENSC. General education updates and updates to reflect findings from self-study (course number changes, additional courses, additional requirements, and additional options for electives).
- xxvi. Modify program: BA-HIST. General education updates, and changes to conform to the new 120-credit degree policy.
- xxvii. Modify program: BA-IDVS. General education updates.
- xxviii. Modify program: BA-SCST-CSST. General education updates.
- xxix. Modify program: BA-MCOM. General education updates and some program streamlining.

- xxx. Modify program: BS-IMCO. General education updates, and changes to conform to the new 120-credit degree policy.
- xxx.i. Modify program: BA-MATH. General education updates, and changes to conform to the new 120-credit degree policy.
- xxx.ii. Modify program: BS-MATH. General education updates, and changes to conform to the new 120-credit degree policy.
- xxx.iii. Modify program: BA-PHRL-PHRL. General education updates.
- xxx.iv. Modify program: BA-PHRL-PHIL. General education updates.
- xxx.v. Modify program: BA-PHRL-RELS. General education updates.
- xxx.vi. Modify program: BA-PLSC. General education updates.
- xxx.vii. Drop program: BA-PLSC-CSST. A new program (BA in Social Studies with Teacher Certification) will be created in the IDST department, and will house the students formerly pursuing a teacher certification track in PLSC or HIST. The new program will go into effect fall 2015, so this program needs to be dropped at that time.
- xxx.viii. Modify program: BA-PSYC. General education updates.
- xxx.ix. Modify program: BA-SOCL. General education updates.
  - xl. Modify program: BA-SOCL-CRIM. General education updates, and addition of SOCL 332 to list of elective choices.
  - xli. Modify program: BA-SOCL-ANTH. General education updates, and addition of ANTH 315 to list of science requirement choices.
  - xlii. Modify program: BA-MLAN-FREN. General education updates.
  - xliii. Modify program: BA-MLAN-CSFR. General education and teacher certification updates.
  - xliv. Modify program: BA-MLAN-SPAN. General education updates.
  - xlv. Modify program: BA-MLAN-CSSP. General education and teacher certification updates.

**c. The following blanket petitions were approved:**

- i. *Department of Interdisciplinary Studies*: For the WMST minor, in the current catalog and all previous catalogs, add SOCL 305/WMST 305 (“Marriage and the Family”) to the list of WMST core courses.
- ii. *Department of Interdisciplinary Studies*: For the WMST minor, in all previous catalogs, add HLTH 506/WMST 506 (“Human Sexuality”) and ANTH 540/BIOL 540 (“Human Ecology”) to the list of WMST core courses.
- iii. *Department of Interdisciplinary Studies*: For the WMST minor, in the current catalog and all previous catalogs, add PSYC 520 (“Special Topics: Psychology of Gender and Sexuality”) to the list of WMST core courses.
- iv. *Department of Mass Communication*: For the MCOM major, in the 2013, 2014, and 2015 catalogs, the internship/practicum requirement is listed as being fulfilled by MCOM 461 or 464. The list of courses should additionally include MCOM 462 and 463.
- v. *Department of Political Science*: For the PLSC major, in the current catalog and all previous catalogs, allow PLSC 510 and 510H (“Nietzsche”) to fulfill the Political Theory course requirement.
- vi. *Department of Political Science*: For the PLSC major, in the current catalog and all previous catalogs, allow PLSC 510 and 510H (“Capitalism and Its Challengers”) to fulfill the Political Theory course requirement.

**c. Thirteen student petitions were approved.**

a. **Discussion of course and program change submissions:**

- i. Dr. Pretty explained that since the last CAS Faculty Assembly meeting agenda was submitted, two proposals were added. He emphasized that all academic programs are currently being reviewed, resulting in a huge amount of work for the CAS Curriculum Committee. He thanked the members of the committee, Kelly Richardson, Wendy Campbell, Joe Rusinko, Gwen Daley, Richard Chacon, and Clara Paulino for their hard work.
- ii. Dr. Kelly Richardson acknowledged Dr. Pretty's role in leading the CAS Curriculum Committee and expressed her heartfelt thanks for his extensive contributions.

**III. Old Business:**

a. **Discussion of end of semester course evaluations:**

- i. On behalf of Dr. Tom Polaski, Chair of the Task Force on End-of-Course Evaluations, Dr. Richardson facilitated a discussion of this year's end-of-semester course evaluations and announced that, this semester, the focus is more on new modes of implementation. A Preliminary Report on Best Practices by Dr. Tom Polaski has been shared with the department chairs and may be shared with faculty. An extensive discussion on the question of whether faculty members can offer extra credit to students for completing course evaluations ensued. Dean Kedrowski reminded faculty members that there might be negative consequences attached to different faculty members offering different incentives to students. Dr. Jennifer Solomon strongly objected to the idea of offering incentives to students to complete faculty evaluations. It was also noted that students could simply visit the evaluation site and click through the questions without responding to them and still provide faculty members with a screen shot demonstrating that they had completed the evaluation. A number of suggestions for encouraging students to complete evaluations were offered by faculty members, and some faculty members discussed some implications of the online evaluation form. Dr. Adolphus Belk noted that many students do not have access to technology and noted that a few extra credit points do not affect students' grades significantly. After more discussion, Dr. Tara Collins offered the following motion: "I move that the CAS Faculty Assembly does not permit extra credit as an incentive to complete the CAS End-of-Course Evaluation form effective spring 2015. `Extra credit` is being defined here as beyond the credits already available in the class. This does not restrict class participation credit. Etc." This motion passed with a show of hands, rather than a voice vote. Dr.

Costner then clarified that an email from CAS will be distributed soon to students to explain the online course assessment process.

**IV. New Business:**

There was no new business.

**V. Announcements:**

- a. Dr. Jane Smith reminded faculty members to ask their students to call the Writing Center at least three days before they need their appointments. At this point in the semester, the Writing Center is turning students away.
- b. Dr. John Bird reminded faculty members of his upcoming Margaret M. Bryant Professor annual lecture, “Born to Trouble: Mark Twain’s *Huckleberry Finn*, the ‘N’ Word, Censorship, and Race,” on November 19<sup>th</sup>, 2014, at 7:00 p.m. in the Richardson Ballroom.
- c. Dr. Robin Lammi reminded faculty members that the Big South Undergraduate Research Symposium (BigSURS) is going to be held April 10 – 11, 2015. Within the next week, she will send more detailed information about the research conference in an email.
- d. It was announced that the Department of Mass Communications will be having a panel discussion November 18, 2014 on “Journalists as Bargaining Tools.”
- e. Dr. Gloria Jones reminded faculty members that December 1<sup>st</sup> is the closing date for abstracts for the TLC Second Annual Teaching and Learning Conference in January.
- f. Dean Kedrowski reminded faculty members of travel authorization due dates, noted that the heat will be on over the weekends in Bancroft and Kinard, and offered congratulations to Dr. Janice Chism for her recent discovery of a possible new monkey species in the Peru rainforest as well as the Department of Chemistry for recent accomplishments.

**VI. Dean’s Remarks:**

- a. Dean Karen Kedrowski thanked faculty members for attending the CAS Faculty Assembly meeting and for reaching out to her with feedback after the last CAS Faculty Assembly meeting. She noted that the discussion of administrative assistants and their organization is ongoing.
- b. Dean Kedrowski embarked on a discussion about the institution’s finances and priorities in which she shared the following statement from the Board of Trustees’ Institutional Strategic Priorities Statement: “The Board of Trustees maintains the utmost confidence in the University’s leadership and its capacity to continue enhancing the Winthrop Experience by:
  - Increasing student enrollment, retention, and degree completion;
  - Continuing to support excellence in academic and student life programing;
  - Enhancing the work environment for faculty and staff; and
  - Expanding not only Winthrop’s role as a partner in the region’s economic growth but also the number of Winthrop supporters inspired to invest in the University’s future.”

- c. Dean Kedrowski noted that university efforts to increase enrollment include:
  - i. Recruiting more incoming students (freshmen & transfers)
  - ii. Engaging in marketing efforts, admissions, talking points, branding
  - iii. Creating new degree programs (UG & G)
  - iv. Creating graduate Programs (enrollments, certificates)
  - v. Increasing Retention
  - vi. Meeting more of students' financial need
  - vii. Encouraging greater geographic diversity
  - viii. Raising the institution's profile in the state, region, and nation
  - ix. Improving degree completion rates
  - x. Allowing a shorter time to degree completion.
- d. Dean Kedrowski noted that staff members in Enrollment Management; staff members in the Development Office; staff members in Departments, Programs, and Centers; and faculty members are all responsible for raising money for the university.
- e. She noted that the Dean is responsible for identifying college priorities for the Development Office, meeting with donors, attending development events, crafting a CAS message, promoting the college, effectively managing what money the college does have, coordinating with Admissions and the Graduate School, and perfecting strategies for retention.
- f. Dean Kedrowski relayed that, when asked to speak about the College of Arts and Sciences, her message is that CAS is the home of the liberal arts at Winthrop University. It is a college that offers high quality academic programs with world class faculty whose first priority is student learning and development. The college's undergraduate research program is a national model and its interdisciplinary programs are particularly notable.
- g. Dean Kedrowski stated that the CAS faculty can help improve the institution's financial position is by delivering quality academic programs and engaging in other activities to raise the institution's profile. They can also seek external sources of funding through external grants and contracts and entrepreneurial activities. In addition, they should identify specific needs, share success stories, and maintain relationships with alumni.
- h. Dean Kedrowski shared the following detailed budgetary information:
  - i. College Budget: +/- \$16 million**
    - 1. +/- 94% is personnel (salaries and benefits)
    - 2. +/- 6% is operating
    - 3. Most of this is controlled by individual departments.
  - ii. Individual Departments' Budgets Include or May Include:**
    - 1. Personnel lines
    - 2. Operating budgets of highly variable amounts (\$2200-100,000)
    - 3. Course fees
    - 4. Sometimes a temporary help line or student employment line

5. Sometimes a revolving account (“hard” money but can be rolled over from year to year.)
  6. Sometimes Foundation accounts (“soft money”)
- iii. College Operations:**
1. Operating budget of \$27,000 (after 10% efficiency savings)
  2. Equipment budget of \$69,000 (after 10% efficiency savings)
  3. Travel budget of \$38,700 (after 10% efficiency savings)
  4. Adjunct faculty budget of \$1.1 million (increase from \$453,000)
  5. Discretionary Foundation accounts of a few thousand dollars
- iv. Indirect Cost Account Budget:**
1. Institution charges *indirect costs* on many external grants and contracts that employees develop.
  2. Not all grantors will permit indirect costs to be added.
    - a. May be added to personnel line only.
    - b. May be added to grant/contract total.
  3. Federal Government (NSF, NIH, NEA, etc.) does.
  4. Amount varies. Can be as high as 60%. Contracts are typically 20%.
  5. Profit Sharing:
    - a. 40% retained by the institution
    - b. 60% given back to the college
- v. How this Money is Used:**
1. Programs Generating Funds:
    - a. Winthrop match.
    - b. Special projects.
    - c. Return to faculty.
    - d. Return to department.
  2. Money Retained by the College (CAS):
    - a. Furniture.
    - b. New faculty start up.
    - c. Equipment.
    - d. Cost overruns.
    - e. Special projects.
    - f. Pilot projects.
    - g. Supplementary travel.
- vi. Indirect Cost Account:**
1. Benefits:
    - a. Provides money for some items that we otherwise couldn’t afford.
    - b. Provides a fixed amount for supplementary travel.
  2. Drawbacks:
    - a. We don’t have complete autonomy over this account.
    - b. The amount deposited varies by year.

- c. The amount is not enough to use to hire someone on “soft money” to provide certain support.
- i. Dean Kedrowski encouraged faculty members to seek external grants and contracts because they provide substantial benefits for the College of Arts and Sciences. She expressed understanding of how much effort it takes to both apply for and administer external grants, but encouraged faculty members to pursue grants whenever possible. Dr. Jennifer Solomon expressed gratitude for this detailed budget information.

**VII. Adjournment:**

Dr. Kelly Richardson moved to adjourn the meeting at 4:31 p.m. The motion to adjourn was seconded and approved.

Respectfully submitted,

Amanda L. Hiner, Ph.D.

## Appendix 2

**Curriculum Committee**  
Report for Faculty Assembly  
From December 09, 2014 and January 20, 2015 meetings

**2. The following course change proposals were approved:**

- a. *Modify course: BIOL 461, Academic Internship.* Change in GPA requirements, prerequisites, and number of times the course may be repeated.
- b. *Modify course: BIOL 463, Academic Internship.* Change in GPA requirements, prerequisites, and number of times the course may be repeated.
- c. *Add course: MCOM 575, Organizational and Crisis Communication.*
- d. *Modify course: NUTR 607, Research Methods.* Change prerequisites and limit course to graduate students.
- e. *Modify course: NUTR 611, Global Nutrition.* Remove NUTR 221 as prerequisite.
- f. *Add course: WRIT 675, Writing for Digital Communities.* Will provide a theoretical and hands-on seminar in writing for electronic publication.

**3. The following program change proposals were approved:**

- a. *Modify program: BSW-SCWK.* General education updates.
- b. *Modify program: Minor-SWEL.* Reduction of total credit hours from 18 to 15.

**4. The following blanket petitions were approved:**

- a. *Department of Interdisciplinary Studies:* For the WMST minor, in the current catalog and all previous catalogs, add WMST 405 (“Special Topics in Women’s Studies”) to the list of WMST core courses.
- b. *Department of Political Science:* For the PLSC major, in the current catalog and all previous catalogs, allow PLSC 510 (“Evolution and Political Theory”) to count as a Theory course in the major.
- c. *Department of Sociology & Anthropology:* For the WMST minor, in the current catalog and all previous catalogs, allow SOCL 350, when taught as “Masculinities” and cross-listed with WMST 450, to count as a WMST core course.
- d. *Department of Sociology & Anthropology:* For the ANTH concentration, allow ANTH 503a or 503b to count towards the fieldwork requirement.

**5. Twenty-four student petitions were approved.**