

MINUTES
COLLEGE OF ARTS AND SCIENCES
FACULTY ASSEMBLY
January 30, 2015

2:00 p.m.

Kinard Auditorium

I. Approval of Minutes:

After determining that there were enough faculty members present to constitute a quorum, 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 November 14th, 2014 Faculty Assembly meeting were approved with no corrections.

II. Curriculum Committee Report:

Dr. Dave Pretty, Chair of the Curriculum Committee, presented a list of course and program change proposals.

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

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

b. The following program change proposals were approved:

- i. Modify program: BSW-SCWK. General education updates.
- ii. Modify program: Minor-SWEL. Reduction of total credit hours from 18

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 WMST 405 (“Special Topics in Women’s Studies”) to the list of WMST core courses.

- ii. *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.
 - iii. *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.
 - iv. *Department of Sociology & Anthropology*: For the ANTH concentration, allow ANTH 503a or 503b to count towards the fieldwork requirement.
- d. **Twenty-four student petitions were approved.**

III. Report from CAS Committees:

a. Nominating and Rules Committee:

- i. Dr. Leslie Bickford, Assistant Professor of English, reported that the following CAS and University committee positions will be vacated at the end of the academic year:
 - 1. University Committee Positions:
 - a. Academic Council (Laura Glasscock)
 - b. Academic Council (Virginia Williams)
 - c. Academic Freedom and Tenure (Wendy Campbell)
 - d. Faculty Committee on University Life (Jennifer Disney)
 - e. Financial Exigency (Laura Glasscock)
 - f. Gen Ed Curriculum (Andy Doyle)
 - g. Gen Ed Curriculum (Frank Pullano)
 - h. Undergraduate Petitions (Kristen Kiblinger)
 - i. University Curriculum (Tom Polaski)
 - 2. CAS Committee Positions:
 - a. Curriculum (Clara Paulino)
 - b. Curriculum (Kelly Richardson)
 - c. Curriculum (Wendy Campbell)
 - d. Curriculum (Joe Rusinko)
 - e. Nominating and Rules (Leslie Bickford)
 - f. Personnel Advisory (Leigh Armistead)
 - g. Personnel Advisory (Joe Rusinko)
 - h. Personnel Advisory (Will Kiblinger)
 - i. Chair of CFA (Kelly Richardson)
 - j. Chair of GFC (Jo Koster)
- ii. Dr. Bickford noted that faculty members will vote on these open positions in March. An email with a list of open committee positions will be sent to faculty members; faculty members should contact Dr. Bickford or their department chairs if they are interested in being nominated for open positions.

IV. Old Business:

a. Discussion of Activity Insight and Faculty Annual Reports:

- i. Dr. Beth Costner, Associate Dean of CAS, led a discussion of Activity Insight, Digital Measures, and the required faculty Annual Reports. She announced that Mr. Brian Hipp's transfer to the College of Business would result in some shifting of responsibilities in the College of Arts and Sciences. She also noted that the implementation of Activity Insight would be a three year process involving significant changes, revisions, and modifications as the program becomes fully implemented. She solicited ongoing input from faculty members and thanked them for their patience as this new database is implemented.
- ii. Dr. Costner demonstrated how to "Run Custom Reports" in Activity Insight and noted that the two most important custom reports are the CAS Annual Report and the Class and Office Schedule. Faculty members should select the "Build Report" option between January and May of 2015 to upload data and create their annual reports. Faculty members may see how their final annual reports will appear by selecting "Run Report" and should upload any missing or incomplete information.
- iii. Dr. Costner noted that the annual reports should include all faculty activity from June 2014 to May 2015. The "Overall Summary" category is optional, but faculty members should upload syllabi, scholarly activity, and committee activities.
- iv. Dr. Costner led a discussion in which she responded to several faculty questions and comments, including Dr. Gregory Oakes' comment about how the "Reflections on Teaching" category differs from the "Assessment" category. Dr. Costner noted that reflection on teaching and assessment of courses can be entered under "Scheduled Teaching," while reflections on course design can be entered in the "Reflect on Course Design" cell. Course levels, course student learning outcomes, and course assessment measures ("Assessment" cells) must be filled out by faculty members. Dr. Costner clarified that faculty members only have to identify one to three outcomes per course.
- v. Dr. Gregory Oakes, Coordinator of Special Projects for the College of Arts and Sciences, noted that Activity Insight is not necessarily a new or supplemental type of assessment process. Rather, it is a new platform for data previously submitted in various annual reports. Dr. Oakes emphasized that this is a university-wide collaboration meant to meet assessment needs across the campus. In response to a faculty member's concern that there was no explicit CAS faculty input on this platform, Dr. Oakes replied that specific departments have had the opportunity to provide input on the platform. The concern was raised that this may be a "back-door" way to change current assessment procedures. Dr. Michael Lipscomb, Associate Professor of Political Science, noted that this new process had not been submitted to the CAS Assessment Committee. Dr. Oakes stated that CAS was already engaged in this type of assessment in annual reports and that the new process is "congruent with the general notion of reflection on teaching throughout the year." Dr. Oakes emphasized that there was no intent to add or change

assessment procedures, and that the next step would be to meet with Assessment Coordinators throughout the college.

- vi. Dr. Karen Kedrowski, Dean of the College of Arts and Sciences, noted that the vast majority of faculty members already reflect on student thinking and on their own teaching strategies. A small minority of faculty members does not reflect on their teaching in a substantive way; this new system responds to that minority by intentionally prompting them to reflect on their teaching strategies and outcomes.
- vii. Dean Kedrowski noted that these reports are focused on individual self-assessment and are not intended to be tied to larger program assessments. She noted that self-assessment and evaluation of faculty members are two distinct categories that should not be blurred. The faculty “assessment” categories in Activity Insight should be considered “Self-Reflection.” Dean Kedrowski further noted that we will modify and test this for several years while seeking further faculty feedback.
- viii. Dr. Jeffrey Sinn, Associate Professor of Psychology, asked whether we ever agreed as a college to change the annual reporting process, and noted that these associated changes may be eroding our ability to control how we are assessed and evaluated. Dr. Oakes noted that the faculty evaluation procedure will stay exactly the same and that faculty members have a wide range of freedom on how much information they put in the data cells in Activity Insight.
- ix. Dr. Beth Costner assured faculty members that her personal responses in the “reflection” sections are very different from those of Dr. Oakes, and noted that information from other documents can be cut and pasted into the boxes in Activity Insight.

b. Discussion of Course Evaluations:

- i. Dr. Gregory Oakes addressed the issue of the new online student CAS course evaluations, and noted that last semester’s system for student course evaluation presented a number of problems, including the following limitations:
 - 1. The open-ended comment boxes limit student feedback
 - 2. The system has weak user tools
 - 3. There is no way to control when students take the evaluation
- ii. Going forward, online student course evaluations will include larger comment boxes, better user tools, and better faculty control of when evaluations are administered.
- iii. Dr. Oakes noted that CAS will be using the Qualtrics Platform for student evaluations rather than the platform provided in Blackboard. He noted that this transition will be simple. Faculty members will be able to decide when to give a specific code to students to take the evaluations. Students will log in to the course evaluations using their WU ID numbers and a course code. The College will provide departments and faculty members with the text to instruct students on how to complete the evaluations.
- iv. Professor Jeannie Haubert, Associate Professor of Sociology, noted that it’s important that faculty have control over when evaluations are administered to

- students. Dr. Oakes replied that this new system will provide faculty members with more control over timing.
- v. Dr. Kristin Kiblinger noted that it would be helpful to know which students had completed the evaluation, as she likes to provide extra credit to students for completing course evaluations. (Another faculty member noted that we had previously voted and adopted a resolution stating that we could not give students extra credit for completing course evaluations.) Dean Kedrowski stated that we can include completion of course evaluations as part of class participation. Dr. Oakes noted that at present the evaluation includes the standard five questions currently used in CAS evaluations. Various faculty members asked questions about how we could assure that students complete all questions, and Dean Kedrowski replied that we have never been able to assure that, even with the paper evaluations.
 - vi. Dr. Oakes noted that the College of Arts and Sciences had a very good participation rate (70%) for the 2014 fall semester course evaluations and stated that more information concerning online course evaluations would be sent to faculty members via email.

V. New Business:

a. Digital Commons:

- i. Ms. DeAnn Brame, Digital Services and Systems Librarian at Dacus Library, gave a presentation on the new web platform called Digital Commons at Winthrop University. Ms. Brame noted that this is an open-access platform that provides an online forum for faculty members to upload their scholarship, research interests, and published articles. Digital Commons was launched in January of 2015 and is designed to showcase the depth and breadth of research being done by faculty members at Winthrop University. Faculty members can manage, personalize, and organize their own pages.
- ii. Benefits of Digital Commons for Faculty Members:
 - 1. An opportunity to showcase scholarly research and publications.
 - 2. An easy, accessible platform.
 - 3. A way to have scholarly work indexed to Google.
 - 4. A way to allow users to follow authors and receive publication updates.
 - 5. A way to gather statistical data and reports on scholarly work.
- iii. Ms. Brame demonstrated how to access the site, upload scholarship, and organize entries on the site. She noted that each department on campus will have a page on the site, and encouraged departments to upload faculty publications and department newsletters. She also noted that the site will include a Faculty Book Gallery with links to allow users to purchase books.
- iv. Ms. Brame stated that the site will also feature undergraduate research, honors theses, advisory board reports, links to the Louise Pettus Archives, and old Winthrop yearbooks.

- v. Ms. Brame encouraged faculty members to begin to upload documents and articles to the site and responded to a number of faculty questions, including questions about copyright laws. Ms. Brame stated that faculty members can check with individual publishers to confirm whether they can upload links or documents to the site. Other faculty members asked if Winthrop can do batch uploads or uploads from BibTeX files. Ms. Brame stated that we can check on those options and that Winthrop conference presentations will automatically be uploaded if they are available online. Another faculty member noted that many faculty members already do this in ResearchGate and asked if there is a way to link these two online platforms. Ms. Brame stated that she will look into linking the two online platforms. Ms. Brame encouraged faculty members to contact her with questions or comments (bramed@winthrop.edu).

VI. Announcements:

- a. Dr. Richardson noted that the next College Faculty Assembly meeting would be held on Friday, March 27th at 2:00 p.m. The Graduate Faculty Assembly meeting will immediately follow this meeting.
- b. Dr. Robin Lammi, Professor of Chemistry and Director of Undergraduate Research, noted that the deadline for travel funds is Thursday, February 5, 2015. She stated that the Big SURS deadline is Sunday, February 15, 2015, and that the university Abstract Book deadline is March 6, 2015. She stated that faculty members should encourage students to submit abstracts online before the deadline.
- c. Dr. Beth Costner noted that the deadline for submitting nominations for the University Tutoring Award is March 27, 2015. She stated that Dean Gloria Jones has noted that there has been an over-representation of nominations from the Academic Success Center, and she encouraged faculty members to promote nominations from other tutoring groups on campus, such as the Writing Center, Math Tutoring Center, etc.

VII. Dean's Remarks:

a. Administrative Support Project:

- i. Dean Karen Kedrowski reminded faculty members that, earlier this year, she had solicited feedback from faculty members regarding how best to handle the administrative support needs within the college. Dean Kedrowski reported that faculty feedback indicated that there was no interest in movement from the current model of having administrative support staff members assigned to specific departments, though she stated that faculty members were accepting of having staff members share some tasks. Dean Kedrowski noted that there are now three openings rather than one, including the open position created by Mr. Brian Hipp's transition to the College of Business Administration.
 - 1. The new person functioning as the administrative specialist for the third floor of Bancroft would support two departments, with some tasks and projects omitted from the position.

2. The third floor of Kinard would be assigned a three-quarter FTE staff person (30 hours/week) and would provide assistance over the summer.
 3. A third position, Technology Coordinator for CAS, will require a Master's degree and will include some teaching responsibilities. This twelve-month position would include some responsibilities currently held by some faculty and administrators.
- ii. The Dean's Office will assume the responsibility of editing all department web pages on the university website. A designated faculty member will still need to monitor the web pages for content within each department.
 - iii. The Technology Coordinator will be able to provide assistance with Internal Self-Studies and Program Reviews, can help generate data from Blackboard Analytics, and can help departments with data collection and calculations.
 - iv. After the new department support staff positions are filled, the college will administer "mini-searches" for tasks that have been carved away from the current support staff members. These tasks might include support for on-site conferences, the West Forum, summer camps and summer AP Institutes, special projects, etc.
 - v. Dean Kedrowski stated that the Dean's Office will provide technical support and logistical help for on-campus conferences, institutes, or camps. These venues can be revenue generators for the college and will have a high priority within the Dean's Office.
 - vi. Finally, the Dean's Office will create an Administrative Handbook and will provide electronic training and support for administrative specialists.

b. Promotion and Tenure Review:

- i. Dean Kedrowski informed faculty members that tenure and promotion documents need to be current and that all language in tenure and promotion documents should be consistent with current language in the CAS Faculty Roles and Alignment document; she also noted that the Dean's office was working to update the current documents. Dean Kedrowski reminded faculty members that language and practices associated with tenure and promotion procedures should be consistent with current practices. For instance, she explained that most portfolios are submitted in electronic form, even though the language in some documents clearly refers to paper portfolios.
- ii. She also solicited feedback for a "Tip Sheet" to be prepared for faculty members currently undergoing tenure or promotion review.
- iii. Dean Kedrowski reminded the faculty that a new Committee on Personnel Action, consisting of Acting President Debra Boyd, Vice President for Finance and Business J. P. McKee, and Associate Vice President for Human Resources Lisa Cowart, now exists. This committee assesses all requests for to hire, create new positions, merit or retention raises outside of the normal faculty t/p processes etc.
- iv. Dean Kedrowski stated that tenure and promotion policies will go through Academic Affairs before the March CAS Faculty Assembly meeting.
- v. Dr. Bill Naufftus, Professor of English, asked whether the term "With Distinction" will be added, in addition to the term "Satisfactory," to the post-

tenure review process. Dean Kedrowski stated that this issue has not been addressed yet because the college still needs to figure out the financial awards that would be attached to the “With Distinction” category.

- vi. She noted that questions about compensation are being routed to the Compensation Committee.
- vii. Dr. Matt Hayes, Assistant Professor of Psychology, asked why the tenure and promotion documents now state “Roles” rather than “Roles and Rewards.” Dean Kedrowski stated that in 2011, the president at the time accepted the “Roles” portion of the document but rejected the “Rewards” portion. At that time, the Post-Tenure review category “With Distinction” remained, but the financial compensation attached to that category was expunged. Dr. Hayes then asked if the Compensation Committee is currently working on the “Rewards” part of the review process. Dr. Richardson noted that several people who currently have tenure went through this process without these options in place.
- c. Dr. John Bird, Professor of English, noted that Dean Kedrowski’s birthday was January 29th and wished her a happy birthday.

VIII. Adjournment:

Dr. Kelly Richardson moved to adjourn the meeting at 3:47 p.m. The motion to adjourn was seconded and unanimously approved.

Respectfully submitted,

Amanda L. Hiner, Ph.D.