

MINUTES
COLLEGE OF ARTS AND SCIENCES
FACULTY ASSEMBLY
March 27, 2015

2:00 p.m.

Kinard Auditorium

I. Approval of Minutes:

After calling the meeting to order at 2:01 p.m., Dr. Kelly Richardson, Associate Professor of English and Chair of Faculty Assembly, announced that there were not enough faculty members present to constitute a quorum. Faculty members moved to conduct business in the absence of a quorum, approved the motion, and unanimously voted in favor of conducting business. The minutes of the January 30th, 2015 Faculty Assembly meeting were then approved with no corrections. Dr. Richardson thanked Dr. Amanda Hiner, Assistant Professor of English, for serving as CAS Faculty Assembly Secretary; Dr. Duane Neff, Assistant Professor of Sociology, for serving as CAS Faculty Assembly Parliamentarian; and Ms. Kathryn Wilson, CAS Administrative Coordinator, for her generous, ongoing assistance.

II. Curriculum Committee Report:

Dr. Dave Pretty, Chair of the Curriculum Committee, presented nine course change proposals requiring a faculty vote and reported on one blanket petition and four student petitions not requiring faculty approval.

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

- i. Drop course: BIOL 450, Honors: Selected Topics in Biology. No longer used or needed, so should be dropped to avoid confusion with the 450H course that is used instead.
- ii. New course: BIOL 529, Stem Cell Biology. Currently being offered at BIOL523X, and there is extensive student interest to continue offering the course.
- iii. New course: ENGL 550, Topics in Critical Reading. Needed to allow more topics offerings.
- iv. New course: WRIT 511, Topics in Writing and Critical Communication. Need another topics course for piloting courses.
- v. New course: HIST 624, Special Topics in History for Social Studies Educators. Has been offered as an experimental course before.
- vi. Modify course: INGS 201, Introduction to Study Abroad. Part of a wider effort to change all INAS courses to the INGS designator.
- vii. Modify course: SCWK 330, Research Methods for Social Work. Remove prerequisites.

- viii. New course: FREN 624 Special Topics in Language Teaching. Has been offered as an experimental course before.
- ix. New course: SPAN 624 Special Topics in Language Teaching. Has been offered as an experimental course before.

b. The following blanket petition was approved:

- x. *Department of Interdisciplinary Studies*: For the Medieval Studies minor, allow MDST 350, ARTH 453, and ARTS 482 (when cross listed with ARTH 453) to count in category 3 of the minor requirements. This change has been approved by Academic Council starting in 2015, so this petition is to cover students in current and previous catalogs.

c. Four student petitions were approved.

III. Old Business:

a. Nominating and Rules Committee:

- i. On behalf of Dr. Leslie Bickford, Assistant Professor of English, Dr. Catherine Change, Assistant Professor of History, reviewed prior nominations and took nominations from the floor for each of the following committee positions:

1. University Committees:

- a. Academic Council (Two Vacancies):
 - i. Kristen Abernathy (MATH); Leslie Bickford (ENGL); Wendy Campbell (SCWK); Maria Gelabert (CHEM).
 - ii. Faculty members moved to close nominations from the floor; the motion was seconded and unanimously approved.
- b. Academic Freedom and Tenure (One Vacancy):
 - i. Julian Smith (BIOL); Kristin Kiblinger (PHRL); Pedro Munoz (WLAC); Jeff Sinn (PSYC).
 - ii. Faculty members moved to close nominations from the floor; the motion was seconded and unanimously approved.
- c. Faculty Committee on University Life (One Vacancy):
 - i. Aimee Meader (MCOM); Clara Paulino (IDST); Amanda Hiner (ENGL); Bill Schulte (MCOM); Gwen Daley (GEOL); Pedro Munoz (WLAC); Guy Reel (MCOM).
 - ii. Faculty members moved to close nominations from the floor; the motion was seconded and unanimously approved.
- d. General Education Curriculum (Two Vacancies):
 - i. Amanda Hiner (ENGL); Gwen Daley (GEOL); Trent Kull (MATH); Dave Pretty (HIST); Jeff Sinn (PSYC).
 - ii. Faculty members moved to close nominations from the floor; the motion was seconded and unanimously approved.
- e. Teacher Education (One Vacancy):
 - i. Mary Pat Sjoström (MATH); Cassie Bell (BIOL).

- ii. Faculty members moved to close nominations from the floor; the motion was seconded and unanimously approved.
 - f. Undergraduate Petitions (One Vacancy):
 - i. Maria Aysa-Lastra (SOCL); Duane Neff (SCWK); Laura Glasscock (BIOL).
 - ii. Faculty members moved to close nominations from the floor; the motion was seconded and unanimously approved.
 - g. University Curriculum (One Vacancy):
 - i. Zach Abernathy (MATH);Cliff Calloway (CHEM).
 - ii. Faculty members moved to close nominations from the floor; the motion was seconded and unanimously approved.
- 2. College of Arts and Sciences Committees:
 - a. CAS Curriculum (Four Vacancies):
 - i. Liz Evans (WLAC); Wendy Campbell (SCWK); Jo Koster (ENGL); Duane Neff (SCWK); Donna Nelson (PSYC); Bill Schulte (MCOM); Matt Stern (BIOL).
 - ii. Faculty members moved to close nominations from the floor; the motion was seconded and unanimously approved.
 - b. Nominating and Rules (One Vacancy):
 - i. Stephanie Nielsen (NUTR); Dustin Hoffman (ENGL).
 - ii. Faculty members moved to close nominations from the floor; the motion was seconded and unanimously approved.
 - c. Personnel Advisory (Three Vacancies):
 - i. Amy Gerald (ENGL); Christian Grattan (CHEM); Trent Kull (MATH); Jon Marx (SOCL); Ginger Williams (HIST).
 - ii. Faculty members moved to close nominations from the floor; the motion was seconded and unanimously approved.
 - iii. Dr. Karen Kedrowski, Dean of the College of Arts and Sciences, raised a Point of Order and noted that Dr. Jon Marx is stepping down as Department Chair and is eligible to serve on the CAS Personnel Advisory Committee.
 - d. Chair of CAS Faculty Assembly (One Vacancy):
 - i. Wendy Campbell (SCWK); Michael Lipscomb (PLSC).
 - ii. Faculty members moved to close nominations from the floor; the motion was seconded and unanimously approved.
 - e. Chair of Graduate Faculty Assembly (One Vacancy):
 - i. Dr. Bill Schulte, Assistant Professor of Mass Communication, nominated Dr. Guy Reel, Associate Professor of Mass Communication, from the floor.
 - ii. Dr. Kelly Richardson, Associate Professor of English, nominated herself from the floor, but fully endorsed the other candidate nominated from the floor.

- iii. Faculty members moved to close nominations from the floor; the motion was seconded and unanimously approved.

IV. **New Business:**

- a. Dr. Richardson announced that voting for committee members will be done electronically via a Qualtrics survey. The survey link will be sent to faculty members' Winthrop email accounts by 5:00 p.m. on March 27th, and the survey will close at 5:00 p.m. on March 30th.

V. **Announcements:**

a. **Qualtrics Conference Report:**

- i. Dr. Cheryl Fortner-Wood, Associate Professor of Psychology, reported on the Qualtrics Summit she attended in February along with Ms. April Hershey, Mr. Brian Hipp, Dr. Hemant Padwardhan, Mr. Alan Davis, and Dr. Antje Mays. She reported that the Summit was very informative and that the information learned at the Summit will help to support undergraduate researchers and Winthrop McNair Scholars, who use Qualtrics in many of their projects, as well as faculty members who are using Qualtrics in an increasing array of applications across the campus.
- ii. Dr. Fortner-Wood announced that Qualtrics has a number of helpful resources for faculty members, including an online Qualtrics University, a helpful book titled *How to Use Qualtrics*, a fourteen-page handout, a document titled "21 Ways Qualtrics Can Make Your Life Easier," and extensive [online support and training](#).
- iii. Dr. Fortner-Wood stated that faculty members can request a Qualtrics account by emailing CASTech@winthrop.edu. Faculty members can search for Qualtrics in the search box on the Winthrop home page or click the link on the CAS Faculty Resources page.
- iv. Finally, Dr. Fortner-Wood announced that she will be presenting a TLC session for faculty on Qualtrics in the fall 2015 semester.

b. **New CAS Research Mentoring Recognition Policy:**

- i. Dr. Joseph Rusinko, Associate Professor of Mathematics and CAS Director of Undergraduate Research, shared a new plan, subject to administrative approval, for providing formal recognition for the efforts faculty members make mentoring undergraduate students in their research. Under this new plan, faculty members will be able to gradually accrue credits for course release time for their work mentoring students.
- ii. Dr. Rusinko shared the following details related to this new plan:
 - 1. **Banked Student Credit Hours (SCH):** This model only applies to faculty who are not receiving in-load credit or other financial awards for mentoring students during the accrual semester. Student Credit Hours will only be earned for credit bearing undergraduate research experiences. Departments will be encouraged to take curricular actions to help

recognize the work that is occurring. Starting in the fall, one could use X-courses to help meet this requirement.

2. **Earning SCH:** This credit is to be earned for student research experiences including research-focused independent study courses, Honors Theses, or Master's Theses. This could include for-credit research courses in the summer sessions, as long as the faculty member was not already being compensated.
 3. **Reassignment List:** Once faculty members earn 36 SCH, they will be placed on the CAS-Reassignment List. This list will be maintained on the CAS website for transparency. Reassigned time will be on a first in, first out model. Each semester CAS has agreed to offer three faculty members a course reassignment. The reassignment may be deferred a semester in consultation with the chair in order to best accommodate department needs. Once faculty members have entered the reassignment list, their SCH count is reset to 0. To help ensure that all active members have an opportunity to at least gain one course release, it will require 48 SCH to return to the reassignment list.
 4. **Timeline:** Faculty members can begin accrual of credits in the fall 2015 semester.
- iii. Dr. Rusinko noted that most departments in the College of Arts and Sciences have no current policy for undergraduate mentoring compensation, and that faculty members are concerned about the fact that they are not compensated for this type of work. Dr. Rusinko encouraged faculty members to email him if they have any questions about the proposed new plan.
- c. **Interdisciplinary Conference:** Dr. Ginger Williams, Associate Professor of History, announced that Winthrop's first Interdisciplinary Conference, *Water in the World: Interdisciplinary Approaches to Access and Sustainability*, will take place November 6 – 7, 2015. Dr. Williams encouraged faculty members to submit abstracts on any topic related to water.
 - d. **CCAS Webinars:** Dean Kedrowski announced that a series of Council of Colleges of Arts and Sciences webinars on interdisciplinarity will take place April 22nd through May 8th. She also encouraged faculty members to mark their calendars for the CAS Celebration for Graduates to be held on Study Day on the Campus Green and for the CAS Faculty/Staff Family Picnic to be held on Friday, May 8th after grades are due.
 - e. **Scouting Partnership:** Dean Kedrowski also noted that Winthrop University is now partnering with the Boy Scouts and Girl Scouts to provide opportunities for Bronze, Silver, or Gold Scouting Projects. Approximately fifteen projects have been identified on campus thus far.

VI. Dean's Remarks:

a. Presidential Search Process:

- i. Dean Kedrowski expressed gratitude to the faculty for their help and support during the presidential search process. She especially thanked Dr. John Bird,

Professor of English, for his exemplary service to the university as Faculty Representative to the Board of Trustees.

b. Personnel Actions:

- i.** Dean Kedrowski noted that, as of August 1st, Dr. Beth Costner will serve as the Associate Dean of the College of Education and will assist in their CAPE reaccreditation process. Dean Kedrowski congratulated Dr. Costner and stated that she will be missed in the College of Arts and Sciences. She also noted that Dr. Gregory Oakes will assume the title of Assistant Dean for Graduate Programs and Assessment in the College of Arts and Sciences.
- ii.** Dean Kedrowski stated that, pending approval from the Committee on Personnel, there will be an internal search to replace Dr. Costner. This position, titled Assistant or Associate Dean of Research and Professional Development, will entail sourcing, writing, and closing out grants; leading grant-writing workshops; providing continuing professional development workshops; providing faculty mentoring; creating a faculty handbook; and creating an electronic handbook and training resources for staff. This position will entail part-time paid work over the summer.
- iii.** Dean Kedrowski announced that the College of Arts and Sciences will also conduct a search for someone to replace Mr. Brian Hipp, and that after some administrative restructuring, they will conduct some “mini-searches” for specific staff positions.

c. Evaluation of Administrators:

- i.** Dean Kedrowski next addressed how administrators are evaluated. She noted that, up to now, Deans and higher administrators were evaluated through self evaluations, peer-evaluations, and administrative evaluations. She stated that a common form has been used that addressed organizational skills, effectiveness, etc. Administrators have had to provide a list of twenty names, from which supervisors would choose ten, to provide peer reviews. This was not a real “360 degree” evaluation. In the future, this process will be changing to provide a way for faculty members to evaluate administrators. This college-wide evaluation process will take place through a Qualtrics survey to be administered in April or May of this year. The feedback on this survey should be considered formative (for improvement), not summative (evaluative). This feedback will not be a part of the Dean’s administrative review. Instead, it will go to Dean Kedrowski and will contribute to her Annual Report.
- ii.** Dean Kedrowski stated that she and Dr. Costner would leave the room to allow faculty members to discuss how this evaluation should take place. Faculty should consider what types of questions should be on the survey, who should administer the survey, etc.
- iii.** After Dean Kedrowski and Dr. Costner left the room, Dr. Kelly Richardson presided over a discussion of the topic with faculty members. Dr. Richardson noted the comments and concerns raised by faculty members and will communicate those to Dean Kedrowski.

- iv. After entering the room again, Dean Kedrowski expressed thanks to the faculty members for providing feedback on the evaluation process.
- d. **Course Evaluation Committee Update:**
 - i. Dean Kedrowski stated that the Course Evaluation Committee was perfecting language to take back to departments within the College for additional feedback. The committee needs endorsement of the language to send out via Qualtrics. A final version will be presented for department approval in the near future.
- e. **Tenure and Promotion Procedures:**
 - i. Dean Kedrowski noted that the College of Arts and Sciences needed to update its tenure and promotion policies to comply with the new Faculty Roles and Rewards document and language and to be consistent with University-level policies.
 - ii. She also stated that the language in the CAS Tenure and Promotion documents had been modified to reflect actual current practices.
 - iii. Dean Kedrowski shared the drafts of the new tenure document and promotion document and stated that they had been vetted by Academic Affairs and had been modified with feedback from department chairs and the Personnel Committee. She solicited feedback and questions from faculty members. Dean Kedrowski noted that a final version of these documents would be finalized and posted by the fall semester.
 - iv. In response to a question by Dr. Richardson, Dean Kedrowski stated that a “Tips and Best Practices” document would be provided to faculty members to provide tips for constructing tenure and promotion portfolios.
- f. **Comments Related to the Assistant Dean Position:**
 - i. Dr. Jeffrey Sinn, Professor of Psychology, shared a concern that searching for a grant-writing specialist at the college level would suggest that we do not need to hire a grant specialist at the university level. Dean Kedrowski stated that this college-level position could set a precedent for a university grant specialist in the future in the same way that the College of Arts and Science’s successful use of Qualtrics led the way for its adoption across the university.
 - ii. Dr. Dwight Dimaculangan, Chair of the Biology Department and University Director of Undergraduate Research, noted that there is a need for a CAS in-house grant specialist, and Dean Kedrowski concurred, stating that the need is urgent and that a university-wide position might not be able to serve all the needs in the College of Arts and Sciences.
 - iii. Dr. Robin Lammi, Professor of Chemistry, noted that even if we hire someone internally to work with grant writing for the College, that person will need to be have expertise with federal regulations and federal programs. Dr. Joe Rusinko agreed with Dr. Lammi and stated that most faculty members know very little about federal grant regulations.
 - iv. Dean Kedrowski noted that the perfect person for the job probably doesn’t exist, but that she’s willing to accept a competent candidate and invest in further professional development. She shared some of the complications related to

conducting an outside search, including the August 1st start date and the short time we have available to fill the position before the fall semester.

- v. Dr. Kristin Kiblinger, Associate Professor of Religious Studies, asked if the person hired for this position would be replaced in his or her department, and Dean Kedrowski answered that the person hired would be replaced with adjunct faculty members.
- vi. Dr. Jeffrey Sinn, Associate Professor of Psychology, noted that Teresa Justice's position on campus (Director of Sponsored Programs and Research) used to include grant-writing skills and that whoever is hired to fill her position upon her retirement will need to have a relationship with potential outside donors.
- vii. Dean Kedrowski noted that we could consider donor development efforts in crafting the requirements of the Assistant Dean position.

VII. Adjournment:

Dr. Kelly Richardson reminded faculty members to vote in the upcoming committee elections. A motion was made to adjourn the meeting at 3:47 p.m., and the motion to adjourn was seconded and unanimously approved.

Respectfully submitted,

Amanda L. Hiner, Ph.D.