

**COLLEGE OF ARTS & SCIENCES
FACULTY ASSEMBLY
AGENDA
October 20, 2017**

2:00 p.m.

Kinard Auditorium

- I. Approval of minutes** from September 1, 2017Ginger Williams
 - i. See [appendix 1](#)

- II. Report from CAS Committees**
 - a. **Curriculum Committee** Jessie Hamm
 - i. See [appendix 2](#)

- III. Old Business**
 - a. Dual Enrollment/Dual Credit Robert Prickett

- IV. New Business**

- V. Announcements**
 - a. Sabbatical applications Takita Sumter

- VI. Dean's Remarks** Takita Sumter

- VII. Adjournment**

Note: Quorum (35% of full-time faculty) is 50 faculty members. The minimum attendance to do business (20% of full-time faculty) is 28 faculty members.

Appendix 1

**COLLEGE OF ARTS & SCIENCES
FACULTY ASSEMBLY
MINUTES
September 01, 2017**

2:00 p.m.

Kinard Auditorium

VIII. Welcome and unanimous approval of minutes from August 15, 2017.....Ginger Williams
Dr. Williams also read a card from Dr. Hamed and described several refreshments she had brought for the end of the meeting in celebration of Eid al-Adha

IX. Report from CAS Committees

a. **Curriculum Committee** Jessie Hamm
Dr. Hamm described current course actions which were unanimously approved.

b. **Nominating & Rules committee** Dustin Hoffman
Dr. Hoffman reviewed updates to the CAS alignment statement, specifically regarding roles and rewards updates with primary additions focusing on changes to language describing roles of non-tenure track positions. Dr. Hoffman opened the discussion with an overview of an email he received regarding professional stewardship and service for senior instructors, and it was suggested that the quantity of work (not only the type) be considered (e.g. scholarly activity or professional stewardship beyond department level).

Dr. Kelly Richardson suggested the use of more flexible terms (e.g. usually, condition)

Dr. Thomas Polaski suggested striking the second line and questioned the role's focus for non-tenure track faculty.

Dr. Kristi Westover suggested using "may" or instead of "should"

Dr. Adolphus Belk outlined that if "should" is removed and "may" is used the statement is not longer a requirement and questioned the need for the statement as a reasonable requirement for the non-tenure track senior instructor position.

Dr. Dustin Hoffman added that the language was originally developed in the Dean's Council.

Dr. Wanda Koszewski suggested to take the second line out.

Dr. Kelly Richardson added that this is indeed new language and that she agrees with Dr. Thomas Polaski.

Dr. Dustin Hoffman reminded faculty of amendment bylaws.

Dr. Ginger Williams added a need to make a motion to amend.

Dr. Dwight Dimaculangan added that if the position was being compared to an Associate Professor language may fit but for senior instructor needed more lenient language describing roles and responsibilities.

Dr. Wanda Koszewski questioned the equivalency of senior instructor to tenure track positions and

therefore, expectations for roles and responsibilities.

Dr. Takita Sumter added the need to examine equivalency (or lack thereof) in positions and related roles and responsibilities.

Dr. Siobhan Brownson added that a senior instructor might choose between the two and asked if this was possibly the original intention of the language.

Dr. Joe Koster agreed with Dr. Brownson and that the second line should not be required as written.

Dr. Adolphus Belk asked for clarification for instructor levels. Dr. Siobhan Brownson also request information on instructor levels.

Dr. Jennifer McDaniel suggested the removal of “should do” and asked how senior instructor rank was obtained and/or determined.

Dr. Takita Sumter added that position descriptions are usually outlined on the University level and then are narrowed on the college and/or departmental level. Dr. Dustin Hoffman added that language was utilized from the faculty roles and responsibilities document.

Dr. Thomas Polaski made a motion to strike the 2nd line which was unanimously passed.

- X. **Old Business-** No new business Ginger Williams
- XI. **New Business-** No new business Ginger Williams
- XII. **Announcements**
 - a. Faculty180 update M. Gregory Oakes
Dr. Oakes thanked faculty for patience with the initial roll out of the Faculty 180 system during the previous academic year. He reviewed some changes to the system this year including additional features which would support documentation towards tenure and promotion review(s) (e.g. customizable CVs reports, etc). He will be requesting feedback from chairs and hope to have accomplished by next spring for the next reporting cycle. Email is fine for passing along suggestions.

Dr. Kelly Richardson inquired if the updates could be completed this fall to allow adjunct faculty who primarily teach in the fall to have access to updated changes. Dr. Oakes responded he will aim to have completed by this fall.

Dual Enrollment update Robert Prickett
Dr. Robert Prickett provided an overview of the dual enrollment pilot which included a soft rollout this fall. Twelve students applied and six are currently taking courses. Dr. Prickett outlined the possibility for dual credit courses from Winthrop into local High Schools and outlined any faculty interested should contact him.

Dr. Diana Boyer asked if Winthrop faculty would go into the schools. Dr. Prickett responded that faculty would more so work in a mentor position overseeing curriculum with high school faculty.

Dr. Prickett also outlined the course adjustments with records and registration which included making additional sections in a process comparable to the addition of Honors

course sections. He also thanked chairs for working with him to set up the classes. Currently there are five high school students and 1 homeschool high school student involved in the pilot.

Dr. Jeannie Haubert asked about confidentiality with the students and Dr. Prickett said they are unidentifiable unless the student voices they are a high school student. Dr. Prickett also outlined a process including FERPA where forms were brought to original recruitment meetings with parents and signatures were obtained to allow faculty to discuss students with parents and guardians. Dr. Haubert suggested that this process be made known to faculty.

XIII. Dean's Remarks Takita Sumter

Dr. Sumter began by wishing all faculty a great start to their fall semester. She made a few announcements including an email would go out regarding tenure and promotion committees regarding a virtual training, she made a few comments about the eclipse and reminded faculty of the 100th Anniversary Celebration for the Department of Human Nutrition and invited the department's chair Wanda to speak on the event.

Dr. Wanda Koszewski reviewed details on the celebration including a research symposium, dinner with locally prepared foods and presentation by a guest speaker. She invited all faculty to attend and also highlighted current departmental efforts to collect items for Hurricane Harvey victims which would likely be picked up by the Salvation Army/National Guard over the next two weeks.

Dr. Sumter announced site visits for the Departments of Philosophy & Religious Studies and Sociology, Criminology, & Anthropology that were upcoming.

Dr. Ginger Williams added that faculty could submit topics, questions, etc to her prior to CAS faculty meetings and she would pass along to Dr. Sumter to add to topics addressed by Dr. Sumter.

Dr. Sumter also discussed the upcoming annual departmental reports and the use of more standardized language that was outlined last year in the Dean's Council and reminded faculty that context, use of terms varies between departments and individuals and that overall the key points are to obtain and maintain meeting and/or exceeding expectations for categories evaluated.

Dr. Sumter provided an update on the CAS Dean search with a visit the following week by AGB and that there was also to be a search for the CFO and Associate President of Finance. She also outlined that these positions would have a focus to look at new budget models and that the search committee is currently unknown, however, they have assessment of campus climate in place. The CAS Dean search would be chaired by Dr. Gloria Jones and the search committee if released would be released in the next week or following week. There is also a procedure in place for internal candidates and the search firm has ensured a confidential process to allow for full consideration of internal candidates. Dr. Sumter also added that she was not currently considering applying for the CAS Dean position.

The Student Life Vice President position opened in September and the start date was expected for July 2018. The Student Life Vice President position was expected to be an internal search with a large applicant pool.

Dr. Wanda Koszewski inquired if Dr. Frank P. Ardaiolo was retiring as Student Life Vice President which was confirmed by Dr. Sumter.

XIV. Adjournment- Dr. Williams initiated a motion for adjournment which was passed.

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Appendix 2

CAS Curriculum Committee Report for Faculty Assembly October 10, 2017 meeting

1. The following course actions were approved:

- a. Department of Biology
 - i. Modify course: BIOL 123, Bench to Bedside Three: Pre-Health Professions Preparation
 - ii. Modify course: BIOL 207, SEA PHAGES Discovery Lab
 - iii. Modify course: BIOL 214, Anatomy/Physiology II
 - iv. Modify course: BIOL 300, Scientific Process in Biology
- b. Department of English
 - i. Modify course: ENGL 510, Topics in Literature and Language
- c. Department of History
 - i. New course: HIST 570, International Service Learning in History
- d. Department of Human Nutrition
 - i. New course: NUTR 229, Nutrition Assessment
 - ii. New course: NUTR 327, Nutrition and Wellness
 - iii. New course: NUTR 380, Nutrition Education Theory and Practice
 - iv. Modify course: NUTR 427, Medical Nutrition Therapy I
 - v. Drop course: NUTR 480, Nutrition Education Theory & Practice
 - vi. Drop course: NUTR 518, Medical Nutrition Therapy Laboratory
 - vii. Modify course: NUTR 527, Medical Nutrition Therapy
 - viii. Modify course: NUTR 528, Dietetic Internship I: Supervised Practice Experience
 - ix. Modify course: NUTR 529, Dietetic Internship II: Supervised Practice Experience II
 - x. Modify course: NUTR 530: Dietetic Internship III: Supervised Practice Experience III
 - xi. Modify course: NUTR 531: Dietetic Internship IV: Supervised Practice Experience IV
 - xii. New course: NUTR 580, Nutrition Counseling and Practice
- e. Department of Interdisciplinary Studies
 - i. Modify course: IDVS 390, Individualized Studies Methodology
 - ii. New course: PEAC 570, International Service Learning in Peace Studies
- f. Department of Mass Communication
 - i. New course: FILM 101, Fundamentals of Production
 - ii. New course: FILM 301, Film Production and Technology
 - iii. New course: FILM 420, Film and Content Production Capstone
 - iv. Modify course: MCOM 347, Documentary Film Production

2. The following program actions were approved:

- a. Department of Biology
 - i. Modify program: BS-BIOL-BMRS
 - ii. Modify program: BS-BIOL
 - iii. Modify program: BS-BIOL-MTEC
 - iv. Modify program: BS-BIOL-CSST
 - v. Modify program: BS-BIOL-CNSV
- b. Department of Human Nutrition

- i. Modify program: BS-NUTR-DIET
- c. Department of Interdisciplinary Studies
 - i. Modify program: MINOR-CAPE
- d. Department of Mass Communication
 - i. New program: MINOR-FILM

3. The following blanket petitions were approved:

- a. Department of Mathematics
 - i. For the BA-MATH-CSST and BS-MATH-CSST, in all previous catalogs, students should take MAED 591 instead of MAED 391.
 - ii. For the BA-MATH, BS-MATH, BA-MATH-CSST, and BS-MATH-CSST, in all previous catalogs, allow students to take MATH 311 instead of MATH 509.
 - iii. For the BA-MATH, BS-MATH, BA-MATH-CSST, and BS-MATH-CSST, in the current catalog, allow students to take MATH 509 instead of MATH 311.