

**COLLEGE OF ARTS AND SCIENCES  
FACULTY ASSEMBLY  
Minutes  
January 17, 2020  
Kinard 018, 2:00 p.m.**

- I. Approval of Minutes** ..... Jo Koster  
*Meeting commenced at 2:00 pm, and Dr. Koster welcomed all to the spring semester. Minutes from October 18, 2019 CAS Assembly were approved unanimously.*
- II. Chair’s Report** .....Jo Koster  
*Dr. Koster issued the following reminders:*
- (1) A special meeting scheduled for Friday, February 21, at 2 PM in Kinard Auditorium, will discuss questions from our CAS Faculty Survey with Provost Adrienne McCormick;*
  - (2) Our next Assembly, March 6, will include faculty elections. Please think about whether you want to serve on any committees, and CAS Nominating/Rules Committee will be calling for nominations. Send any names/inquiries to Dr. Maria Gelabert (Chair, Rules), Department chairs, or Dr. Koster. Consult [Faculty Governance](#) site for committee information.*
  - (3) With the early March 6 date, any curricular actions desired for this semester (to take effect 2020-21) should be entered into the Curriculum Application System for consideration by the Curriculum Committee by February 18.*
  - (4) Special mention to encourage students to send abstracts to SOURCE (April 24) for presentation, promoting excellent student work to be showcased. Deadline March 4.*
- III. CAS Committees** ..... Jo Koster
- a. Curriculum Committee ([Appendix 1](#))..... Dave Pretty  
*Dr. Pretty, Chair of the Curriculum Committee, led voting on a series of course and curriculum changes. All new courses, modifications, and degree modifications were unanimously approved.*
  - b. Nominating & Rules ([Appendix 2](#))..... Maria Gelabert, Monique Constance-Huggins and Kori Bloomquist (co-chairs, Diversity and Inclusion Committee)  
*Dr. Gelabert, Chair of Nominating and Rules Committee, introduced bylaws language for the ad hoc Committee for Diversity and Inclusion to become a standing committee of the CAS. Motion for creation of committee and corresponding bylaws language passed unanimously after discussion.*  
*On committee composition and number of representatives from each department, an amendment to Require each department chair to appoint at least one representative was moved and not passed. Proposed language was in contrast to being encouraged (not required) to appoint at least one representative. Discussion centered around the importance of representation from all departments, while also not overburdening small departments (Dr. Marsha Bollinger, IDST, Dr. Brandon Ranallo-Benavidez, PLSC). Dr. Constance-Huggins said bylaws were written to be consistent with Student Research Committee. Dr. Greg Oakes said the committee should be large enough for rotation of members to serve on faculty search committees.*  
*An important corollary issue raised by faculty is the removal of the Tillman name from buildings and alma mater. Besides possible backlash associated with student/faculty dissent (per recent unrest at Clemson U.), any changes to historic building names need 2/3 vote from the SC state legislature, and the overall political in the legislature is weak at the current time. It was suggested that anyone may call this particular building “Old Main” to reflect its original name. (Dr. Wanda Koszewski, NUTR, Dr. Adolphus Belk, PLSC )*
  - c. Undergraduate Research ([Appendix 3](#))..... Bill Schulte

*Dr. Schulte, Committee for Undergraduate Research, described a proposal for a UR course label to identify specific courses as research-intensive. This would enhance post-graduate opportunities, benefit students and faculty by better defining these courses, and improve external relations for the student experience at Winthrop. Several faculty asked for clarification and gave suggestions, culminating in an agreement to revisit this item at the next CAS Assembly, when the committee will bring a more developed version of a checklist or specific criteria for courses to have this label, with approvals in place for 5 years. The request for clearer guidelines was suggested by Dr. Kelly Richardson (ENGL), Dr. Oakes, Dr. Nick Grossoehme (CHEM), Dr. Victoria Frost (BIOL), Dr. Jennifer Disney (PLSC), and Dr. Jessica Yang (SWRK). Part of the need for clarification stems from the required percentages of research-intensive elements within a course (50% or 25%, for example), without additional criteria in the form of a list (Dr. Peter Judge, RELG). Faculty also asked if it would be possible to contract this designator, as is currently done for honors students. Dr. Schulte replied that this was not intended.*

*Other specific questions:*

*Can this apply for independent study courses, where students arrange separate designator as for honors (Dr. Ranallo-Benavidez, PLSC): No*

*Would this be college or university level (Dr. Padmini Patwardhan, MCOM): piloted at the college level*

*What else is required in the application (i.e. syllabus, Dr. Peter Judge, RELG): UR committee will clarify*

#### **IV. Old Business - none**

#### **V. New Business..... Jo Koster**

##### **a. Faculty Survey on Pre-Tenure Review Inclusion (Peter Judge)**

*Faculty were requested to bring smart phones, tablets, laptops, or other web-enabled devices to participate in a brief survey as part of this presentation.*

*In response to last spring's discussion on tenure/promotion and pre-tenure review, specifically on inclusion of PTR materials into tenure dossier, the Pre-tenure Review & Recommendation Committee developed a short survey, emailed to faculty by Kat Wilson on January 17. Faculty who were not able to complete the survey at the meeting are strongly encouraged to use the e-mailed link to provide the committee with needed perspectives.*

##### **b. Office of Accessibility (Chris Keck and Shardae Nelson-Johnson)**

*Mr. Keck and Ms. Nelson-Johnson summarized the services offered by the OA, reminding faculty to be aware of access in development of web sites, teaching materials, and to help make the process of access interactive and communicative – between student, faculty, and OA – throughout the term as needed.*

*[Faculty Guidelines](#) link is provided with every student letter to faculty. Dr. Yang asked about service animals, which are not registered by OA – but emotional support animals do register with OA. Dr. Dwight Dimaculangan (BIOL) asked what faculty are allowed to ask if a service animal is brought into class: (1) "Is that a service animal for a disability?" and (2) "What service/ task does it perform for you?", as outlined in [Disability Related Animals on Campus](#). Dr. Ginger Williams (IDST) asked about situations where accessibility is connected to significant classroom disruption, and the main process for handling, as appropriate, would be removal from the classroom, campus police if necessary. Dr. Williams pointed out that Winthrop does not have a code of conduct specifically for the classroom. Dr. Margaret Gillikin (IDST) asked about student transition to the workplace, where they might not receive additional time for employment tasks: Mr. Keck said this is where "accountability" is emphasized as the OA advises the student during their time at Winthrop. Dr. Ephraim Sommers (ENGL) asked about problems with excessive absences several years ago, and in that time the AAHE guidelines have leaned more towards accountability, such that permission for a large number of excused absences is less*

*common. The judgement lies with the faculty member on how many absences are excessive from the standpoint of class participation and learning. Ms. Jennifer McDaniel (Internship Coordinator, SWRK) mentioned specific assistance from the OA for working with internship sites that might not be aware of OA accommodations. Mr. Keck and Ms. Nelson-Johnson concluded by reminding faculty that they are there to help faculty and students come to mutual understandings of accommodations and accessibility and encouraged faculty to reach out to them with more questions.*

**VI. Remarks from the Dean** ..... Greg Oakes (on behalf of Takita Sumter)

*Dr. Takita Sumter, Dean of the College of Arts and Sciences, has put together a retrospective/reflective time line of CAS faculty awards and many other accolades over the past 10 years ([Appendix 4](#)), including Winthrop-hosted conferences, new program creation and anniversaries of historic programs, millions in extramural funding, and multiple presidential candidate visits. One constant throughout is the work of faculty, who are invited to think about innovation and growth for CAS in the next decade, particularly in light of new university president leadership.*

*Faculty Professional Development fund applications are due February 3; for travel after 1/1/2020, funding level is \$900 per faculty member.*

*There are four faculty searches at the current time: Human Nutrition, Biology, Chair of Psychology, Psychology*

*Dr. Sumter will host a Dean's Listening Session on February 13.*

**VII. Announcements/Adjournment**

*Dr. Constance-Huggins (SWRK): On January 23 (common time) will be the launching of affinity groups African American, Asian/Pacific, Latinx; LGBT and military/veteran faculty and staff, an event developed and coordinated by Amanda Stewart (University Advancement) and Zan Jones (Associate VP, Chief Diversity Officer).*

*Dr. Hope Lima (NUTR): There will be a lactation conference on March 28 in McBryde Hall, for which student scholarships are available.*

*Dr. Nate Frederick (MCOM): Please share your ideas for Winthrop's next SACS-COC Quality Enhancement Plan topic by responding to the two-question survey sent out by email by Dr. Cheryl Fortner-Wood.*

*Meeting was adjourned at approximately 3:30 pm.*

*Respectfully submitted,  
Maria Gelabert, CAS Secretary*

**Appendix 1**  
**CAS Curriculum Committee Materials**  
*(from meetings 12/2/2019 and 1/7/2020)*

Course Actions

- |                   |   |
|-------------------|---|
| a. Modify BIOL472 | Undergraduate Research in Biology               |
| b. Modify ENGL311 | Special Types of Literature                     |
| c. New FREN111    | Accelerated Elementary French I                 |
| d. New FREN112    | Accelerated Elementary French II                |
| e. New GERM111    | Accelerated Elementary German I                 |
| f. New GERM112    | Accelerated Elementary German II                |
| g. Modify MATH202 | Calculus II                                     |
| h. Modify MATH301 | Calculus III                                    |
| i. New NUTR222    | NUTR 222 - Introduction to Nutrition Laboratory |
| j. Modify NUTR380 | Nutrition Education Theory and Practice         |
| k. Modify NUTR494 | 494. Seminar in Human Nutrition (3).            |
| l. New NUTR502    | Sports Nutrition Practicum                      |
| m. New SPAN111    | Accelerated Elementary Spanish I                |
| n. New SPAN112    | Accelerated Elementary Spanish II               |

*In discussion, it was clarified that the 111-112 language courses satisfy the general education language requirements.*

Program Actions

- |                        |                                       |
|------------------------|---------------------------------------|
| a. Modify BA-MLAN-FREN | BA IN MODERN LANGUAGES/FRENCH OPTION  |
| b. Modify BA-MLAN-SPAN | BA IN MODERN LANGUAGES/SPANISH OPTION |
| c. Modify BS-BIOL-BMRS | BS BIOL - Biomedical Research         |
| d. Modify BS-BIOL      | BS IN BIOLOGY                         |

*In discussion it was noted that the curriculum committee minutes for 12/3/19 should read "Geography" and not "Geology" in the description of these two program actions. The information in the Curriculum Action System is correct.*

- |                        |  |
|------------------------|--|
| e. Modify BS-BIOL-MTEC | BS IN BIOLOGY W/CERT MEDICAL TECHNOLOGY              |
| f. Modify BS-BIOL-CSST | BS IN BIOLOGY/LICENSURE SEC SCHOOL TEACH             |
| g. Modify BS-BIOL-CNSV | Conservation Biology Track                           |
| h. Modify BA-MLAN-CSSP | BA IN MODERN LANGUAGES/SPANISH TEACHER CERTIFICATION |
| i. Modify BA-MLAN-CSFR | BA IN MODERN LANGUAGES/FRENCH TEACHER CERTIFICATION  |
| j. Modify Minor-BIOL   | Minor in Biology                                     |
| k. Modify Minor-NUTR   | Minor in Human Nutrition                             |
| l. Modify Minor-PHRL   | Minor in Philosophy and Religion                     |

Blanket Petitions

- a. Department of Human Nutrition – Concentration in Human Nutrition – Dietetic Opt

NUTR 480 is no longer being taught and some students are still completing requirements where it is required. Will accept NUTR 380 in place of it.

- b. Department of Interdisciplinary Studies – African American Studies
  - Allow 390 (when offered as African Americans in Media and Culture) to meet elective requirement in the African American Studies minor. The justification is to support the statement in the catalog “any course cross-listed as AAMS” would satisfy the elective requirement. This change would allow those students who have taken this course or plan to take this course in the immediate future the ability to count AAMS 390 African Americans in Media and Culture as an elective credit in the AAMS minor.
- c. Department of Biology – BS in Biology
  - i. Allow BIOL 407 (Environmental Biology) and BIOL 331/301 (Natural History of the Carolina Piedmont) to count as Area A lab courses for all catalogs. Both are new courses that fit well with in the Ecology, Evolution, and Environmental area.
- d. Department of Biology – Biology Elective
  - i. Allow BIOL 271 (SEA-PHAGE Bioinformatics) to count as a Biology Elective in the major.
- e. Department of Biology – Biology Elective
  - i. Allow BIOL 464x / 460 (Professional Development for Biology Internships) to count as a Biology Elective (Area D in 2019-2020 catalog and Area C in 2018-2019 and previous catalogs). This new course prepares students for academic internships and future careers through a series of professional development activities.
- f. Department of Biology – BS in Biology
  - i. Since CHEM 106 class will no longer be offered at Winthrop, the Biology Department proposes the following:
    - 1. Waive CHEM 106 as a requirement for the major. The requirement will now be CHEM 105 (3) and CHEM 108 (2).
    - 2. Allow students to count CHEM 104 as a Science and Math elective.
    - 3. Change the Math and Science electives requirement from 11 hours to 13 hours.
- g. Department of Chemistry – BS in Chemistry/All Concentrations
  - i. Allow BIOL 203 and 204 to count towards the newest catalog degree requirements (2019-20) for all chemistry majors and concentrations in place of BIOL 220 and 222. These courses prepare chemistry majors for our Biochemistry classes and labs. The Biology Department is transitioning away from BIOL 203/204. Under the newest catalog, chemistry majors take BIOL 220 and 222 in its place. Some chemistry majors may elect to use the newest catalog requirements having credit for BIOL 203/204.
- h. Department of Interdisciplinary Studies – BA Social Studies Education
  - i. Allow GEOG 350: Geography of World Regions and GEOG 350: Geography of East Asia to count for the World Region, Africa, or Latin America and Caribbean requirement. Both classes have been offered as Special Topics classes and are being added as part of the regular Geography rotation. GEOG 350: Geography of World Regions will become GEOG 309. GEOG 305: Geography of East Asia will become GEOG 307.

- i. Department of Interdisciplinary Studies – BA Environmental Studies and BS Environmental Science
  - i. Allow GEOG 315 to count for GEOG 500 in any student catalog year. The course number was changed from GEOG 500 to GEOG 315.
  
- j. Department of Mass Communication - BA Mass Communication and BS Integrated Marketing Communication
  - i. Substitute MCOM 491-002, CRN 22519 for MCOM 499-001, CRN 20187. MCOM 499 (required Senior Portfolio) class conflicts with several other courses, so we established MCOM 491, Independent Study, to substitute for it. Applies to those enrolled in spring 2020 only.

### Student Petitions

One student petition was denied.

## Appendix 2

### THE COLLEGE OF ARTS AND SCIENCES DIVERSITY AND INCLUSION COMMITTEE

#### Mission

To promote a diverse<sup>1</sup> and inclusive faculty and staff in the College of Arts and Sciences during various stages of the search process as these fall under the purview of departmental search committees.

To educate and inform search committee chairs and personnel as to college, institutional, and national faculty profiles.

To educate and inform search committee chairs and personnel as to the realities of implicit bias; to advise chairs and personnel as to best practices for combating implicit biases in search procedures; to call search committee attention to possible instances of implicit bias during search proceedings, as needed.

To advocate on behalf of under-represented groups for their fair consideration at all stages of the search process, including placement in search short-lists, conversation lists, interview lists, on-campus visits, and the like.

To promote diversity and inclusion<sup>2</sup> in the College of Arts and Sciences by supporting department and program efforts to retain diverse faculty and staff.

#### Charge

- Identify and implement activities and/or strategies in order to increase diversity and inclusion in college faculty and staff
- Identify/implement/recommend activities and/or strategies to improve retention of underrepresented groups among college faculty and staff
- Work with departments to support their efforts to increase diversity in faculty hires, such as meeting with departments to share potential strategies
- Advocate for resources to support departments' efforts to increase diversity and inclusion in hiring and retention of faculty and staff
- Form subcommittees as deemed appropriate
- Reporting: Compile, summarize, and report annual CAS diversity data to the CAS Faculty Assembly. Share department-level diversity data with department chairs. Provide consultation with departments as requested.

---

1 "Diversity" is used here as it was defined by the Winthrop University Strategic Planning Group on Diversity: *For our purposes, diversity includes race, ethnicity, gender, gender identity and expression, sexual orientation, and religion; ... we urge university leaders to also consider factors such as international status, age, and disability when hiring instructors and professional staff.*" Final Report downloaded 2/21/19 from [www.winthrop.edu/uploadedFiles/president/DiversityRep-2016.pdf](http://www.winthrop.edu/uploadedFiles/president/DiversityRep-2016.pdf) (page 2). 2 "Inclusion" is defined here as it was defined by the US Office of Personnel Management, Office of Diversity and Inclusion: *We define inclusion as a culture that connects each employee to the organization; encourages collaboration, flexibility, and fairness; and leverages diversity throughout the organization so that all individuals are able to participate and contribute to their full potential.* Strategic Plan downloaded 9/13/19 from <https://www.opm.gov/policy-data-oversight/diversity-and-inclusion/reports/governmentwidedistrategicplan.pdf> (page 5).

Department Chairs are encouraged to appoint at least one and no more than three representatives for up to two consecutive three-year terms. Members serve at the Department Chair's discretion. Appointments will be staggered to ensure continuity. The undergraduate student representative is a voting member and is elected to a one-year non-renewable term by the Council of Student Leaders. The graduate student representative is selected by the CAS Dean from Department Chair nominations, is a voting member, and will serve a one-year term. The CAS Associate Dean for Assessment and Graduate Programs and University Chief Diversity Officer are ex-officio, non-voting members. The committee will promote the diversity and inclusion of its membership and act accordingly.

**Officers**

The committee elects officers from among its members; the Chair(s) serve(s) a one- year term and the Secretary for a one-year term. Officers may serve consecutive terms.

**Procedures**

The committee will meet at least once a semester. As necessary, interim meetings may be called by the Chair(s) or at the request of three or more committee members. The Chair(s) distribute(s) the agenda one week before the meeting date and executes the agenda during the meeting. The Secretary will take minutes of the meeting and distribute those minutes prior to the next meeting. The Chair(s) will report the Committee's activities annually at CAS Faculty Assembly.

# **BYLAWS OF THE FACULTY ASSEMBLY OF THE COLLEGE OF ARTS AND SCIENCES**

## **Article I NAME**

The name of this organization shall be the Faculty Assembly of the College of Arts and Sciences.<sup>1</sup>

## **Article II RESPONSIBILITIES**

- Section 1. The Faculty Assembly shall be responsible for: (1) its own organization and procedure as provided in these bylaws; (2) the academic programs, policies, and regulations of the College of Arts and Sciences within limitations prescribed by the Faculty Conference of Winthrop University; (3) such additional matters as shall be referred to it by the Faculty Conference of Winthrop University or by the appropriate administrative officers of Winthrop University.<sup>2</sup>
- Section 2. The Faculty Assembly shall create and instruct subordinate committees, standing and select, and shall periodically review their major decisions.
- Section 3. The Faculty Assembly shall be the principal legislative body of the College of Arts and Sciences faculty. The minutes of its meetings shall be filed with the Secretary of the Faculty Conference and with the Rules Committee of the Faculty Conference and its actions may be reviewed by the Faculty Conference or its subordinate bodies according to procedures and regulations determined by it in accordance with the Bylaws of the Faculty Conference of Winthrop University.
- Section 4. The Chair and Secretary of the Faculty Assembly shall work with the Dean's office to maintain a permanent Web Page and archive that contain the following: (a) the current By-Laws of the Faculty Assembly; (b) lists of the current Faculty Assembly officers, the membership of all Faculty Assembly standing committees, and such other committees as the Faculty Assembly shall establish; (c) agendas and minutes of meetings of Faculty Assembly, its standing committees, and such other committees as the Faculty Assembly shall establish, excluding minutes of committees meeting in executive session; (d) results of the most recent elections of officers of Faculty Assembly and members of its standing committees; and (e) summaries of Dean's Council meetings, excluding confidential information. Faculty Assembly information will be disseminated as follows: (a) By mid-August each year the Secretary will e-mail all members of the Faculty Assembly copies of the current Faculty Assembly By-Laws, lists of current Faculty Assembly officers, and members of standing committees; (b) At least one week prior to a Faculty Assembly meeting, the Secretary will work with the Dean's office to e-mail the agenda to all members of the Faculty Assembly; (c) Within one week following approval of Faculty Assembly minutes, the Secretary will e-mail approved minutes to all members and post the information to the Web Page; (d) Within one week following Faculty Assembly elections the Secretary will e-mail the results to all members and post the information to the Web Page; (e) Within one week of availability, the Secretary will work with the Dean's office to e-mail summaries of Dean's Council meetings, excluding confidential information, to the members of Faculty Assembly. (Amended 10/19/12)

---

<sup>1</sup> Hereafter, the phrase Faculty Assembly refers to the Faculty Assembly of the College of Arts and Sciences.

<sup>2</sup> President, Vice President for Academic Affairs and Dean of the Faculty, and Dean of the College of Arts and Sciences.

## **Article III MEMBERSHIP**

Every member of the Faculty Conference who is assigned to the College of Arts and Sciences shall be a member of the Faculty Assembly. In addition, adjunct faculty who are assigned to departments in the College of Arts and Sciences shall be members of the Faculty Assembly (except for the purpose of determining a quorum). If the eligibility of a person for membership is questioned, the Faculty Assembly shall be the judge of the qualifications for that person for membership in the Faculty Assembly. (Amended 3/23/12)

## **Article IV OFFICERS**

- Section 1. The presiding officer of the Faculty Assembly shall be titled Chair of the Faculty Assembly. The Chair shall be a tenured, full-time faculty member of the College of Arts and Sciences. No department chair or other administrative officer shall be eligible to chair the Faculty Assembly.
- Section 2. The Chair shall be elected for a one year term during the Spring semester preceding the academic year of his or her service.
- Section 3. The Chair of the Curriculum Committee shall preside when the elected Chair is absent or chooses not to participate. If the Chair of the Curriculum Committee cannot serve, the Chair of the Faculty Assembly shall designate another faculty member to preside.
- Section 4. The Secretary of the Faculty Assembly shall be appointed by the Chair of the Faculty Assembly.
- Section 5. The Parliamentarian of the Faculty Assembly shall be appointed by the Chair of the Faculty Assembly.  
(Amended 10/4/94)

## **Article V MEETINGS**

- Section 1. The Faculty Assembly shall prescribe for itself a suitable schedule of regular meetings. The Assembly may delegate to the Chair the responsibility for this scheduling.
- Section 2. At least one meeting of the Faculty Assembly shall be held each semester. Special meetings may be called by the Chair of the Faculty Assembly, by the Dean of the College of Arts and Sciences, or by ten percent of the members of the Faculty Assembly.
- Section 3. The agenda of scheduled meeting shall be prepared by the office of the Dean in consultation with the Chair of the Faculty Assembly, Agendas of special meetings shall be prepared by the official or group of faculty calling for the meeting. (Amended 1/23/97 and 3/23/12)
- Section 4. A quorum shall consist of 35 percent of the membership of the Faculty Assembly.
- A. The number required for a quorum shall be determined at the beginning of each semester and shall be printed in the agenda of each meeting of the Faculty Assembly.
  - B. At the beginning of each meeting of the Faculty Assembly the chair shall determine if a quorum is present. If a quorum is not present, the Assembly shall be able to conduct business subject to the following conditions:
    - 1. Seventy-five percent of the faculty in attendance shall vote that business be conducted.
    - 2. Final action on all substantive proposals (as distinguished from amendments and procedural actions) shall require the approval of two-thirds of those present and voting.

3. If at any time during the meeting, attendance falls below 20 percent of the membership of the Faculty Assembly, debate may continue but the only motion in order shall be a motion to adjourn.
- C. The agenda shall be distributed so as to be in the hands of faculty no less than one calendar week in advance of the meeting of Faculty Assembly.  
(Amended 1/28/92)

Section 5. Nothing in these bylaws shall be construed as denying the Dean the right to place items on the agenda of any scheduled meeting, to present reports to the faculty at any scheduled meeting or special meeting called by the Dean, or to be recognized on the same basis as any member of the Faculty Assembly to discuss matters brought before the Assembly at any scheduled or special meeting.  
(Amended 10/4/94)

Section 6. Curriculum action requiring a vote from the CAS Faculty Assembly may be placed in extraordinary circumstances on an electronic voting forum. This action may be taken only with the full agreement of the chair of CAS Faculty Assembly, the CAS Curriculum Committee, and the majority of the CAS Nominating and Rules Committee; these last-named committees may themselves vote this permission electronically. Curriculum placed on the electronic forum may be voted on electronically if no recommendation for further discussion is registered within 7 days of initial posting to the online forum. Any recommendation for further discussion would cause the curriculum item to be placed on the agenda of the next CAS Faculty Assembly meeting where the matter would be discussed and voted on by members. Actions involving graduate courses or programs may undergo the same process with the Graduate Faculty Committee, but the permission of the Chair of the Graduate Faculty Committee will also be required. (Amended 09/02/16)

**Guidelines for Electronic Voting** An item may be placed on the electronic forum for a vote after it has received approval from the necessary parties. An email notification will be sent to all CAS Faculty Assembly members with a link to the online forum and summary of information regarding the curriculum item requiring a vote.

1. Voting members will have 7 days to review the curriculum item and supporting documentation.
2. During the 7-day period, any member may post a clarification question. Clarification questions posted to the forum will be answered by a designated person associated with the curriculum item.
3. Any CAS Faculty Assembly member may vote to open the item for further discussion if they have more extensive questions or concerns. This action would remove the curriculum item from the electronic forum and place it on the agenda of the next scheduled CAS Faculty Assembly.
4. After 7 days, the CAS Faculty Assembly chair will open a motion to approve. At this time, members may vote freely on the curriculum item.
5. Electronic voting options are yes/no/abstention. Members will have 7 days to vote on the motion. At least 15 percent of the Faculty Assembly (or, in appropriate circumstances, Graduate Faculty Committee) membership must actively participate for the vote to be considered valid; otherwise the item will be placed on the agenda for the next scheduled CAS Faculty Assembly.

6. The CAS Faculty Assembly secretary shall announce the results and declare the thread of “motions” closed. The secretary shall compile and maintain the complete thread of the motion.
7. The chair of CAS Faculty Assembly will have final discretion in deciding whether a vote will be held electronically or whether the issue should be scheduled for the next CAS Faculty Assembly meeting. (Amended 09/02/16)

## **Article VI-A CURRICULUM COMMITTEE**

- Section 1. The Curriculum Committee of the College of Arts and Sciences shall be responsible to the Faculty Assembly and to the Graduate Committee of the College of Arts and Sciences for appropriate reports and recommendations concerning academic programs policies, regulations, instruction and curricula within the College of Arts and Sciences. (Amended 10/19/12)
- Section 2. The Curriculum Committee shall consist of a maximum of eight members including seven members of the Faculty Assembly, not to include adjunct faculty, elected for two-year terms by the Faculty Assembly. The terms of the faculty members shall be staggered. No more than one member of a department may serve as a voting member on the Curriculum Committee in any given year. A voting member may not serve in succession more than two complete consecutive terms. If a member ceases to serve, a successor shall be elected for the unexpired term only. Department chairs are ineligible for membership on the Committee. The Committee will seek nominations from department chairs for a student member and an alternate. The recommendations will be forwarded to the Dean of Arts and Sciences. The student member and alternate majoring in the College of Arts and Sciences shall be appointed by the Dean as voting members for one-year terms. The Committee shall elect its own Chair and a Secretary from among its faculty members. The Dean of the College of Arts and Sciences or a designated representative shall sit as a non-voting member. The faculty member elected by the Faculty Assembly to serve on the Committee on University Curriculum shall sit as a non-voting member. (Amended 11/21/83, 8/16/12, and 10/19/12)
- Section 3. The committee shall create such sub-committees as it deems appropriate.
- Section 4. The Curriculum Committee shall serve as a petitions committee to consider requests from students for exceptions to academic regulations and program requirements of the College of Arts and Sciences and its departments. (Amended 8/15/79). While the Committee may seek the advice of the student member on student petitions, only the faculty members shall sit as voting members while acting on petitions. (Amended 11/21/83)

## **Article VI-B PERSONNEL ADVISORY COMMITTEE**

- Section 1. The Personnel Advisory Committee of the College of Arts and Sciences shall be responsible to the Dean of the College of Arts and Sciences for recommendations concerning promotions in faculty rank and the awarding of tenure to faculty members assigned to the College of Arts and Sciences and other matters referred to it by the Dean of the College of Arts and Sciences. (Amended 8/16/12)
- Section 2. The Personnel Advisory Committee shall consist of five tenured members of the faculty assembly serving two-year terms, three to be elected in odd years, and two to be elected in even years. Elections will be held in late Spring (March-April) of each academic year for service to begin the following academic year. Members will be elected by the College of Arts and Sciences Faculty

Assembly from a list of nominees, consisting of two nominations per position, submitted by the Dean of the College of Arts and Sciences. Additional nominations may be made from the floor of the Assembly. Each member shall serve a two-year term and is eligible for re-nomination and reelection, but may not be considered for promotion while serving. The committee shall choose its chair from among its members. The Dean of the College of Arts and Sciences may participate without vote in the deliberations of the committee. However, the committee reserves the right to exclude the Dean from all or part of any of its meetings if a majority of the committee agrees that this is justified. The committee, in its deliberations, shall be receptive to any source of information relevant to a candidate's qualifications for promotion and/or tenure that is submitted by the candidate or participants in the official review process. The committee's recommendations concerning promotion in academic rank and/or granting of tenure to these candidates will be submitted in writing to the Dean of the College of Arts and Sciences. If there is a dissenting opinion to the overall committee's recommendation, a separate report describing the said dissensions must also be submitted in writing to the Dean. The committee will normally meet in executive session; all business and committee's recommendations shall be considered privileged information and revealed only in accordance with established college procedures for appeal. (Amended 1/28/92 and 8/16/12)

### **Article VI-C NOMINATING AND RULES COMMITTEE**

- Section 1. The Nominating and Rules Committee shall be responsible for presenting to the Faculty Assembly no less than two nominations for each vacancy to offices filled by election by the Faculty Assembly, except as otherwise specified. It shall also be responsible for making recommendations to the Faculty Assembly concerning the conduct of elections.
- Section 2. The Nominating and Rules Committee will recommend to the Faculty Assembly appropriate changes in the bylaws. (Amended 3/23/12)
- Section 3. The Nominating and Rules Committee shall consist of three members of the Faculty Assembly, not to include adjunct faculty. One member shall be the faculty member elected by the Faculty Assembly as the Arts and Sciences representative to the Committee on Faculty Personnel of the Faculty Conference. Two additional members shall be elected for three year terms by the Faculty Assembly. Terms of all members shall be staggered. If a member ceases to serve, a successor shall be elected for the unexpired term only. The committee shall elect a Chair from among its own members. (Amended 1/23/97 and 8/16/12)
- Section 4. Custody and counting of ballots shall be the responsibility of the Secretary of Faculty Assembly, who will tally the votes with the assistance of a faculty monitor designated by the Nominating and Rules Committee. The faculty monitor may not be a candidate in that election. (Amended 3/23/12)

### **Article VI-D STUDENT RESEARCH COMMITTEE**

- Section 1. The mission of the College of Arts and Sciences Student Research Committee is to foster faculty-student relationships in scholarly and creative works that have a positive impact on students' academic experiences through the development of skills such as critical thinking, ethical decision making, and professional communication. This mission encourages students and faculty mentors to collaborate in the design and implementation of projects and the dissemination of results. These results are achieved through a student-centered learning environment that encourages discipline-specific and interdisciplinary research, scholarship, and creative activities.

- Section 2: The committee's goals are as follows: provide resources to develop and sustain high-quality faculty mentors, work with administration to develop and sustain resources to support student research, sustain a marketing plan aimed to make the student body aware of research opportunities within and across all disciplines, and support the College's and the University's efforts to encourage and enable dissemination of scholarly and creative works.
- Section 3: The Student Research Committee includes representatives from every department in the College of Arts and Sciences plus one student member who is majoring in one of the College's departments. Department chairs appoint one or two persons for renewable 3-year terms: members serve at the chairs' discretion. Appointment to the committee is staggered to ensure continuity. The student representative is a voting member and is elected to a one-year non-renewable term by the Council of Student Leaders; the Associate Dean of the College of Arts and Sciences is a non-voting member.
- Section 4: The Student Research Committee elects officers from among its membership: a chair for a one- or two-year term and a secretary for a term of at least one year. Officers may serve consecutive terms.
- Section 5: The chair distributes the agenda a week ahead of time by email. The chair may not vote on motions except in the case of a tie. The chair will report the committee's activities for the year to the Faculty Assembly, and the secretary will file the year's minutes with the Dean's Office. The chair will serve on the University's Undergraduate Research Advisory Committee. The Student Research Committee may create subcommittees as deemed appropriate. (Amended 10/21/16)

## **Article VI-E DIVERSITY AND INCLUSION COMMITTEE**

- Section 1. The mission of the College of Arts and Sciences Diversity and Inclusion Committee is to promote a diverse<sup>3</sup> and inclusive faculty and staff in the College of Arts and Sciences during various stages of the search process as these fall under the purview of departmental search committees, educate and inform search committee chairs and personnel as to college, institutional, and national faculty profiles, educate and inform search committee chairs and personnel as to the realities of implicit bias, advise chairs and personnel as to best practices for combating implicit biases in search procedures, call search committee attention to possible instances of implicit bias during search proceedings, as needed, advocate on behalf of under-represented groups for their fair consideration at all stages of the search process, including placement in search short-lists, conversation lists, interview lists, on-campus visits, and the like, and to promote diversity and inclusion<sup>4</sup> in the College

---

<sup>3</sup> "Diversity" is used here as it was defined by the Winthrop University Strategic Planning Group on Diversity: *For our purposes, diversity includes race, ethnicity, gender, gender identity and expression, sexual orientation, and religion; ... we urge university leaders to also consider factors such as international status, age, and disability when hiring instructors and professional staff.* Final Report downloaded 2/21/19 from [www.winthrop.edu/uploadedFiles/president/DiversityRep-2016.pdf](http://www.winthrop.edu/uploadedFiles/president/DiversityRep-2016.pdf) (page 2).

<sup>4</sup> "Inclusion" is defined here as it was defined by the US Office of Personnel Management, Office of Diversity and Inclusion: *We define inclusion as a culture that connects each employee to the organization; encourages collaboration, flexibility, and fairness; and leverages diversity throughout the organization so that all individuals are able to participate and contribute to their full potential.* Strategic Plan downloaded 9/13/19 from <https://www.opm.gov/policy-data-oversight/diversity-and-inclusion/reports/governmentwidedistrategicplan.pdf> (page 5).

of Arts and Sciences by supporting department and program efforts to retain diverse faculty and staff.

Section 2: The committee charge is as follows: identify and implement activities and/or strategies in order to increase diversity and inclusion in college faculty and staff, identify/implement/recommend activities and/or strategies to improve retention of underrepresented groups among college faculty and staff, work with departments to support their efforts to increase diversity in faculty hires, such as meeting with departments to share potential strategies, advocate for resources to support departments' efforts to increase diversity and inclusion in hiring and retention of faculty and staff, form subcommittees as deemed appropriate, compile, summarize, and report annual CAS diversity data to the CAS Faculty Assembly, share department-level diversity data with department chairs, and provide consultation with departments as requested.

Section 3: Department Chairs are encouraged to appoint at least one and no more than three representatives for up to two consecutive three-year terms. Members serve at the Department Chair's discretion. Appointments will be staggered to ensure continuity. The undergraduate student representative is a voting member and is elected to a one-year non-renewable term by the Council of Student Leaders. The graduate student representative is selected by the CAS Dean from Department Chair nominations, is a voting member, and will serve a one-year term. The CAS Associate Dean for Assessment and Graduate Programs and University Chief Diversity Officer are ex-officio, non-voting members. The committee will promote the diversity and inclusion of its membership and act accordingly.

Section 4: The committee elects officers from among its members, the Chair(s) serve(s) a one-year term and the Secretary for a one-year term. Officers may serve consecutive terms.

Section 5: The committee will meet at least once a semester. As necessary, interim meetings may be called by the Chair(s) or at the request of three or more committee members. The Chair(s) distribute(s) the agenda one week before the meeting date and executes the agenda during the meeting. The Secretary will take minutes of the meeting and distribute those minutes prior to the next meeting. The Chair(s) will report the Committee's activities annually at CAS Faculty Assembly. (Amended 1/17/20)

## **Article VI-F CONSTITUENT COMMITTEES**

The members of the Faculty Assembly who are appointed to each Department or Program within the College shall be members of a Faculty Committee of that Department or Program. Each Department or program shall have the authority to create its own organization and rules consistent with these by-laws. Eligibility for service on any committee of Faculty Assembly or the Graduate Faculty Committee must meet all requirements stated in the relevant bylaws. (Amended 10/19/12)

## **Article VI-G GRADUATE FACULTY COMMITTEE**

Section 1. The Graduate Faculty Committee of the College of Arts and Sciences is a constituent committee of the Winthrop University Graduate Faculty Assembly. The members of the College of Arts and Sciences Faculty Assembly who are members of the Winthrop University Graduate Faculty Assembly shall be members of the Graduate Faculty Committee of the College of Arts and Sciences. (Amended 10/19/12)

Section 2. The presiding officer of the Graduate Faculty Committee shall be titled Chair of the Graduate Faculty Committee. The Chair shall be a tenured, full-time faculty member of the College of Arts and Sciences who is a member of the graduate faculty. No department chair or administrative officer shall be eligible to chair the Graduate Faculty Committee.

Section 3. The Chair shall be elected for a one year term during the Spring semester preceding the academic year of his or her service.

Section 4. If the Chair of the Arts and Sciences Graduate Committee is absent or chooses not to participate, the Chair of the Curriculum Committee shall preside. If the Chair of the Curriculum Committee cannot serve, the Chair of the Graduate Faculty Committee shall designate another faculty member to preside. (Amended 10/19/12)

Section 5. The Chair shall appoint a Secretary and Parliamentarian.

Section 6. The Committee shall meet at the call of its Chair or any ten percent of its members.

Section 7. It shall consider matters brought before it by its own members, the Curriculum Committee of the College of Arts and Sciences, the Constituent Committees of the College of Arts and Sciences, the Winthrop University Graduate Faculty Assembly and its subordinate councils and committees, or the appropriate administrative officers of Winthrop University.<sup>3</sup>

Section 8. It shall submit appropriate reports and recommendations to the Winthrop University Graduate Faculty Assembly in accordance with the rules and procedures established by the Winthrop University Graduate Faculty Assembly. (Amended 1/23/97)

---

<sup>3</sup> President, Vice President for Academic Affairs and Dean of the Faculty, Dean of the College of Arts and Sciences, and Dean of the Graduate School. (Amended 10/19/12)

## **Article VI-H OTHER COMMITTEES**

Each committee of the Faculty Assembly, standing or select, unless otherwise provided, shall elect its own chairman and secretary; shall meet at the call of the chairman or one-third of its members; and shall report on its activities at least once each academic year to the Faculty Assembly. All committee actions, except for the recommendation of the Personnel Advisory Committee, may be modified or reversed by the Faculty Assembly. All committee members, except those of the Personnel Advisory Committee and select committees designated by the Faculty Assembly as closed, shall be open to all members of the Faculty Assembly unless the committee specifically votes to meet in executive session. From time to time the Faculty Assembly, in consultation with the student government, shall determine rules concerning student representation on committees of the Faculty Assembly.

## **Article VII PARLIAMENTARY AUTHORITY**

The rules contained in the most recent edition of Robert's Rules of Order shall govern the Faculty Assembly and all committees or other entities created under the authority of these bylaws, in all cases to which they are applicable and in which they are not inconsistent with the relevant bylaws or special rules of order. All continuing special rules of order shall be made available to all faculty members of the Faculty Assembly.

## **Article VIII AMENDMENTS**

These bylaws can be amended at any regular meeting of the Faculty Assembly of the College of Arts and Sciences by a two-thirds vote of the members voting, provided that the proposed amendment has been placed on the agenda by a vote of the Faculty Assembly at the previous meeting. Such an amendment shall become effective upon ratification by the Faculty Conference of Winthrop University.

## **Article IX RATIFICATION**

Section 1. These bylaws shall be operative beginning August 15, 1975 provided that they are first passed by the Faculty Assembly and ratified by the Faculty Conference of Winthrop University.

Section 2. All programs, policies, and regulations previously operative in the area of responsibility of these bylaws shall be valid and operative until changed.

### **ORDER OF IMPLEMENTATION**

The Faculty Assembly of the College of Arts and Sciences authorizes the following actions prior to August 15, 1975 to prepare for the implementation the Bylaws of the Faculty Assembly of the College of Arts and Sciences.

1. The first election for committees under the new bylaws shall be held at a meeting of the Faculty Assembly during April 1975.
2. The Faculty members of the Executive Advisory Committee to the Dean of the College of Arts and Sciences shall have the responsibility for resolving problems regarding implementation of the new bylaws and shall serve as the initial nominating committee.

## Appendix 3

### Undergraduate Research (UR) Label: Proposal

#### Defining "Research":

The Council on Undergraduate Research defines undergraduate research as student-conducted inquiry or investigation that makes an original, intellectual, or creative contribution to the discipline. A wide variety of scholarly and creative activities across all disciplines may qualify as undergraduate research provided that they are accomplished by students with faculty mentorship and are deemed to meet the high standards specific to their fields.

#### Rationale:

Winthrop University is committed to providing a student-centered learning environment that fosters discipline-specific and interdisciplinary research, scholarship, and creative activities. Students and faculty mentors are encouraged to collaborate in the design and implementation of projects and the dissemination of results. We propose that a UR label will help to promote undergraduate research, both by recognizing existing activities and by stimulating increased student and faculty participation.

#### Specific Benefits:

- **To students:** UR courses will be clearly identified in Wingspan, enabling students to design research-focused degree programs to strengthen their preparation for post-baccalaureate study or employment; UR designations on students' transcripts will provide evidence of this preparation to prospective graduate programs and/or employers.
- **To faculty:** The UR designator will provide faculty who mentor undergraduate research in their courses with a simple mechanism to document their integration of teaching and scholarship. In highlighting these efforts, the designator may help faculty to advocate for reduced class sizes in UR courses (and other potential rewards) and may strengthen applications for Research Council and/or extramural funding.
- **To the institution:** The UR designator will facilitate efforts to capture and track undergraduate participation in research. In documenting hands-on, experiential learning, it will also highlight a strength of Winthrop's curriculum that cannot be matched by online universities.

#### Existing Models:

Several universities already use designators in some format to indicate undergraduate research experience.

- George Mason University: Research & Scholarship (RS) course designator (<http://qeparchives.gmu.edu/download/files/10-QEP%20FINAL%20DRAFT%2010-1.pdf>)
- The University of Alabama at Birmingham: Research (RES) course designator (<http://www.uab.edu/undergraduateresearch/faculty/undergraduate-research-course-designation>)
- University of North Carolina at Chapel Hill: students can take research-intensive courses in order to fulfill their Experiential Education requirement ([http://www.unc.edu/depts/our/students/students\\_credit.html](http://www.unc.edu/depts/our/students/students_credit.html))

- The University of Toledo: Research Intensive (RI) course designator (<http://www.utoledo.edu/honors/undergradresearch/researchintensivecourses/main-researchintensive.html>)
- Utah State University: "Research Scholar" designation on student transcript after completing certain requirements (<http://rgs.usu.edu/undergrad/htm/awards-recognition/transcript-designation>)

### **Credit Granting:**

When a course is designated as UR (by one of the methods described below), all students enrolled in the UR class will receive the UR label on the course number in their transcripts. Their level of accomplishment related to undergraduate research will be reflected in their course grade. In other words, a student who excels at undergraduate research is likely to earn a high grade in a UR-designated course, whereas a poorly performing student will earn a lower grade signifying less mastery of undergraduate research techniques. In this way, individual faculty members will not have the responsibility to determine whether to grant UR transcript credit to an individual student.

UR classes would be required to have the following paragraph on the syllabus indicating the criteria for inclusion and explaining the UR label.

*The UR label indicates that this course is research-intensive. The following components will be part of the course each time that it is offered.*

- *A significant portion of the course content includes research elements, such as faculty mentorship, scholarly product, and formal evaluation.*
- *In order for research methods classes, individual classes with long-term approval, and specialized courses with one-time approval to qualify, at least 50% of the course content will include research elements. In order for a specialized course with one-time approval for an individual student to qualify, at least 25% of the course content will include research elements.*
- *In order for a course to meet the eligibility requirements, the content related to undergraduate research must be separate and distinct from any other add-on requirements that a student might pursue, such as contracting honors credit for the course.*
- *Dissemination of the scholarly project is strongly encouraged, and possible venues should be identified early in the course.*

### **Eligible Courses**

There are four different models of eligibility.

1. Research Methods Classes = Long-term UR course designator

Classes that have as their primary goal to train undergraduate students in discipline-specific research techniques will always qualify as UR classes.

Because research and scholarship can be broadly defined across disciplines, the associated department would be responsible for helping identify classes that qualify. Examples of such classes include SOCL 516, Social Research II: Methods; PSYC 471/472, Undergraduate Research in Psychology; and ENGL 300, Approaches to Literature.

Approved courses would need to be recertified every 5 years.

2. Individual Classes with Long-term Approval = UR course label

A second type of class that could qualify for the UR label is a class taught on a regular basis in which research is a heavily emphasized component of the course but is not the main focus. For a course to qualify in this category, the course syllabus and a specific instructor for the course must be approved. In other words, the course itself is not being approved; rather, the combination of the course taught by a specific instructor is being approved.

In order for a course to qualify, at least 50% of the content should include research elements, such as faculty mentorship, scholarly product, and formal evaluation.

An example of this type of course would be ENGL 305, Shakespeare, taught by Dr. Matthew Fike. One of the primary components of the class is an 8-10 page project whose stages comprise 50% of the final grade. Students often present their work at conferences and/or publish their manuscripts.

Approved courses would need to be recertified every 5 years.

### 3. Specialized Courses with One-time Approval: Entire Class = UR course designator.

A third type of class that could qualify for the UR label is a class that may be research-intensive for the semester only. For a course to qualify in this category, the course syllabus, a specific instructor for the course, and a specific semester must be approved. In other words, the course itself is not being approved; rather, the combination of the course taught by a specific instructor in a specific semester is being approved.

In order for a course to qualify, at least 50% of the content should include research elements, such as faculty mentorship, scholarly product, and formal evaluation.

An example of this type of course is a special topics course in which the instructor wants to include a significant research component.

The course would need to be approved in the semester prior to the semester in which it is offered.

### 4. Specialized Courses with One-time Approval: Individual Students = UR course designator

The fourth situation that could qualify for the UR label is a class in which a group of students or an individual student within the class wants to engage in research/scholarship above and beyond that required by the class as a whole.

In this case, students who intend to complete the research-intensive work will sign up for a section of the class with a UR designator. For example, students enrolled in the original course will sign up for PSYC 520, whereas the students who want the undergraduate research experience will sign up for PSYC 520UR

In order for a student to earn UR credit in this manner, the student and the faculty member must agree on an undergraduate research experience that includes faculty mentorship, a scholarly product, and formal evaluation.

This work must go beyond, in a unique and distinct way, what is typically required for the course. Students will pursue the research component of the course on an individual basis, instead of with the class as in the other eligible models. Thus, a student under this model will have increased individual responsibility to meet the research requirements. The student's participation in the undergraduate research component must contribute at least 25% of the student's overall grade in the course.

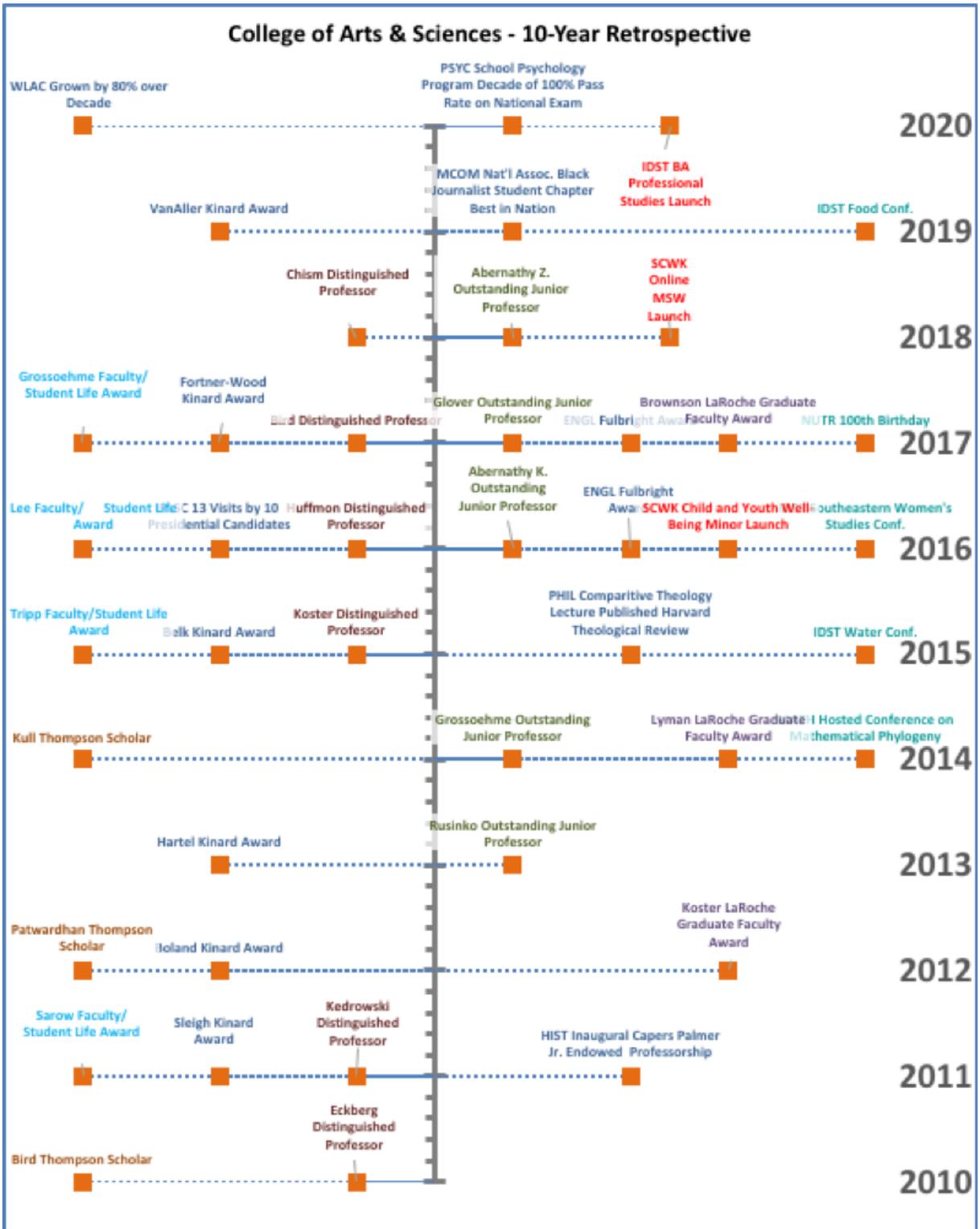
The course would need to be approved before the add/drop date for the semester in which it is being offered.

### **Qualification Process:**

Courses on campus characterized by academic content, regardless of credit hours, are eligible for a UR label. Interested faculty, in conjunction with their department chairs, should complete the "UR Label Application." In order to meet the eligibility requirements, the course content related to undergraduate research must be separate and distinct from any other add-on requirements that a student might pursue, such as contracting honors credit for the course.

The "UR Review Committee" will be a subset of the existing Student Research Committee convened when necessary by the Student Research Committee chair.

## Appendix 4 CAS: 10-Year Retrospective



- Faculty Awards to CAS
  - 6 Distinguished Professor Awards
  - 6 Kinard Awards
  - 3 LaRoche Graduate Faculty Awards
  - 3 Thompson Scholars
  - 5 Outstanding Junior Professor Awards
  - 4 Faculty/Student Life Awards
  - 2 Fulbright Awards
- More than \$3M in extramural awards
- 3 New Programs academic programs and several program refreshes
- Inaugural Capers Palmer Jr. Endowed Professorship
- 13 Visits by U.S. Presidential Candidates
- 100<sup>th</sup> Birthday of Human Nutrition
- Outstanding NABJ student chapter
- 3 Interdisciplinary Conferences (Water, Food, Southeastern Women's Studies)