

CAS Faculty Conference  
September 4, 2020  
Minutes

104 individuals in attendance (Collaborate Ultra); recording at [Faculty Assembly 2020-09-04 - recording 1](#)

Called to order by Jo Koster (English) at 2:01 pm

- Welcome from Jo Koster and sharing of Chair's remarks
  - Campus was lit up for the 100<sup>th</sup> anniversary of the 19<sup>th</sup> amendment
- Approval of the minutes from the August 18 meeting
  - Recommended changes:
  - Motion and seconded
  - Minutes pass
- Curriculum Committee – Dave Pretty
  - Courses
    - BIOL 275 – CNA course in collaboration with York Tech
    - BIOL 311 – Lecture for people who don't want to take 310 with lab and easy to pivot online
    - BIOL 331 – biology focused excel course for students who are having trouble with technology
    - BIOL 542 – change course to make it
    - Motion passes
  - Program Changes
    - MS – NUTR – move NUTR students to BIOL312X (without lab) to substitute for BIOL 310 due to Covid-19
- Committee on Diversity and Inclusion – Kori Bloomquist & Monique Constance-Huggins)
  - By-laws developed last year and became a standing committee
  - Introduction of mission
    - Reminder that mission is to promote a diverse faculty and staff, especially during stages of the search process; education and inform committee chairs as to national faculty profiles; implicit bias training; advocates for underrepresented groups; promotion of diversity and inclusion
  - Diversity and inclusion definitions provided at the bottom of the first page of by-laws in order to show they are reputable definitions
  - Highlight of things the committee has done in the past (Monique Constance-Huggins)
    - Increase the consciousness and ultimately diversity in the search process
    - Added a diversity rep to every search
      - Report that there is more conversation around diversity
    - Reporting of diversity data in aggregate form to search committees and thus, the departments
    - Established sub-committees to streamline work
      - Retention
      - Search
      - Training
    - Resource lists for search committee individuals

- Implicit bias training
    - Encourage implicit bias testing
  - Affinity groups are being formed
    - Black
    - Latinx
    - Asian/Pacific Islander
    - Veterans
- Looking ahead
  - Continue past efforts with search committees with diversity representatives
    - Focus on wording in job posting to ensure inclusive language
  - Expand resource list
  - Continue to provide search data
  - Continue to develop the work of each of the sub committees
    - Increased effort on retention of individuals from diverse populations
    - Professors feel empowered to decolonize the classrooms
  - Model good behavior – make sure the committee is also diverse
  - Continue supporting the work of the Diversity Council
  - Implementation and operationalizing the plans that have been put in place by each of the sub committees
  - Critical reflection as things continue to change and evolve
    - Maintain relevance
    - Hear the CAS faculty ideas and opinions about ways to stay relevant
  - Discussion around what do faculty see as the next steps for this committee
- Discussion
  - Comments from Jeannie Haubert
    - Thank you
    - Question: the part where it says implicit bias recommend adding structural reforms
      - Kori response: this is an excellent point – exploring if there is room to adjust the mission statement based on current events
      - Greg response: in thinking about the mission and charge of the committee, we want to make sure that we are not duplicating other bodies in the University; that we are supplementing them. Want to make sure that there is faculty assembly input and that it is consistent with current events
  - Comment from Greg Oakes
    - Reminder: now that the committee is under faculty assembly, his role will be supplementary from the Deans office, the co-chairs will be more central in directing the activity
  - Comment from Takita Sumter
    - Thank you to the committee
    - Deans council is also working on diversity, equity, and inclusion issues. Less so about faculty, more efforts with making sure that faculty are inclusive and equitable and making sure students from underrepresented communities are supported to be successful
    - Provided reports to show the different groups and their graduation rates and other data to provide information about areas to improve

- Hope that this helps us to put better supports in place to make sure these students are successful
    - Addition from Monique Constance-Huggins
      - 11<sup>th</sup> & 25<sup>th</sup> of September the Racism and Ethnocentrism workshop
      - Encourage everyone to sign up
    - Kori Bloomquist thanks the Faculty assembly for being able to present and encourages questions be sent to her or Monique Constance-Huggins
  - Reminder: get in touch with Jeannie Haubert if you are interested in a repeat of the first session of DEI so they can know if there is demand
- Old Business
  - Proposed changes to the CAS Policy for Appropriate Use of Hand-held and Wireless Technology (Greg Oakes)
    - Updated to policy to better reflect the current state of technology
    - Revision to title and related wording: “Digital Technology” replaces ‘Hand-held and Wireless Technology’
    - Emphasis shift to include laptops, desktops, classroom digital tools and interfaces – beyond the “handheld” former emphasis (cell phones, voice-recorders)
    - Specific prohibition of publication of course recordings without instructor consent
    - Specific prohibition of publication of course proceedings that “denigrates or decontextualizes” instructor or student
    - Required deletion of recordings at end of semester
      - This is for students, not professors – may need to consider adding “by students”
    - Existing policy link:
      - <https://www.winthrop.edu/uploadedFiles/artscience/PolicyForHandHeldTech-April2014.pdf>
    - Send any recommendations for changes to the draft to Greg Oakes
  - Questions:
    - Bill Shulte: How is the deletion of course recordings/materials enforced? By the honor system?
      - Not meant to be for materials, more for recordings of actual class that may be able to be misrepresented on another platform (e.g. social media)
      - Yes, this will be by the honor system
- New Business
  - Brainstorming of issues to be presented to Faculty Committee on University Policy (FCUP) from the College (Ginger Williams, Amanda Hiner)
    - Ginger Williams and Amanda Hiner introduced as FCUP representative at College and University levels, respectively
    - Goal: 5 important issues that want to be taken to FCUP
      - Will request questions that deal with these 5 issues
      - Continue to send in questions!
    - What seem like the main issues so far:
      - Furloughs – how does this affect work and pay; how do we maintain faculty morale

- If any questions were not answered to your satisfaction in this morning's town hall, send questions to follow up on these
  - Issue with the mandatory furlough and teaching workload not having been addressed
    - Requesting more guidance
- COVID-19 – how does COVID affect work, safety; how are we reporting cases on campus
  - Specific questions about workload – what parts can we “let go”, what parts can we scale back?
- Influence of politics/politician on the institution
- Salary comparison between faculty and administration
  - Faculty pay has risen 8-10% in the past 5 years
  - Upper administration pay has raised 16% over the same time period
- Concern about specific impact of furlough on promotion and tenure (falls under furlough and COVID-19)
- Reminder to use our representatives as our voices
  - FCUP is meeting with senior leadership beginning of next week, so the quicker you can get questions to Ginger Williams, the better
- Comment from Takita about workload
  - When furlough announcement came out, there was a question about when faculty can take furlough days
    - Announcement had days that faculty would take normally (which would usually be to help with burnout, scholarship, engagement, prepping for semester, etc.)
    - Appreciate the earmark of days off, but there is a question of what would faculty not do
    - Change approach on annual reporting; possibly have faculty submit a CV
      - Can provide adequate information about faculty activities
      - Question from Hope Lima – how does this impact junior faculty, as they will still need this info to apply for tenure and promotion
      - Aim to try not to impact, will work with each faculty to make sure this does not happen
    - Program reviews
      - Offer deferrals to next year for program reviews
    - Assessment
  - Comment from Maria G: is there an option for pausing tenure clocks?
    - Recommendation for the option rather than being told
  - Comment from Kristin Kiblinger: I don't think many faculty spend 15 days on their annual reports. If one's department is not up for program review, the workload adjustments mentioned don't get us very far, although I appreciate the effort.
    - Open to suggestions to make a more immediate sense of relief

- Comment from Tara Collins: we should all get a credit for one priority I pub for the extra work and lower pay this year, yet still doing the same job (and more), haha
    - Comment from Wendy: I really think we need to look at what we expect on faculty in terms of tenure and promotion. I think that is the only fair way to address something that none of us created.
  - Takita announces Arts & Sciences coffee hour virtually to have conversations about concerns
  - If anyone thinks of any issues to take them to Ginger Williams or Amanda Hiner
- Report from the Dean
  - Covered concerns of workload in prior section of FCUP concerns
  - Overview of some of the main focus points of Return to Learn
    - Acknowledging the anxiety about return to learn
    - > 1000 cases at USC, but the number of cases for employees was < 10 (exceptionally low)
      - Tells that students are protecting themselves and/or that they are in online courses and faculty are not getting infected as much
    - Spending a lot of time thinking about how we can get faculty to feel their worth, that their health and safety of them and their loved ones is not on the table
    - MUSC came to campus for inspection of Winthrop protocols; nothing in Arts and Sciences required attention
      - Congratulations to CAS COVID-19 Recovery Committee
    - Please refer to Return to Learn website, but there are also instructions in classrooms so that if an issue arrives there is quick access to the protocols
    - Ask that as faculty plan office hours, suggest to students that you meet virtually OR meet in a common space so that office doesn't have to close
  - Reminder: There ARE classes on Labor Day this year
  - There are resources compiled to be available on Blackboard to be creative in the online learning environment
  - Reminder: There is an FAQ website that has a summary of the COVID instructions
  - Report on campus climate
    - Faculty and staff feel the furlough decisions were made without them
    - Start a dialogue about how shared governance went wrong and how can it be done differently
    - CAS is going to be engaged in Academic Master Plan
  - Beginning data tracking this year
  - Academic development funds
    - Currently, university has travel restrictions in place. Hold off on TRAVEL requests.
    - Virtual opportunities – send a TA and we will do our best to fund it
    - Start at \$700 this year – right now it has to be virtual
    - Set realistic expectations about what people are able to do this year
      - This year is not normal – 2-3 presentations/work with students will not be expected
      - Keep scholarly life valuable, but need to be realistic
  - Enrollment: in the College, down about 3%; university is down ~10%
    - Do not think it is going to decrease the number of classes we offer, etc.

- We are doing well
- Furlough
  - Faculty on 9 month contracts are taking 15 furlough days – those can be 1 day a week for 15 weeks, etc.
  - Make sure that it does not disrupt instruction
  - Lump sum: it is difficult to find 15 consecutive days between August and May
    - If someone has their last final on Dec 8/9, grades in on Dec 9, Dec 10 furlough until Jan 8<sup>th</sup> and that constitutes 15 consecutive days
    - Holidays are not an issue
- Excited about virtual opportunities
  - PoliSci did one in the west center
  - Health professions connection is having a series
  - Social work has had opportunities
- Wanda Koszewski and Department of Human Nutrition
  - There is a food pantry in Dalton Hall
  - Taking donations
- Question from Dwight Dimaculangan: does it need to be in a 2 week pay period if taking partial weeks to be sure you are qualifying for unemployment
  - Will forward the email that was sent to help with clarity
- Question from Pum: What if students exhibit COVID symptoms in class?
  - Recommend that ill students stay home
  - Ask if they have conducted health assessment today, and recommend they go to health services
- Question from Frank: Takita - can you speak about Phase 3 a bit. Particularly the on-campus expectations for faculty who are teaching completely online.
  - Similar to what we've always had, social distancing and qualifiers for those with health risk
  - Expectation to hold office hours, teach classes – never has been an “on campus” expectation for faculty
- Question from Ginger Williams: can HR do a workshop to help people with unemployment concerns/issues
  - I can pass the question along to them
- Question from Matt Hayes: Isn't the paperwork for taking all days together due on 9/8? Seems like if WU wanted to help us do this they would have mentioned it this morning
  - That is correct
- Question from Matt Hayes: is the "not disrupting instruction" a legal requirement or a Winthrop priority? what is covered in "instruction"?
  - Instruction in Takita's opinion is related to your teaching, even though teaching happens inside and outside the classroom.
  - Speaking about class meetings, office hours, final exams
  - Requirement comes as a Winthrop priority
    - Winthrop needs to be sure that it doesn't have issues with COC application
- Question from Shardai Brown: What if you were already planning on taking leave for something like maternity? Can you take your furlough lump during that leave?
  - Yes. Work with department chair and HR
- Question from Matt Hayes: i'd still like to know if this is a legal requirement or just a local priority. I still can't see how taking 3 weeks off won't affect students

- This is a local priority
- Question from Tara Collins: I'm looking at the furlough FAQ I can't seem to find a list of the time that we CAN'T use as furlough days
  - Statewide holidays
  - Will send a link on which days are holidays
  - The days you select as furlough days must be work days when you are not teaching; they cannot be weekend days or holidays when campus offices are closed
- Question from Katarina Moyon: Thanks Tara, was wondering the same. Also, when exactly do 9 month, 10.5 month contracts begin and end.
- Question from Giancarlo Anselmo: is the workday 7.5 or 8 hours
  - For not submitting a time card, it is 8 hours
- Comment from Valerie Jepson: Maybe we could just work normal this year and you could give us a course release to be used at a later date!
- Question from J. Kirven: If you don't do the lump sum, we don't have to do anything?
  - Correct
- Announcements
  - Graduate Faculty meeting immediately following this one (same Collaborate session)
  - SOURCE is scheduled for Friday, April 16th. Please mark your calendars.
  - Submissions for the Abstract Book will open in mid-October. Please be on the lookout for an email from Nick G. with more details.
  - We are putting together a database of faculty research interests that is searchable by keywords. I will send out more information about this in coming weeks, but in the meantime, I would appreciate if everyone would prepare a statement of research interests and identify ~5 keywords that could help a student or colleague find you. Send to Nick Grosseehme.
  - DEI announcements will go out with the minutes/recording next Tuesday

Meeting adjourned at 3:48.

Respectfully submitted,

Hope Lima, Secretary