

Appendix 1

**Minutes
College of Arts and Sciences
Faculty Assembly
January 31, 2014**

2:00 p.m.

Kinard Auditorium

I. Approval of minutes of October 18, 2013

The meeting was called to order by Dr. Frank Pullano at 2:02 p.m. A quorum was present. The minutes of October 18, 2013 were approved.

II. Report from CAS Committees

VII. Curriculum Committee

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

- i. *Add new course: GRNT 550* Special Topics in Gerontology
- ii. *Drop course: WMST 504* Psychology of Women. Reflect the change in Psychology where PSYC 504 was replaced with PSYC 308.
- iii. *Add new course: WMST 506* Human Sexuality
- iv. *Modify course: WMST 507* Women's Health Issues. Update prerequisites to include WMST 300 or permission of the instructor, and fill in some previously missing information about goals and graduate student requirements.
- v. *Add new course: WMST 540* Human Ecology
- vi. *Add new course: WMST 554* Women in Modern China
- vii. *Modify course: NUTR 610* Global Service Learning in Nutrition. Change title and make a few editorial changes in the course description.
- viii. *Add new course: NUTR 611* Global Nutrition
- ix. *Modify course: ANTH 540* Human Ecology. This has been an elective for WMST, and would be formalized by cross-listing it as WMST 540.

Blanket petitions were approved.

b. Ad-Hoc Committee for Handheld Technology: Updated Policy for Appropriate Use of Hand-held and Wireless Technology.

Dr. Sarah Spring pointed out the changes introduced in the "Policy for Appropriate Use of Hand-held and Wireless Technology in the College of Arts and Sciences Adopted March 2010." Besides some additional references to the document, the changes are marked in red below:

“2. Laptops, tablets, or any wireless computers or similar electronic devices may be used for note taking or specified course activities (e.g., electronic surveys, electronic course evaluations) with the...”

3. “Because of the increasing prevalence of electronic textbooks, students may, with the instructor’s permission, use e-readers (e.g., Nook, Kindle, etc.) in place of standard textbooks. These and similar devices should be not used during instructional time for activities not directly related to the course.”

Dr. Spring stressed these changes were for information only at this stage. Several of those present engaged in a discussion about specific technology authorized in the classroom. It was made clear that this document, once approved, will be a “default” document, and that faculty members will be able to set up their own policies (see item 9). She mentioned that one of the reasons why item 3 was added is tied in with online student evaluations, since Winthrop is moving in that direction. She suggested faculty might want to choose a day for everyone to bring their technology devices to class to encourage answering surveys online.

The assembly felt generally that reference to specific devices should be open and inclusive given the changing nature of the technology environment. Someone brought up Google glasses as an example of evolving technology. A suggestion was made to change the phrasing in item 3 from “should be not used” to “should not be used.”

The Assembly voted in favor of having the changes (text in red) included in the agenda to be voted in the April 4th, 2013 meeting.

c. Ad-Hoc Committee on Electronic Elections, Mr. Brian Hipp

Mr. Hipp mentioned that the committee had looked at electronic voting in colleges across campus and found that CAS, COB, and CVPA use the Kerley method with paper ballots while COE uses Electronic elections, not Kerley. The group recommended the Borda method as the first choice; the second option would be cumulative voting. Ties should be extremely rare with either of these methods. A tie would be broken with either a coin flip or a roll of the “College of Arts and Sciences d20 of Fate.” The electronic implementation can be done through either Blackboard or Qualtrics.

Dr. Pullano mentioned this should also go on the next agenda for a vote. Dr. Kedrowski reminded the assembly that, in the next meeting, a decision must be made between Borda and cumulative voting and between coin flip or a d20 of Fate. The decision will not affect elections in this cycle (there will be elections in the next meeting) but will affect next year’s.

III. Unfinished Business

There was no unfinished business.

IV. New Business

Electronic course evaluations, Dr. Beth Costner.

This Ad Hoc taskforce used feedback from campus surveys, as well as faculty surveys and surveys from other universities to get to a survey with 8 close-ended questions and 2 open-ended questions. Departments will be able to add questions. Piloting will continue this semester and several systems are being tested with smart devices, like cellphones, which have been working well. An Ad Hoc committee will be addressing concerns about the response rate, looking at how data will be used and what kind of information will be collected. Dr. Costner asked for ideas on further piloting and said the committee is confident that response rates will increase and that single course evaluation will increase response rates. She thanked the 110 faculty members who responded to the survey; the language in the revised documents reflects their input.

V. Announcements

General Educational Program Taskforce: Dr. Jo Koster reminded us that the goal of this taskforce is to have a streamlined GNED component that will allow students to finish their degrees timely and ease transfers. The group made a preliminary report to the Academic Council that was well received. The report contains significant changes to the GNED program; the final GNED will be “leaner” but still offer students the skills they need, and will be in line with the expected pressure from the administration to consider a BA of 120 hours instead of the model we currently have. Departmental autonomy will increase. Feedback from faculty on the changes to the GNED program will be important. These changes will affect students admitted on the 2015 catalogue.

Dr. Pullano announced that the date of the next meeting has been changed to Friday, April 4th.

Dr. John Bird announced the first TLC conference on February 21, 2014. He expressed his confidence that this conference will be built on and become regional in the future. Two other announcements were made, one about Winthrop students presenting at an undergraduate research conference and one about the deadline for applications for GNED program course classification.

VI. Dean's Remarks, Dr. Karen M. Kedrowski

The Dean thanked the faculty members who answered the survey about online course evaluation, who also provided excellent feedback for the ad-hoc committee that will look at implementation and best practices for electronic administration. She thanked Dr. Beth Costner and Mr. Brian Hipp for their continued effort on this project. She also thanked the CAS faculty involved in 11 departmental personnel review committees, 20 post-tenure review committees, the CAS Personnel Advisory Committee, five pre-tenure review committees, and 11 search committees.

The Dean then mentioned the Inaugural Palmer Professor Lecture by Dr. Jason Silverman on February 12th and President Jayne Marie Comstock's Inauguration on Friday, March 28th. She reminded the assembly that the research council grants are due February 4th to the Dean's office, and travel authorizations for Fall 2014 are due March 31st also to the Dean's office; mid-semester grades are due March 2nd. She mentioned key findings brought up in "How Liberal Arts Majors Fare in Employment." (January 2014, AAC&U). She thanked retired Dr. Rory Cornish (History) for the services rendered, and congratulated Dr. Joe Rusinko (Mathematics) for having received two NSF grants and Dr. Casey Cothran (English) for being Program Chair for the 2014 Victorian Institute Conference. She further noted that in February, Winthrop is welcoming external site visit teams to review the following programs: History (BA and MA), Master of Liberal Arts, and Environmental Sciences and Environmental Studies.

In respect to the Faculty Annual Review Process and Timeline and the Annual Report Comments Appeal Form of the College of Arts and Sciences, the Dean stressed the constraints resulting from our large number of faculty. She assured that every annual report will be read by the Dean's office and everyone will get feedback; however, this feedback will be parsimonious and may just be a checkmark. Those up for tenure, promotion or post-tenure review will receive timely reviews, but everyone else should not expect feedback before January 10th. She stressed that Chairs' comments will be the most important part of the process. When faculty have secondary assignments, both the Chair of the primary department and the Chair of the secondary department will write a report on the faculty member's annual report. For adjunct faculty members, the key difference in secondary assignments is that each Chair will determine autonomously if the faculty member will be continuing serving in that department.

As to the Appeal process, the Dean informed this should happen very seldom; ideally, most if not all differences may be settled between faculty and Chairs. Dr. Sinn remarked that if an appeal is in the air, the relationship between the faculty member and the Chair might not be conducive to a resolution. Concerns were raised about the timeline and the consequences of the above decisions; for example, faculty members who are off-contract

in the summer would have to appeal within their off-contract time. A suggestion was made to give more time to set up an appeal process and two weeks was thought to be a reasonable amount of time. Other concerns were raised regarding the Dean's "check" response to annual reports, namely that it might give the impression that the reports have not been read closely. The suggestion that there should be a second reading, and a second check mark, was accepted by the Dean.

The Dean said she wants to share budget issues and be transparent; she mentioned the total CAS Budget (including Departmental budgets) of \$16 million, the faculty/staff salaries at 69% (\$10.7 million), fringes at 21.5% (\$3.3 million), and student support (graduate and undergraduate wages, graduate feed waivers) at 3.72% (\$577K). Professional development budget is very small and sabbaticals impact budget. No one applied for full year sabbatical next year; the budget is therefore smaller. The indirect cost account fund is a rainy day fund for severe emergencies.

As to travel funds, the Dean informed that the total requested (YTD) was \$124,070.37; the budget was \$41,678 (34% of requested); the total allocated (YTD) was \$53,703.55 (43% of requested); and the total allocated in '12-13 was \$56,989.16. She also informed that 67 faculty members were funded for a total of 105 total trips; 20 faculty had more than one trip funded; the mean allocation was \$511/trip and \$801/person, and the median allocation was \$600/trip. She said a survey will be sent out to help decide whether we want to fund more than one trip per person, what kind of trips we want to fund, whether to fund trips for interviewing job candidates, etc. The Dean remarked that everyone bemoans the lack of travel funds, yet CAS is well endowed by comparison.

Finally, the Dean made some announcements about President Comstock's inauguration: classes meeting at 1 pm will be cancelled that day but morning classes will go on. Faculty members are encouraged to attend; there will be a procession, a ball, and many other related events through the week.

VII. Adjournment 3:36 PM

Respectfully submitted,

Clara Paulino