

Winthrop University Faculty Conference
1 December 2017
2:00 p.m., Barnes Recital Hall, Conservatory of Music

Agenda

- I. Approval of Minutes for September 29, 2017 Faculty Conference (*Minutes to Follow*)
- II. Report from the Chair **Michael Lipscomb**
 - a. Report from November 10, 2017 Board of Trustees Meeting
- III. Report from the President **Dan Mahony**
- IV. Report from the Provost/Vice President for Academic Affairs **Debra Boyd**
- V. Academic Council (*Supporting Materials in Appendix I to the Agenda below*) **Jo Koster**
- VI. Committee Reports **Andrew Besmer**
 - a. Rules Committee (*Supporting Materials Related to possible Policy Repository and Bylaws Changes in Appendix II to the Agenda below*)
 - b. Faculty Committee on University Priorities **Ron Parks**
 - c. Faculty Committee on University Life **Adriana Cordis**

*(the full written report of the committee appears in **Appendix III to the Agenda** below)*

VII. Intra-Campus Communications Work Group

Jeff Perez

VIII. Computing and Information Technology Updates

Patrice Bruneau

IX. Registrar's Update

Gina Jones

X. Unfinished Business

XI. New Business

XII. Announcements

XIII. Adjournment

Faculty Conference Membership (333) 35%= 117 20%=67

Winthrop University Faculty Conference Minutes
29 September 2017
2:00 p.m., Whitton Auditorium, Carroll Hall

- I. Approval of Minutes for August 18, 2017 Faculty Conference. Faculty voted to accept the minutes from the August 18 meeting with the following changes: Mr. Danko Tarabar should read Dr. Danko Tarabar (XIV., g). Ms. Jessica Lynn Yang should read Dr. Jessica Lynn Yang (XIV., h.).
- II. We voted to do business in the absence of a quorum, which means any vote would need a 2/3rd majority to pass.
- III. Dr. Lipscomb welcomed Mr. Tim Hopkins, member of the Board of Trustees and Chair of its Committee on Academic Quality.
- IV. Report from the Chair: Dr. Michael Lipscomb
 - a. Report from August 21, 2017 Board of Trustees Meeting. President Mahony stated at this meeting that as Winthrop moves into the second year of the Strategic Plan, five working groups have been formed with strategic initiatives:
 - 1. Enrollment and Retention, chaired by Eduardo Prieto
 - 2. Culture of Innovation and New Programs, chaired by Debra Boyd
 - 3. Faculty and Staff Recruitment and Retention, chaired by Lisa Cowart
 - 4. Facilities, Technology and Budget, chaired by JP McKee
 - 5. Advancement, chaired by Evan Bohnen
 - b. Dr. Lipscomb said Winthrop has engaged in a Tree Plan for certification and funding for replacement of trees on campus.
- V. Report from the President: Dr. Dan Mahony. Dr. Mahony reminded us that the State of the University address is next Thursday. He will speak there about goals we have and haven't reached; the report will be online as well.
 - a. He then related a few highlights from that address:
 - i. Enrollment is down: we are a bit over 30 students down from last year; our goal was to go up. We do have a lot of nondegree students, so we're not down that many, but only 22% of public universities at the MA level met enrollment targets this fall. There is a general decline in students going to college. Furthermore, larger public research universities are growing and sucking up students; that seems to be their strategy. Dr. Mahony wants to be part of the 22% growing enrollment and related that he thinks the 22% are doing something different or are enrolling lower GPA; we're actually raising our standards, not lowering them. GPA of the freshman class continues to go up. We need to retain students more; it is cheaper to retain than to enroll new students. We're looking to expand upon successful intervention programs to take the next step.
 - ii. The NSSE goal for faculty engagement national average is 33%; we're at 49%.
 - iii. Our diversity hiring goals are also much higher than national goals. 20% of our hires are African Americans. We exceed the national average.
 - iv. The Strategic Plan Working Groups will be critical to monitoring our progress. There are faculty on all of these committees, which reflects our shared goal of increasing transparency. People have also been asked to serve on the Diversity Counsel.
 - b. Dr. Mahony addressed our closing process in the context of city schools closing during the hurricane: we listen to the people with more expertise; they tell us what time we should close or should not close. We did not close when Rock Hill city schools closed because we do not have school busses. Dr. Mahony chose to

close that evening because there were power outages that day, and he thought people should get home before it got dark. He further assured faculty that administration does not make these decisions based on money but on the principle that what faculty teach in class is valuable.

- c. Dr. Mahony mentioned that the Department of Education's College Scorecard came out yesterday; this was developed under Obama to increase transparency so parents and students could compare institutions of higher learning. Winthrop, often cited as the most expensive university in South Carolina, is actually the 6th most expensive public university in the state. We went down because while tuition went up, we put more into scholarships, which meant what students paid went down. The Scorecard considers what students actually pay. Furthermore, the average salary of a Winthrop graduate exceeds the national median by more than \$2,000; we do not have engineering, and we graduate many education majors, so this is really good. Dr. Mahony encouraged faculty to look for College Scorecard on the web.
- d. When asked whether transfer students coming in during the spring could offset the fall numbers and bring us up on enrollment overall, Dr. Mahony said that is one of the areas we're focusing on.

VI. Report from the Provost/Vice President for Academic Affairs: Dr. Debra Boyd

- a. Dr. Boyd introduced Evan Bohnen, the new VP for Institutional Advancement and said that, as we move more vigorously into the strategic plan, we need to pay attention to how we raise funds.
 - i. Dr. Bohnen said he needs our help moving forward in developing the Winthrop story; lots of what he does is tell stories, and he is looking for help in developing this and in talking to alumni who might ask us after he meets with them. He assured faculty our introduction to alumni can take six months off the cycle of meeting then asking for and receiving money from donors.
- b. Dr. Boyd said faculty are the folks who make alumni interested in contributing to this university. The narrative is critically important. A narrative might just include naming something powerful happening at Winthrop. In collaboration with chairs and deans, faculty are encouraged to communicate those stories. Faculty are the ones who can get those stories because they are in touch with their students.
- c. The Leave Report: Dr. Boyd reported that we all received notification of the new Leave reporting protocol in the summer, not an optimum time for faculty on campus. The new reporting protocol seemed like the least onerous approach to get the information. Dr. Boyd told faculty that taking ten seconds to click in that you didn't take any sick leave is important input for creating Winthrop's report to the state. Ms. Lisa Cowart, Vice President for Human Resources Employment Diversity and Wellness, is meeting with deans to make sure faculty know how to report their leave. Dr. Boyd said she appreciates faculty willingness to report leave.
- d. Dr. Boyd reported that if a faculty member takes a full day of sick leave, 7.5 hours should be listed on the leave report.
- e. Dr. Lipscomb interjected to say we need to use microphones for those who are hearing impaired and reminded faculty to say their name when they speak.
- f. Dr. Frank Pullano asked: we used to be able to donate leave. Can we still? We used to get an email. Dr. Boyd said go to the HR webpage; there is a form to donate leave. Dr. Lipscomb asked whether Dr. Pullano wanted the email, and Dr. Boyd said yes, we could get that back.
- g. Dr. Adolphus Belk requested that administrators remember to think about faculty. Faculty are often asked to do things that make other people's jobs easier. Helping with recruiting, helping with reporting – given how much we're being asked to do to keep this university going, please keep us in mind. Dr. Boyd responded, Dr. Belk is right, and assured him administrators try to keep faculty in mind. She said faculty roles carry a lot of responsibility. The pre-tenure/post-tenure group may be talking about this as well as about what faculty really want administrators to do and what should be the work of faculty. She said it sounds like an easy question, but it is not. The best place to have those conversations is in departments, but we can work on opening up those conversations in other venues. There are more faculty than there are administrators; many people in this room do a lot to help support this university, but that's not all universally true.

Many committees are comprised of the same faculty members; not everyone is participating. Dr. Boyd suggested this problem needs to be addressed by Faculty Conference; we all are stakeholders here. She ended by saying anything she could do to help, she would be willing to do and reiterated that faculty should please understand administration is thinking about faculty. Many times administrators think about assigning a job to someone but then question whether that job is something faculty should be doing. They don't want to tread on faculty purview.

- h. Dr. Lipscomb said in fairness to administration that when faculty bring concerns to the Faculty Committee on University Priorities and the committee members go to Dr. Mahony and Dr. Boyd and explicitly state those concerns, they have been, in his experience, very direct and forthcoming in their responses. Dr. Lipscomb does think an honest effort is being made to respond: whether or not faculty get the answers they want, they get an answer. It is faculty's responsibility to push from our end, but we have an administration willing to respond to our concerns.
- i. Dr. Boyd added that since 2008 at least, both faculty and staff have been asked to do more with less. If you look at where we are and how we've responded to situations in the state, looking at resources, if it's a decision between hiring someone to do administrative work or hiring another person to teach our students, we tend to go with teach our students, almost always. Administration is consciously doing that to try to spread the work out a little more. If faculty members have suggestions about how to make faculty work-life better, please let administration know. Between 9 AM and 9 PM, faculty can contact Dr. Boyd at her personal number; she asks only that we use this invitation with discretion. Dr. Boyd reiterated that if faculty members have an issue or question, she will be I'm happy to help.
- j. There are currently three executive searches going on: Vice President for Finance and Business Affairs and Chief Financial Officer, chaired by Dr. P.N. Saksena; Vice President of Student Life/Student Affairs, chaired by Dr. Meg Webber; and Dean of College of Arts and Sciences, chaired by Dr. Gloria Jones.
- k. Dr. Boyd thanked faculty for all the work they do.

VII. Committee Reports:

- a. Academic Council: Dr. Jo Koster (Supporting Materials in Appendix I to the Agenda below) Academic Council met but had a light load; there is nothing to vote on, just information to share in case there are any questions. See appendix below. There is one programming change to Athletic Training and eight course actions approved at the CUC level. Items approved at the College of Arts and Sciences Assembly level do not require anything. Dr. Koster told faculty of the plan to add a strategic planning page to the curriculum application system beginning 2018-2019. Since schedules have to be in early and people get curriculum actions done at the end of semesters, the two do not match. Pages in the curriculum action system will address: 1. What are we doing? 2. Why? 3. What are the staffing impact and necessary resources? The mechanism is still being worked out. It will not change whether the course is approved or rejected; the information will just travel through the process with the course; if the course is what we should be doing, the resources should come. Academic Council is discussing who needs to see this information. The changes to the system will involve faculty in the process in a way they haven't been before. November 17th is the next meeting of Academic Council.
- b. Rules Committee: Dr. Andrew Besmer (Supporting Materials Related to possible Policy Repository and Bylaws Changes in Appendix II to the Agenda below) Dr. Besmer said Faculty Conference does not need to vote today on the following, just consider these as a package and vote on all in December.
 - i. The Teacher Education committee is changing their name to Educator Preparation Committee. They'll also add one public school representative to the committee to make sure what they're doing is good for that constituent group as well. We will ask for an actual vote on this next time.
 - ii. There is a small problem: in the spring we had friendly amendment from the floor which was approved; however, we don't know what it was. Dr. Besmer is trying to go back and figure out what that change was, and he will address this issue in December so that we can see what we approved last spring.

- c. The first draft of the Academic Integrity committee has been completed and under review by Dr. Burmeister.
- d. Faculty Committee on University Priorities: Dr. Ron Parks Dr. Parks told faculty to go to the Faculty Conference website for responses to the bullets in his report. The Committee's charge is to meet three times per year with executive officers to work on University priorities. Issues for 2017: Banner down time; online courses and international students; students graduating in a timely manner; the TERI policy between faculty and administration (some administrators stay on after TERI); schedule of evaluations of deans; operational procedures in the Provost's office; response time regarding searches; faculty manual inconsistencies; ongoing discussions about FCUP vs FCUL purposes; improved communication between faculty and administration; upcoming summer pay policies; faculty training (how're faculty selected for different training?); post tenure review with excellence; teaching inequity.
- e. Dr. Lipscomb said there is a division of labor between FCUP and FCUL reflected in their charges. FCUP addresses major issues related to the broader goals and health of the University, whereas FCUL responds to the mechanics of ongoing, day-to-day issues related to the functioning of the University. If faculty members are unclear about which group to present a concern, they should be reassured that any issue forwarded will get to administration, so the important thing is to forward your concerns to a representative from one of these groups. To ensure that this happens, the Chair of FCUL attends all FCUP meetings. Dr. Lipscomb also thanked the Rules Committee for working to synchronize the Faculty Conference Bylaws with the Policy Repository; this is a big, sprawling issue and important for us being able to govern ourselves effectively.

VIII. Unfinished Business: none

IX. New Business: none

X. Announcements:

- a. Mrs. Gina Jones: Degreeworks is down today and will be through Monday; it is being upgraded and won't look too different. Interim grading started today and will end next Thursday at 5:00. Mrs. Jones thanked faculty for all the work they do, and acknowledged they have a lot on their plate. She asked faculty to please contact her if they have any issues. Question: will we be able to look at the spring schedule one more time before it gets posted? Yes.
- b. Dean Mark Herring told faculty a number of things: 1. there are lots of new faces in the library because of retirements. Martha Shears Smith is head of acquisitions, and the person to know for book orders. 2. Rudy Mancke, a well-known naturalist, will speak at Friends of the Library dinner next Monday evening. Friends put \$6500 dollars a year into our budget. 3. The last Friday in October the Library will be talking about Open Access; scholarly communication is second in cost only to tuition because publishers don't pay faculty but charge libraries, so this is a way to undo that system. Faculty should learn about it.
- c. Dr. Cheryl Fortner Wood announced the call for McNair applications is open. She asked faculty to recommend strong undergraduate students underrepresented in grad school and interested in grad school; send them to mcnair@winthrop.edu
- d. Dr. Jennifer Disney announced WU Women's Coalition will be hosting an evening with Women's basketball coach Lynnette Woodard on Oct. 4th.
- e. Dr. Leigh Poole announced the International Center deadline for spring study abroad is Monday.
- f. Mr. Patrice Bruneau announced winthrop.edu will change to blackboard.winthrop.edu, which will make it more straightforward. October is national cyber secureness awareness month; faculty will have to complete that training again unless they're new and have done it since July 2017. Faculty will receive an email

with a link; training has to be done before the end of October. Mr. Bruneau also spoke about the recent Equifax hack: he advised faculty to put a freeze with their top three or four services to avoid credit fraud and to file your taxes early to prevent fraudulent tax returns being filed in your name.

Appendix I to the Minutes of September 29, 2017:

Report from Academic Council

- a. **1 Program Change Item (Degree) was approved. No Faculty Conference action is needed.**

Program	Department	Action
BS-ATRN	Physical Education, Sport and Human Performance	Modify program: Replace BIOL 307 and 308 with BIOL 213 and 214.

The following 8 Course Action Items were approved at CUC Level and require no further action:

Course	Title	Action
ANTH301	Cross-Cultural Perspective of Human Experience	Modify course: Remove prerequisite “ANTH 201 or permission of instructor”
ANTH322	Ancient Civilizations of the Americas	Modify course: Remove prerequisite ANTH 201.
ANTH324	Amerindian Warfare and Ritual Violence	Modify course: Remove prerequisite ANTH 201.
CHEM123	Biochemistry of the Mediterranean Diet	New course
MATH112	Joy of Mathematics	New course
NUTR213	Biochemistry of the Mediterranean Diet	New course
SPAN205	Spanish for Law and Helping Professions	New course

SPAN305	Advanced Spanish for Law and the Helping Professions	New course
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The following 3 items were approved at the College Assembly Level and require no further action:

Course	Title	Action
SCWK471	Undergraduate Research in Social Work	Modify course: Change grade basis from SU to regular.
SCWK472	Undergraduate Research in Social Work	Modify course: Change grade basis from SU to regular.
SCWK473	Undergraduate Research in Social Work	Modify course: Change grade basis from SU to regular.

b. General Education Committee

Recertifications Approved

ORAL

HDFS 573

First Certification Approved (Faculty Conference votes on these)

NAT SCIENCE

CHEM 123

QUAN

MATH 112

Other GNED Business

The committee received several requests concerning cross-listed courses. The discussion of these requests led the committee to adopt the following practices:

1. For courses that will be cross-listed with existing GNED courses for one semester, the instructor and/or chair of the department can notify the GNED committee or the Registrar and forward a syllabus for the course to receive GNED credit for that semester.
2. For courses that are permanently cross-listed with GNED courses, the instructor and/or chair will need to submit a course inclusion application the first time that course is taught to receive GNED credit. The applications for inclusion and recertification will be amended to include a place to designate whether a course is cross-listed or not. In the case of recertification, only one set of paperwork will need to be submitted for courses that are cross-listed.

Other Academic Council Business

Proposal to modify the Curriculum Action System to Engage Faculty in Strategic Planning

Appendix II to the Minutes of September 29, 2017:

Proposed Policy Repository Changes

Policy Title

Teacher Education Educator Preparation Committee

Policy Description

The Educator Preparation ~~Teacher Education~~ Committee is an interdisciplinary committee of University and community representatives who assemble to review, analyze, and provide input on all aspects of the Educator Preparation ~~Teacher Education~~ program at Winthrop University. The Educator Preparation ~~Teacher Education~~ Committee has the unique responsibility to ensure the integrity of the Educator Preparation ~~Teacher Education~~ program in a manner that benefits South Carolina's learners as well as the profession of education.

Policy Procedures

THE ~~TEACHER-EDUCATOR PREPERATION~~ COMMITTEE BYLAWS

Article I – Name and Purpose

The Educator Preparation ~~Teacher Education~~ Committee is an interdisciplinary committee of University and community representatives who assemble to review, analyze, and provide input on all aspects of the Educator Preparation ~~Teacher Education~~ program at Winthrop University. The Educator Preparation ~~Teacher Education~~ Committee has the unique responsibility to ensure the integrity of the Educator Preparation ~~Teacher Education~~ Program in a manner which benefits South Carolina's learners as well as the profession of education.

Article II – Membership

Section 1 The Educator Preparation ~~Teacher Education~~ Committee shall consist of:

- Five elected faculty members representing five of the programs in the Richard W. Riley College of Education,
- Three elected faculty members from the College of Arts and Sciences representing three different departments engaged in the Educator Preparation ~~Teacher Education~~ Program,
- Two elected faculty members from the College of Visual and Performing Arts engaged in the Educator Preparation ~~Teacher Education~~ Program,
- An elected faculty representative of the Library,
- An undergraduate student enrolled in and admitted to the Educator Preparation ~~Teacher Education~~ Program,

- One graduate student enrolled in a graduate degree program in [Educator Preparation](#)~~Teacher Education~~,
- A [local](#) representative from either the South Carolina Education Association (SCEA) or the Palmetto State Teacher's Association (PSTA),
- A school-level administrator,
- A public school teacher,
- The Dean of the Richard W. Riley College of Education,
- The Dean of the College of Arts and Sciences,
- The Dean of the College of Visual and Performing Arts,
- ~~The~~ Director of [the](#) Institute for Educational Renewal and Partnerships,
- The Director of Student Academic Services, and
- A district-level administrator appointed by the Dean of the Richard W. Riley College of Education.

Section 2 Election and Appointment of Members. The members of the Committee shall be elected or appointed in the following manner.

Faculty representatives shall be elected by their peers for three-year terms. Methods of election shall be determined by their respective units.

[The](#) undergraduate student representative shall be appointed by the Chair of the Council of Student Leaders. The Richard W. Riley College of Education shall provide a list of recommended undergraduate students in [the Educator Preparation](#)~~teacher education~~ [Program](#). The graduate student representative shall be appointed by the Dean of the Graduate School. The Richard W. Riley College of Education shall provide a list of recommended graduate students in [the Educator Preparation](#)~~teacher education~~ [Program](#). Students shall be appointed to serve one-year terms.

After consultation with appropriate representative bodies, the Dean of the Richard W. Riley College of Education shall appoint all off-campus representatives. Appointments shall be for three-year terms.

All committee members shall be voting members. Members shall be elected or appointed on staggered terms.

Article III –Officers and Staff

Section 1 Officers. The Dean of the Richard W. Riley College of Education shall appoint the Chair of the Committee from the elected faculty representatives.

Section 2 Staff. The Dean of the Richard W. Riley College of Education shall be responsible for providing support staff to the Committee.

Article IV –Responsibilities

Section 1 The Committee shall conduct an ongoing **oversight** of all aspects of the **Educator Preparation ~~Teacher Education~~** Program, including review of all accreditation reports and regulatory procedures regarding the **Educator Preparation ~~Teacher Education~~** Program.

Section 2 The Committee shall provide a forum for the discussion of critical issues concerning the preparation of teachers and stimulate and encourage new program development.

Section 3 The Committee shall oversee, evaluate, and approve the **Educator Preparation Program's ~~teacher education~~** model at Winthrop University.

Section 4 The Committee shall evaluate the overall **Educator Preparation ~~Teacher Education~~** Program and identify weaknesses and needs.

Section 5 The Committee shall receive and review regular follow-up studies of **graduates from the Educator Preparation ~~teacher education~~ graduates Program.**

Section 6 The Committee shall serve as an appeals body for students seeking exceptions to requirements, policies, and procedures regarding the **Educator Preparation ~~Teacher Education~~** Program.

Section 7 The Committee shall make recommendations to the faculty, academic departments, the Academic Council, the Deans, the Vice President for Academic Affairs, and/or the President of Winthrop University on issues pertaining to the **Educator Preparation ~~Teacher Education~~** Program.

Article V – Standing Subcommittees

Section 1 The **Educator Preparation ~~Teacher Education~~** Committee shall have two standing subcommittees of its members, chaired by elected faculty. The subcommittees shall present regular reports to the **Educator Preparation ~~Teacher Education~~** Committee.

Section 2 The Appeals Subcommittee. The Appeals Subcommittee shall be responsible for hearing appeals by students seeking exceptions to the requirements, policies, and procedures of the **Educator Preparation ~~Teacher Education~~** Program and for making recommendations to the Dean. Reports from the committee may be reviewed by the **Educator Preparation ~~Teacher Education~~** Committee.

The Appeals Subcommittee is appointed by the Dean of the Richard W. Riley College of Education. The subcommittee shall consist of:

1. The Director of Student Academic Services, Richard W. Riley College of Education;
2. Five faculty members, including three Richard W. Riley College of Education faculty, one from Visual and Performing Arts, and one from the College of Arts and Sciences;
and
3. One public school representative.

Section 3 The Curriculum Subcommittee. The Curriculum Subcommittee shall be responsible for reviewing all curriculum matters to determine whether or not changes are substantive and should be reviewed by the [Educator Preparation ~~Teacher Education~~](#) Committee. Curriculum action — such as number, title, and other such changes that do not impact [Educator Preparation ~~teacher-education~~](#) programs—shall be sent forward to the Committee on University Curriculum or to Graduate Council. Curriculum matters judged by the Curriculum Subcommittee to be substantive shall be reviewed and placed on the [Educator Preparation ~~Teacher Education~~](#) Committee agenda. The Curriculum Subcommittee members shall be appointed by the Chair of the [Educator Preparation ~~Teacher Education~~](#) Committee and shall be the following:

1. One elected faculty member from the College of Arts and Sciences,
2. One elected faculty member from the Richard W. Riley College of Education,
3. One elected faculty member from the College of Visual and Performing Arts, ~~and~~
4. One faculty member-at-large, ~~and-~~
5. [One public school representative.](#)

Alternates from the three designated Colleges shall be appointed so that all three Colleges shall be represented if a regular subcommittee member cannot attend a meeting.

The subcommittee Chair shall be appointed by the Chair of the [Educator Preparation ~~Teacher Education~~](#) Committee. Members shall be appointed for staggered terms.

Article VI – Process for Proposals

The Educator Preparation ~~Teacher Education~~ Committee shall receive and review all proposals regarding the Educator Preparation ~~teacher education~~ Program from the Deans of the Colleges or the Academic Council in accordance with University procedures. The Educator Preparation ~~Teacher Education~~ Committee shall make recommendations directly to the Dean of the Richard W. Riley College of Education. The Dean shall review the Educator Preparation ~~Teacher Education~~ Committee's recommendation and make a recommendation regarding the impact of the changes on the Educator Preparation ~~teacher education~~ Program, certification standards, accreditation standards, and Winthrop's Educator Preparation ~~Teacher Education~~ Program model.

The recommendations of the Educator Preparation ~~Teacher Education~~ Committee shall be sent with the Dean's recommendation to the Committee on University Curriculum, the Academic Council, or the Graduate Council for action. All recommendations and actions of the Educator Preparation ~~Teacher Education~~ Committee may be reviewed by the Academic Council and/or Graduate Council and their respective faculty conferences.

Article VII – Quorum

A quorum of the Educator Preparation ~~Teacher Education~~ Committee shall consist of:

1. The Chair of the Educator Preparation ~~Teacher Education~~ Committee (faculty representative);
2. Four elected Winthrop University faculty representatives;
3. One off-campus representative;
4. One elected representative from the College of Arts and Sciences or the College of Visual and Performing Arts; and
5. The Dean of the Richard W. Riley College of Education, the Director of Student Academic Services, or the Chair of the Center for Pedagogy.

Article VIII – Minutes

The minutes of the Educator Preparation ~~Teacher Education~~ Committee shall be shared with the Chairs of the Academic Council, Graduate Council, the Committee on University Curriculum, College Deans, college curriculum committees, the Vice President for Academic Affairs, and department chairs.

Internal Control Considerations

Policy Author(s)

Faculty Conference

Effective Date

Not specified

Review Date

April 2009- December 2017

Proposed Bylaws Changes

Article X – Committees of the Academic Council

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Section 5 ~~Educator Preparation~~Teacher Education Committee. The ~~Educator Preparation~~Teacher Education Committee is an interdisciplinary committee of University and community representatives who assemble to review, analyze, and provide input on all aspects of the ~~teacher~~ ~~Educator Preparation~~education pProgram at Winthrop University. The ~~Educator Preparation~~Teacher Education Committee has the unique responsibility to ensure the integrity of the ~~Educator Preparation P~~teacher education program in a manner that benefits South Carolina’s learners as well as the profession of education. The composition and full charge of this committee are found in the ~~Educator Preparation~~Teacher Education Committee Bylaws available in the Repository.

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Article XI – Curricular Review

Section 1 Process for Approving Matters Relating Only to Undergraduate Curriculum.

Curriculum recommendations shall be reported to the Committee on University Curriculum. If all members of the committee agree that the recommendation is consistent with University-wide policy and does not infringe upon the legitimate interests of any other academic division, the committee shall vote to approve the recommendation, with the following exceptions:

- a. If the recommendation is for
 - i. Renaming a course
 - ii. Changing a course description
 - iii. Adding a course designator

- iv. Changing a course designator
- v. Dropping a course designator

In those cases, a vote is not required unless the recommendation is questioned. If the recommendation is not questioned then the recommendation shall become the action of the Committee on University Curriculum.

Such approval shall be communicated promptly in the report of the committee to the members of the Faculty Conference and shall be placed on the agenda of the Academic Council. If the committee is not unanimous in its approval, the recommendation shall be placed on the agenda of the Academic Council with a record of the committee's vote on the recommendation.

Academic Council shall review and vote on the recommendation, with the following exceptions:

- b. If the recommendation is for
 - i. Adding a course
 - ii. Dropping a course
 - iii. Renumbering a course
 - iv. Adding or changing prerequisites or corequisites to a course
 - v. Changing requirements for a minor
 - vi. A recommendation in which a vote was not required of the Committee on University Curriculum and that committee's action was to approve the recommendation

then a vote is not required unless the recommendation is questioned. If the recommendation is not questioned then the recommendation shall become the action of the Academic Council.

Such approval shall be communicated promptly in the report of the committee to the members of the Faculty Conference and shall be placed on the agenda of the Faculty Conference. If all members of the committee are not in agreement, the recommendation shall be placed on the agenda of the Faculty Conference with a record of the committee's vote on the recommendation.

Faculty Conference shall review and vote on the recommendation with the following exceptions:

- c. If the recommendation is for
 - i. Adding or dropping a minor
 - ii. A change in graduation requirements for a major with no change in overall number of hours
 - iii. A recommendation in which a vote was not required of the Committee on University Curriculum or Academic Council and both committees' action were to approve the recommendation

A vote is not required unless the recommendation is questioned. If the recommendation is not questioned then the recommendation shall become the action of Faculty Conference.

Section 2 Courses enrolling undergraduate and graduate students. Any recommendation that involves a course that enrolls both undergraduate and graduate students and:

- a. Renames a course
- b. Changes a course description
- c. Adds or drops a course
- d. Renumbers a course
- e. Adds or changes prerequisites or corequisites to a course
- f. Adds, changes, or drops a course designator
- g. Changes graduation requirements in a degree program with no change in the overall number of semester hours required by the program

~~and involves a course that enrolls both undergraduate and graduate students~~ shall be reported by the college's curriculum committee both to the college faculty assembly and to the Graduate Council. If both of these bodies approve the recommendation, it shall be forwarded to the Committee on University Curriculum and shall be approved or denied in the manner described in the appropriate section of this article. If both of these bodies deny the recommendation, it is denied. If one of these bodies approves the recommendation and the other denies the recommendation, it is denied, but the Committee on University Curriculum may (but is not obliged to) suggest means for producing a recommendation that could be approved by both bodies.

Section 3 Educator preparation~~Teacher education~~ courses. A recommendation that affects the Educator Preparation Program~~teacher education programs~~ or courses used in ~~these~~ programs shall be reported to the Educator Preparation~~Teacher Education~~ Committee after it is approved by a college faculty assembly.

Of those recommendations, any recommendation that

- a. Renames a course
- b. Changes a course description
- c. Adds or drops a course
- d. Re-numbers a course
- e. Adds, changes, or drops a course designator

shall be reported to the Educator Preparation~~Teacher Education~~ Committee for information purposes only.

All remaining recommendations shall be reported to the Educator Preparation~~Teacher Education~~ Committee for a review and vote. If the committee approves the recommendation, it shall be reported to the Committee on University Curriculum and shall be approved or denied in the manner described in the appropriate section of this article.

Section 4 General education courses. A recommendation that adds a course to the lists of courses meeting the core skill areas of the General Education program or modifies a course on these lists shall be reported to the General Education Curriculum Committee. If the committee approves the recommendation, it shall be placed on the agenda of the Academic Council. If the Academic Council approves the recommendation, it shall be placed on the agenda of the Faculty Conference. New courses must be added following Section 1

in this article before being reported to the General Education Curriculum Committee.

Table I: Process for Approving Matters Relating ONLY to Undergraduate Curriculum

Curriculum Action	College Assembly Votes	EPCTEC Votes	CUC Votes	AC Votes	FC Votes
Rename course or change course description; add, change or drop a designator	Yes	No; sent forward for information only	Only if questioned	Only if questioned	Only if questioned
Add, drop or renumber a course; add or change requirements for a minor	Yes	No; sent forward for information only	Yes	Only if questioned	Only if questioned
Add or change a pre-requisite or corequisite	Yes	If applicable	Yes	Only if questioned	Only if questioned
Add or drop a minor	Yes	If applicable	Yes	Yes	Only if questioned

Change graduation requirements in a major (no change in overall # of hours)	Yes	If applicable	Yes	Yes	Only if questioned
Change # of hours needed to complete a degree program	Yes	If applicable	Yes	Yes	Yes
Add or drop a degree program	Yes	If applicable	Yes	Yes	Yes

Table II: Process for Approving Courses Open to BOTH UNDERGRADUATE and GRADUATE STUDENTS

	Simultaneously,		If either group disagrees, the proposal is denied. If both groups agree, then it goes forward to CUC (through EPCTEC if applicable), and			
Curriculum Action	College Assembly Votes	Graduate Council Votes	<u>EPCTEC</u> Votes	CUC Votes	AC Votes	FC and GFA Vote

Rename course or change course description	Yes	Yes	No; sent forward for information only	Only if questioned	Only if questioned	Only if questioned
Add, drop or renumber a course	Yes	Yes	No; sent forward for information only	Yes	Only if questioned	Only if questioned
Add or change a prerequisite or corequisite	Yes	Yes	If applicable	Yes	Only if questioned	Only if questioned

Appendix I to the Agenda

Report from Academic Council



ACADEMIC COUNCIL REPORT

DECEMBER 1, 2017



CURRICULUM ACTIONSTO APPROVE

- None. Happy Holidays!

PROGRAMS APPROVED BY ACADEMIC COUNCIL &/OR CUC

- *Modify program BS-PHED-CERT; no change in total hours*
- *Modify minors in ARTM and COAC*

Course	Title	Action
ARTH357	Egyptian Art	New course
BIOL123	Bench To Bedside Three: Pre-Health Professions Preparation	Modify course: X course becoming a permanent course
BIOL214	Anatomy/Physiology II	Modify course: Change prerequisite to require a minimum C- in BIOL 213 and HMXP 102
BIOL539	Neuroscience and Disease	New course
CHEM520	Essentials of Biochemistry	New course
ECED310	Home-School-Community Partnerships with Diverse Families	Modify course: Renumber from ECED 210
ECON357	Development Economics	Modify course: X course becoming a permanent course; Add prerequisite "ECON 215 and ECON 216, junior status, an overall GPA of at least 2.00 and a C- or better in HMXP 102."
EDUC554	Advanced Curriculum Practices for Gifted and Talented Learners	New course
EDUC555	Identification, Current Trends, and Issues in Gifted and Talented Education	New course

NUTR327	Nutrition and Wellness	New course
NUTR427	427. Medical Nutrition Therapy I	Modify course: Change title from “Principles of Clinical Nutrition” to “Medical Nutrition Therapy I”; Change teaching method and credit/lecture/lab hours; Change prerequisite and corequisite to add BIOL 213/214 as an alternative to BIOL 308.
NUTR518	Medical Nutrition Therapy Laboratory	Drop course
NUTR521	521. Nutritional Biochemistry and Metabolism (3).	Modify course: Change title from “Nutrition and Metabolism” to “Nutritional Biochemistry and Metabolism”; Change prerequisite to add BIOL 213/214 as an alternative to BIOL 308.
NUTR527	527. Medical Nutrition Therapy (4).	Modify course: Change title from “Medical Nutrition Therapy” to “Medical Nutrition Therapy II”; Change teaching method and credit/lecture/lab hours; Remove corequisite of NUTR 518.
NUTR580	Nutrition Counseling and Practice	New course

PEAC570	International Service Learning in Peace Studies	New course
PESH171	Introduction to Moving Water Kayaking	New course
PESH393	Practicum in Coaching	Modify course: Change teaching method and terms offered; Change prerequisite to remove PHED/PESH 201 and add CPR/AED certification.
PETE202	Concepts of Fitness and Exercise Science	Modify course: Change title from “Concepts of Fitness and Exercise” to “Concepts of Fitness and Exercise Science”; Change catalog description, teaching method, and credit/lecture/lab hours.
PETE300	Physical Education Curriculum	New course
PETE390	Reflective Teaching in Physical Education	Modify course: Renumber from PHED 594 to PESH 390; Change title from “Internship I-Physical Education” to “Reflective Teaching In Physical Education”; Change catalog description, teaching method, credit/lecture/lab hours, and grade basis; Change exam from Yes to No.
PETE490	Seminar in Physical Education	Modify course: Change catalog description, teaching method, and credit/lecture/lab hours; Change exam from Yes to No; Add EDUC 410 to corequisite.
SPMA509	History and Current Issues in College Athletics	Modify course: X course becoming a permanent course

Course	Title	Action
IDVS390	Individualized Studies Methodology	Modify course: Change title from “Total from Individualized Studies Project: Research and Design” to “Individualized Studies Methodology”; Change exam from no to yes
NUTR528	Dietetic Internship Supervised Practice Experience I	Modify course: Change title from “Dietetic Internship I: Nutrition Therapy Inpatient/Acute Care” to “Dietetic Internship Supervised Practice Experience I”
NUTR530	Dietetic Internship III: Supervised Practice Experience	Modify course: Change title from “Dietetic Internship III: Food and Nutrition Management” to “Dietetic Internship III: Supervised Practice Experience”; Change catalog description.
PESH101	Fitness Walking	Modify course: Change title from “Aerobic Walking” to “Fitness Walking”
PESH104	Flying Disc Sports	Modify course: Change title from “Disc Games” to “Flying Disc Sports”; Change catalog description.
PESH108	Cardio Dance and Tone	Modify course: Change title from “Aerobic Dance” to “Cardio Dance and Tone”; Change catalog description.
PESH123	Fitness Aquatics	Modify course: Change title from “Water Aerobics” to “Fitness Aquatics”; Change catalog description.
PESH170	Leisure Kayaking	Modify course: Change title from “Beginning Kayaking” to “Leisure Kayaking”; Change catalog description and terms offered.
PESH571	571. Principles and Strategies of Coaching Athletes (3:3:0).	Modify course: Renumber from PHED 571 to PESH 571; Change title from “Theory and Assessment of Coaching” to “Principles and Strategies of Coaching Athletes”; Change catalog description and teaching method.

GENERAL EDUCATION CURRICULUM COMMITTEE

Global	Historical	Hum/Arts	Quantitative Skills	Social Science
ARTH 175 ARTH 176	ARTH 175 ARTH 176	ARTH 175 ARTH 176 PHIL 101 RELG 101	MATH 101 MATH 105 MATH 111 MATH 141 MATH 150 MATH 151	ENVS 101

NEW COURSES TO BE APPROVED

Global	Hum/Arts	Oral	Quant	Nat Sci
DANT222X	ARTS 101 ARTS 102 ARTS 120 ENGL 311 ENGL 321 PEAC 370 RELG 370	ARTH 222X DANT 222X	MATH 112	CHEM 123

REVIEWING THE ORAL AND CONSTITUTION REQUIREMENTS

Oral

Communication:

Leslie Bickford

Alice McLaine

Kristen
Wonderlich

Constitution:

Chlotia Garrison

Shawna Helf

Laura Glasscock

Gale Teaster-Woods

FINALLY, A REQUEST...

- If you are teaching a new GNED course in the Spring, coming back to a familiar one, or are a Chair hiring faculty to teach one of these, please review the application to include that class in the GNED program to make sure all of the components are included in the class syllabus.
- Chairs have copies of the applications; so does University College, if you need a refresher.

Appendix II to the Agenda

Report from Rules Committee

I. For Vote of Faculty Conference

Article X – Committees of the Academic Council

Section 5 ~~Educator Preparation Teacher Education~~ Committee. The ~~Educator Preparation Teacher Education~~ Committee is an interdisciplinary committee of University and community representatives who assemble to review, analyze, and provide input on all aspects of the ~~teacher-Educator Preparation education-p~~Program at Winthrop University. The ~~Educator Preparation Teacher Education~~ Committee has the unique responsibility to ensure the integrity of the ~~Educator Preparation Pteacher education-p~~program in a manner that benefits South Carolina's learners as well as the profession of education. The composition and full charge of this committee are found in the ~~Educator Preparation Teacher Education~~ Committee Bylaws available in the Repository.

Article XI – Curricular Review

Section 1 Process for Approving Matters Relating Only to Undergraduate Curriculum.

Curriculum recommendations shall be reported to the Committee on University Curriculum. If all members of the committee agree that the recommendation is consistent with University-wide policy and does not infringe upon the legitimate interests of any other academic division, the committee shall vote to approve the recommendation, with the following exceptions:

- a. If the recommendation is for
 - i. Renaming a course
 - ii. Changing a course description
 - iii. Adding a course designator
 - iv. Changing a course designator
 - v. Dropping a course designator

In those cases, a vote is not required unless the recommendation is questioned. If the recommendation is not questioned then the recommendation shall become the action of the Committee on University Curriculum.

Such approval shall be communicated promptly in the report of the committee to the members of the Faculty Conference and shall be placed on the agenda of the Academic Council. If the committee is not unanimous in its approval, the recommendation shall be placed on the agenda of the Academic Council with a record of the committee's vote on the recommendation.

Academic Council shall review and vote on the recommendation, with the following exceptions:

- b.If the recommendation is for
 - i. Adding a course
 - ii.Dropping a course
 - iii.Renumbering a course
 - iv.Adding or changing prerequisites or corequisites to a course
 - v.Changing requirements for a minor
 - vi. A recommendation in which a vote was not required of the Committee on University Curriculum and that committee's action was to approve the recommendation then a vote is not required unless the recommendation is questioned. If the recommendation is not questioned then the recommendation shall become the action of the Academic Council.

Such approval shall be communicated promptly in the report of the committee to the members of the Faculty Conference and shall be placed on the agenda of the Faculty Conference. If all members of the committee are not in agreement, the recommendation shall be placed on the agenda of the Faculty Conference with a record of the committee's vote on the recommendation.

Faculty Conference shall review and vote on the recommendation with the following exceptions:

- c.If the recommendation is for
 - i. Adding or dropping a minor
 - ii. A change in graduation requirements for a major with no change in overall number of hours
 - iii. A recommendation in which a vote was not required of the Committee on University Curriculum or Academic Council and both committees' action were to approve the recommendation

A vote is not required unless the recommendation is questioned. If the recommendation is not questioned then the recommendation shall become the action of Faculty Conference.

Section 2 Courses enrolling undergraduate and graduate students³⁵ Any recommendation that involves a course that enrolls both undergraduate and graduate students and:

- a. Renames a course
- b. Changes a course description
- c. Adds or drops a course
- d. Renumbers a course
- e. Adds or changes prerequisites or corequisites to a course
- f. Adds, changes, or drops a course designator
- g. Changes graduation requirements in a degree program with no change in the overall number of semester hours required by the program

~~and involves a course that enrolls both undergraduate and graduate students~~ shall be reported by the college's curriculum committee both to the college faculty assembly and to the Graduate Council. If both of these bodies approve the recommendation, it shall be forwarded to the Committee on University Curriculum and shall be approved or denied in the manner described in the appropriate section of this article. If both of these bodies deny the recommendation, it is denied. If one of these bodies approves the recommendation and the other denies the recommendation, it is denied, but the Committee on University Curriculum may (but is not obliged to) suggest

Section 3 Educator preparation Teacher education courses. A recommendation that affects the Educator Preparation Program~~teacher education programs~~ or courses used in ~~these~~ programs shall be reported to³⁶ the Educator Preparation~~Teacher Education~~ Committee after it is approved by a college faculty assembly.

If the committee approves the recommendation, it shall be reported to the Committee on University Curriculum and shall be approved or denied in the manner described in the appropriate section of this article.

Section 4 General education courses. A recommendation that adds a course to the lists of courses meeting the core skill areas of the General Education program or modifies a course on these lists shall be reported to the General Education Curriculum Committee. If the committee approves the recommendation, it shall be placed on the agenda of the Academic Council. If the Academic Council approves the recommendation, it shall be placed on the agenda of the Faculty Conference. New courses must be added following Section 1 in this article before being reported to the General Education Curriculum Committee.

Table I: Process for Approving Matters Relating ONLY to Undergraduate Curriculum

Curriculum Action	College Assembly Votes	EPCTEC Votes	CUC Votes	AC Votes	FC Votes
Rename course or change course description; add, change or drop a designator	Yes	If applicable	Only if questioned	Only if questioned	Only if questioned
Add, drop or renumber a course; add or	Yes	If applicable	Yes	Only if questioned	Only if questioned

Change requirements for a minor					
Add or change a pre-requisite or corequisite	Yes	If applicable	Yes	Only if questioned	Only if questioned
Add or drop a minor	Yes	If applicable	Yes	Yes	Only if questioned
Change graduation requirements in a major (no change in overall # of hours)	Yes	If applicable	Yes	Yes	Only if questioned
Change # of hours needed to complete a degree program	Yes	If applicable	Yes	Yes	Yes
Add or drop a degree program	Yes	If applicable	Yes	Yes	Yes

Table II: Process for Approving Courses Open to BOTH UNDERGRADUATE and GRADUATE STUDENTS

	Simultaneously,		If either group disagrees, the proposal is denied. If both groups agree, then it goes forward to CUC (through <u>EPCTEC</u> if applicable), and		
Curriculum Action	College Assembly Votes	Graduate Council Votes	EPCTEC Votes	AC Votes	FC and GFA Vote

Rename course or change course description	Yes	Yes	If applicable	Only if questioned	Only if questioned	Only if questioned
Add, drop or renumber a course	Yes	Yes	If applicable	Yes	Only if questioned	Only if questioned
Add or change a prerequisite or corequisite	Yes	Yes	If applicable	Yes	Only if questioned	Only if questioned

II. For First Reading

Article VIII – Standing Committees of the Faculty Conference

.....

Section 10 Academic Integrity. The Academic Integrity Committee shall be responsible for the development, execution, and oversight of initiatives designed to foster academic integrity by all in the Winthrop University community. The committee shall also be responsible for reviewing current university policies related to academic integrity and sending recommendations for changes to those policies to Faculty Conference for approval. The committee shall then be responsible for communicating the recommendations that are approved by the Faculty Conference to the appropriate parties and working with those parties, as needed, to facilitate the implementation of those recommendations. The committee shall report its activities to Faculty Conference at least once per academic year.

The committee shall have the following membership: one faculty member elected by the faculty assembly from each of the degree granting colleges, one member elected from the Library faculty, as well as a student representative selected by the Chair of the Council of Student Leaders. The committee will also have the following non-voting, ex officio members: The Dean of Students, and one representative each from the Winthrop Athletics Department and the International Center.

III. For First Reading

Language from the Bylaws:

Section 7 University Life. This committee shall be responsible for examining issues submitted by faculty members that affect the conduct of University Life, and shall address these issues by communicating directly with appropriate administrators and members of the University faculty and staff ~~to understand the issue more fully and~~ to facilitate a resolution to the concern as needed. The committee shall report its findings, and the status of issues to Faculty Conference, to the Committee on University Priorities, and to the President at least once each semester. The committee shall consist of nine members: two members elected from each of the degree-granting colleges and one member elected from the Library faculty. At least one member elected from each of the degree-granting colleges and the member elected from the Library faculty ~~must~~ shall be tenured. The Chair of the University Life Committee shall serve as an ex officio member of the Faculty Committee on University Priorities. The Chair of the University Life Committee shall attend open meetings of the appropriate committee of the Board of Trustees.

Section 8 University Priorities. This committee shall be responsible for meeting at least once per semester with the President and the other Executive Officers of the University to provide a faculty perspective on admissions policy, planning, objective setting, and resource allocation, as well as other areas that are important to the University's future. The committee shall consist of eight voting members and one non-voting ex officio member: one member elected from each of the degree-granting colleges, one member elected from the Library faculty, one member elected from the faculty of University College, and one member elected by the Graduate Faculty Assembly. All members of this committee ~~must~~ shall be tenured. The Chair of the Faculty Conference shall serve as an ex officio member with vote. The Chair of the Faculty Committee on University Life shall serve as an ex officio member without a

vote. The Chair of the [University Priorities Committee](#) shall attend open meetings of the Finance Committee of the Board of Trustees.

Language from the Policy Repository:

From the entry for University Life Committee (<http://www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=209>)

The committee shall consist of nine members: two members elected from each of the degree-granting colleges and one member elected from the Library faculty. At least one member elected from each of the degree-granting colleges and the member elected from the Library faculty ~~must shall~~ be tenured. [The Chair of the University Life Committee shall serve as an ex officio member of the Faculty Committee on University Priorities.](#) The Chair of the committee shall attend open meetings of the University Relations Committee of the Board of Trustees.

From the entry for University Priorities Committee (<http://www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=210>)

The committee shall consist of eight voting members and one non-voting ex officio member: one member elected from each of the degree-granting colleges, one member elected from the Library faculty, one member elected from the faculty of University College, and one member elected by the Graduate Faculty Assembly. The Chair of the Faculty Conference shall serve as an ex officio member with vote. [The Chair of the Faculty Committee on University Life shall serve as an ex officio member without a vote.](#) The Chair of the [University Priorities Committee](#) shall attend open meetings of the Finance Committee of the Board of Trustees.

Appendix III to the Agenda

Faculty Committee on University Life (FCUL) Report, Fall 2017

(Committee of the Faculty Conference) This committee shall be responsible for examining concerns submitted by faculty members that affect the conduct of university life, and shall have the authority to address these concerns by communicating directly with appropriate administrators and members of the University faculty and staff to understand the concern more fully and to effect a positive resolution to the concern. The committee shall report the concerns received, its findings, and the status of the concerns to Faculty Conference, to the Committee on University Priorities, and to the President at least once each semester.

Adriana	Cordis (Chair)	CBA	Elected (College FA)	2018
Shawwna	Helf	COE	Elected (College FA)	2018
Amanda	Hiner	CAS	Elected (College FA)	2018
Mark	Lewis	CVPA	Elected (College FA)	2018
Rick	Chacon	CAS	Elected (College FA)	2019
Susan	Silverman	Library	Elected (College FA)	2019
Kristen	Wonderlich	CVPA	Elected (College FA)	2019
Tyrone	Cesar	COE	Elected (College FA)	2020
Marguerite	Doman	CBA	Elected (College FA)	2020

FCUL addressed eight (8) concerns that were brought to the committee by faculty during fall 2017. The list of concerns and actions taken in response (in italics) are presented below.

Item 1. (Closed) IT policy of changing passwords - Faculty expressed concerns about the new IT policy of changing passwords every 90 days. One concern is that the policy will have negative effects on faculty and the university by reducing employee morale and productivity. Another is that the policy may actually reduce computer security rather than enhance it, as suggested by current recommendations and research. In addition,

faculty asked whether the policy was required by the state legislature, the governor, Winthrop University President, or whether it was the IT Office's interpretation of how to implement the state laws and regulations. **Resolution:** *Dr. Marguerite Doman, FCUL committee member, examined this issue.* The password change policy was directed by Winthrop's Internal Auditor in order to keep Winthrop compliant with the policies of the South Carolina Division of Information Security (DIS). From the DIS website "The Division of Information Security is an operating unit under the Department of Administration's Division of Technology, responsible for a variety of statewide policies standards, programs and services relating to cyber security and information systems." The Information Security Policy – Access Control (2014) (available at <http://www.admin.sc.gov/files/InformationSecurityPolicy-AccessControl.pdf>) states the following about password policy and change requirements:

Password Policy

Purpose

The purpose of the password section is to establish uniform and enterprise-wide practices to create, manage and maintain passwords to ensure expected level of access security. The policy outlines requirements for creation of strong passwords, protection of those passwords, and password change frequency.

Policy

Account Management (AC 2)

- *[Agency] shall establish a process for password-based authentication to include the following:*
 - *Automatically force users (including administrators) to change user account passwords every ninety (90) days. If [Agency] handles Restricted data, consider enforcing password changes no less than every sixty (60) days;*
-

Guidance

NIST SP 800-53 Revision 4: AC 2 Account Management

State agencies are required to comply with DIS. Higher Education must adhere to the DIS policy unless they have an approved policy variation, which we do not. Winthrop is considering testing a two-factor authentication policy to secure more sensitive information. If this is successful,

they may consider extending it to the university. A university privacy group may be established to raise awareness and create an information inventory for the campus with representation from every college. This will help keep the faculty informed.

Item 2. (Closed) Requirement to report leave - Many faculty raised concerns that the new requirement to report leave may result in reduced productivity. They asked whether the requirement to report sick leave every pay period is directly mandated by the state or whether it was Winthrop's decision. They also inquired about the reasons for the new requirement. If it is a Winthrop requirement rather than a state requirement, faculty asked whether the frequency of reporting can be reduced to once per semester.

Resolution: *Dr. Adriana Cordis, FCUL chair, discussed this issue with the HR Office. The HR Office states that it has a legal and fiduciary responsibility to maintain leave records according to state law. The requirement to report sick leave for faculty was implemented so that the HR Office can maintain better records. Beginning with July 2011 and up until this year, the HR Office limited the requirement to report sick leave to those employees who actually took leave. However, these employees were not following the policy; they were not turning in their leave at all or were turning it in late, resulting in the HR Office having to make numerous adjustment leave reports. In addition, the fact that leave was not being reported at all by faculty (many faculty did not even realize they accrued sick leave until this process was implemented) placed Winthrop in jeopardy of audit exceptions regarding the legal requirement to have a process in place that ensures accurate reporting of sick leave.*

For clarification on the frequency of reporting, the HR Office directed faculty to the [Winthrop University Sick Leave Policy](#). This policy is based on Chapter 11, Section 8-11-40 of the South Carolina Code of Laws, [the SC Human Resources Regulations](#) Section 19-710, and Winthrop's responsibility to maintain accurate records regarding leave. Neither the state law nor the State HR Regulations specify how each state agency is to enforce recording of sick leave by its employees. At Winthrop, the leave report (which can either report sick leave taken or no sick leave taken) is required to be submitted at the end of each pay period and within three days of the end of the pay period. All leave eligible Winthrop employees are required to submit a leave report at the end of each pay period. According to the HR Office, there is no mechanism to allow faculty to submit leave reports on a different schedule than all other employees.

Item 3. (Closed) Availability of contracts – Faculty expressed concerns about the availability of contracts. In the past, faculty received their contracts in writing and had to sign and return them but that is no longer the case. They are asking for feedback on how to view their contracts more easily.

Resolution: *Dr. Adriana Cordis, FCUL chair, discussed this issue with the HR office. Prior to 2011, Winthrop provided annual salary notification letters (not contracts) to faculty, which included salary information for the upcoming academic year. This practice was eliminated with the implementation of the HR/Payroll module of the Banner software in July of 2011. All employees can view their pay information via Wingspan by*

clicking on the Employee Detail tab and then on Job Detail. When this self-service function became available, the salary notification letters were discontinued. Faculty receive initial offer letters at the time of hire. After that, the policies and procedures in the Faculty Manual provide guidance regarding the employment of faculty.

Item 4. (Closed) FMLA policy for faculty – Faculty expressed concerns about the ability to donate leave for maternity and adoption.

Resolution: Dr. Adriana Cordis, FCUL chair, discussed this concern with the HR Office. Ms. Lisa Cowart, Vice President for HR, Employee Diversity & Wellness, graciously provided clarification on this issue. Under the current leave transfer policy, which can be found at <https://www.winthrop.edu/uploadedFiles/hr/policies/LeaveTransferProgramPolicy.pdf>, employees can donate unused annual or sick leave to a pool. The guidelines for employees to donate leave to the appropriate pool as well as the eligibility criteria to request and receive transferred leave are listed in the policy. Recently the state of SC established that employees can donate leave to a specific person. According to Section 117.137 of the 2016-2017 Appropriation Act, a state employee can make a written request to donate sick and/or annual leave directly to another state employee in the event of a medical emergency, subject to the approval of the agency director (or his designee). Leave transferred directly from one employee to another may only occur within the same agency (see <http://www.admin.sc.gov/humanresources/employee-information/benefits-and-leave/leave-transfer-program#LeaveDonation>). The HR Office encourages interested employees to contact the office to walk them through this process. Any leave-eligible employee can request leave from the leave pool regardless of whether another employee has donated leave specifically to that employee. An employee who receives leave from the leave pool must use the leave in accordance with the applicable leave policy (sick leave or annual leave).

However, the donation of leave would not resolve situations where an employee's spouse gives birth because the sick leave policy and state HR regulations do not allow the use of sick leave for this purpose. FMLA is 12-weeks of job protected, unpaid leave. Winthrop allows employees to run any applicable accrued paid leave concurrently with the unpaid FMLA leave. Sick leave is generally intended to apply to an employee's personal illnesses, but the sick leave policy and state HR regulations allows an employee to take up to 10 days of their personal sick leave to care for a "dependent" – as defined by the policy. Faculty are not eligible for annual leave; so beyond the 10 days, there is no paid leave available to them in this particular situation.

State regulations have a special provision regarding the use of sick leave for the purpose of adoption. Per Winthrop's policy, "An employee who adopts a child may use up to six weeks of accrued sick leave credits for the purpose of providing care for the child immediately following placement. Leave time authorized by this section may be approved only if the employee is the person who will be primarily responsible for the care and nurturing of the child during this period. For eligible employees, sick leave due to the adoption of a child may be covered under the

Family Medical Leave Act. Please see the Winthrop University FMLA Policy or contact HR.” It is advisable for anyone who has questions about leave, the leave pool, etc., to contact HR to discuss their specific situation.

Item 5. (Closed) Teaching and Learning Center – Faculty expressed a concern about the plans for the Teaching and Learning Center. Specifically, it appears that the TLC has been “farmed out” to several different people. There is some online training and miscellaneous programming, but there isn’t anyone developing regular programming for faculty. This has implications for SACS, as there is no official faculty development program right now, and it’s also problematic for a “teaching” institution of Winthrop’s size to not devote resources to faculty training and development.

Resolution: *Dr. Amanda Hiner, FCUL committee member, discussed this matter with Dr. Gloria Jones, Dean of University College. Dr. Jones communicated that professional development efforts are temporarily being overseen by the Provost’s office. There is a consensus among administrators that we need a larger commitment to professional development for faculty on campus, and administrators are currently trying to determine what it will look like and how it will be overseen. The future version of the TLC will likely not be housed in the University College, but may inhabit the new space for faculty and staff (where President DiGiorgio’s old offices/space was located). This new TLC may consist of a large “umbrella” organization that covers professional development, Blackboard training, and online learning. Currently, the Provost, the Dean of University College, and Dr. Meg Webber are trying to determine the structure for this new office or entity. Their goal is to create a new office that will provide more rigorous and vital professional development for the campus. Dr. Jones is still hoping to host a TLC Conference in the spring if she has adequate administrative support for that effort. Overall, she wants to assure faculty that they are making progress towards this effort to make sure that faculty professional development needs are met.*

Item 6. (Closed) Insufficient lighting between Dacus Library and Withers – Faculty expressed concerns that insufficient lighting posed a safety issue.

Resolution: *Dr. Amanda Hiner, FCUL committee member, addressed this safety concern. She submitted a Facilities Maintenance request to improve or fix the lighting between Dacus and Withers. She also asked that she be kept updated on the status of the request.*

Item 7. (Closed) Parking enforcement – Faculty expressed concerns about parking in the library lot. Cars without stickers were seen parked in faculty spots on multiple occasions. Calls were placed to the police, which informed faculty that the delinquent cars would be ticketed. However, that did not appear to be the case because the cars were back in the same spots the next day. Although the sign restricts parking to faculty until 7:00 p.m., others park in those spots beginning at 5:00 pm. This creates an issue for those who teach at night and have to walk to distant lots alone. The faculty expressed a desire for more cooperation from the police department in ensuring parking availability and safety after dark.

Resolution: *Mr. Ken Scoggins, Interim Chief of Police, graciously agreed to attend one of the FCUL meetings to address this issue. Mr. Scoggins informed the committee that the four employees in parking enforcement work a staggered schedule to help monitor traffic and issue tickets. He added that the department is shorthanded. This has affected their ability to monitor parking lots as well as they would like. Mr. Scoggins added that officers do not turn a blind eye to parking violations. They tow a fair number of vehicles. To help demonstrate the work done by the office, he indicated that from the beginning of the semester, the revenue from parking citations reached approximately \$75,000. The police receives 16,000 calls per year. In addition, more than 800 events are staffed by police. Even though this is not officially part of their job, it has become expected of them to monitor parking at these events. They are glad to help. However, this does increase the workload requested of staff. Mr. Scoggins is currently working on the staffing issue. Hopefully this will help with the workload and the parking situation. Also, Mr. Scoggins reminded the committee that the police office provides escorts to students, faculty, and staff as necessary for safety purposes.*

Item 8. (Open) Bancroft Hall traffic – Faculty expressed concerns about the traffic pattern in front of Bancroft Hall. Students and other folks create a safety hazard by skateboarding and bicycling in the wrong direction on Winthrop Alumni Drive in front of Margaret Nance and Bancroft. When faculty, staff, students, or visitors are backing out of parking spots, they often cannot see skateboarders or bicyclers who are traveling in the wrong direction. The faculty who brought this concern suggested that reminders about the direction of traffic could be painted directly on the pavement, or that perhaps a lane for bikers and skateboarders who need to travel against the legal traffic flow could be marked on the side of the road away from where cars park.

Examination: *Mr. Ken Scoggins, Interim Chief of Police, graciously agreed to attend one of the FCUL meetings to address this issue. There has been an increase in signage and pavement marking to advise proper road usage and safety. Skateboarding is only permitted on campus to get from point A to point B. It is not allowed on steps, to cause property damage, or to disrupt classes. The idea of a dedicated lane for skateboards was raised. However, having a dedicated lane for skateboards is a decision to be made by university leadership rather than by the police. Perhaps Facilities could help address this concern further. One issue to consider is that part of the street is owned by the university and part by the state; it would be necessary to conduct research regarding the feasibility of this proposal and to obtain approval from the leadership. Dr. Marguerite Doman, FCUL committee member, agreed to discuss the matter further with Facilities.*

In addition to skateboarding/traffic safety, Mr. Scoggins added that students' texting and looking at their cell phones creates a safety concern.

Prior-year Items

Several concerns received by FCUL in the prior year (i.e., AY 2016-17) that were deemed “open” in the prior year report were also discussed by the committee this fall. Their status is listed below.

- The concerns regarding faculty morale and increased demands on faculty time are currently being addressed by FCUP.
- The concerns regarding the library catalog system have been communicated to the leadership. A new system may be implemented in the future depending on the PASCAL system decision (see prior year report).
- Regarding the AAAS request to review FCUL policy, Dr. Mike Lipscomb, Chair of the Faculty Conference, submitted proposed changes to the Bylaws and Policy Repository regarding the makeup of the Faculty Committee on University Priorities and the Faculty Committee on University Life to the Rules Committee for review. The proposed changes reflect the actual practice of the FCUP/FCUL for the last several years and seek to align the language in the Bylaws with the actual practice.
- The concern regarding faculty space was closed. Per the August 18, 2017 Faculty Conference Minutes, former President DiGiorgio's office in the DiGiorgio Center will become a faculty-staff development center.

