Winthrop University – Faculty Conference
Friday, August 22, 2025
2:00pm
Whitton Auditorium

Agenda

1. Welcome and Call to Order (Adam Glover)

2. Approval of Minutes from the April 25, 2025 Meeting (Appendix A)

3. Report from the Faculty Conference Chair (Adam Glover)

4. Remarks from the President (Edward Serna)

5. Report from the Provost (Sebastian van Delden)

6. Update from IT (Patrice Bruneau)

7. Update from Admissions (Joseph Miller / Amanda James)

8. Update from the Registrar (Gina Jones)

9. Reports from Faculty Conference Standing Committees
   a. FCUP (Eric Birgbauer)
   b. Rules (Lauren Kohut)

10. Old Business

11. New Business

12. Announcements

13. Adjournment

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Winthrop University – Faculty Conference
Friday, April 25, 2025
2:00pm
Whitton Auditorium

Faculty Conference Minutes
Prepared by Kelly Ozust, Associate Professor of Dance
We have quorum.

1.   Welcome and Call to Order (Adam Glover) 2:00pm

2.   Approval of Minutes from the February 28, 2025 Meeting (Appendix A)
     a.   Motion to approve, minutes approved.

3.   Report from the Provost (Sebastian van Delden)
     a.   What if…update
          i.   We have a concept for Bachelors of Science in Health Sciences
          ii. Health sciences would include 3 pathways: transfer, exploration, and health promotions
     b.   Gen Ed Assessment: Thank you to Kelly Richardson for her excellent work. This role will not be renewed.
     c.   Gen Ed Task Force Report
          i.   Thinking about some gen-ed models at other universities and what are the general trends
          ii. Can we streamline it and make it more modern? Our gen-ed is complicated and it is leading to advising errors, etc.
          iii. Marketability: emphasize connection between gen ed courses, majors/minors
          iv. Example 1: Rice University
               1.   Simplicity, low number of credit hours, 3 categories and a first-year class
          v.   Wayne State
               1.   Multiple tabs for different audiences
               2.   Easy to understand graphic, 2 categories and a first-year class
               3.   No pre-recs, cannot be restricted to major, max of 2 designators
               4.   Greater accessibility to all students
          vi. Example 3: Virginia Tech
               1.   Pathways general education
               2.   Emphasizes core concepts and integrates courses
               3.   Pathways minors that are cross-disciplinary minors
               4.   This got us to think about how our gen-ed courses are linked to our minors. Could we develop themes for our existing minors? Could we develop new minors?
     d.   Space Force
          i.   Future Career and Internship Development Center
          ii. Signature space that puts career development front and center
          iii. Hopefully completed 2027
          iv. CPE will move to the Macfeat House and become the Academic Hub.

> > v. Open space where faculty and staff can meet up
> > vi. Timeline: Fall of 2027

Q: What would go in the provost suite?
A: We don't know that yet, but it would free up space so that's TBD.

Q: Will the office of accessibility be moving to an accessible location?
A: Yes. There is a ramp that leads to spaces that we will use for that.

4. Update from IT (Patrice Bruneau)
   a. Windows "Hello" a way to authenticate people. With this, we can train the camera on your laptop to recognize your face and you don't have to type in a password. We can deploy this, so if you want it, let us know.
   b. Office printers, scantron, zoom
      i. Printers: 40% of printers are reusable so we are saving those
      ii. Scantron is going away. What is going away is pre-printing, but if you want to use blank forms, you can.
      iii. Zoom: we don't know yet. I would recommend that you pretend that it's going away and switch to Teams

Q: Do students have access to Teams because they're the ones that want to zoom.
A: Yes, you don't have to have a license to participate, only the person that organizes the meeting

   c. Phone system: there's been some progress, but it's slow.
   d. Voicemail: voicemail to email turned on. Delete messages the old-fashioned way. Don't let them sit there because we're running out of disk space.
   e. Summer travels: remember that we turn of VPN access outside the US, but if you're travelling, just let IT know and they'll turn it on.
   f. Wingspan 3.0: phase 2   wsv3.winthrop.edu
      i. The old one will still be available. We'll have a card that you'll be able to click on to get to the old one if you want it.
   g. March phishing attacks, there were many real attacks

Q: When will windows end support for windows 10?
A: It's on the way out. I think we have until October. All machines that get refreshed get the update.

5. Update from Finance and Business Affairs (Kevin Butler)
   a. Travel Policy: applies to all travel
      i. International travel needs to be reviewed for security and signed off by the president
      ii. Air travel is not permitted if you're within 180 miles
      iii. Travel by lowest cost airfare and most expeditious route
      iv. A number of highlighted items that are not reimbursable
      v. Travelling via mileage, it's calculated by the shortest distance
      vi. If renting a vehicle, you're travelling in a SC contract. Decline your insurances and don't prepay fuel
      vii. If you're not travelling more than 50 miles, you won't be reimbursed for lodging
      viii. Maximum lodging reimbursement is what is published by GSA for the lodging per diem amounts
      ix. Resort fees are not reimbursable generally unless you're staying at a designated conference lodging
      x. You must stay in commercial lodging

xi. Meals will not be reimbursed if you're travelling less than 50 miles
xii. You have to complete travel authorization 7 days prior to trip
xiii. Trying to reduce interim reimbursements. If you put your hotel or airfare on your personal card, you can submit for reimbursement prior to your trip
xiv. Travel reimbursement form must be submitted within 30 days after return
xv. Putting 5% tolerance if the reimbursement request exceeds authorization paperwork
xvi. Any exception to policy must be submitted in writing prior to travel

Q: We have a deadline by which we must submit TAs. I was wondering about the timeline for international travel.
A: I don't believe there will be much delay at all.

Q: If a faculty member is renting a care, that Winthrop will not cover the reimbursement for rental insurance, is that correct?
A: No, you will need to utilize the carries that are covered under SC contracts, and within those the insurances are already covered. So you just need to deny the coverage at the desk because the coverage is already in place and you don't want to pay for it again.

Q: My question is the 4-week timeline and I'm thinking about this in relation to making arrangement for faculty searches. Sometimes those timelines don't work. What does one do in those cases?
A: Those timelines are based on the travel world as to when the premeire pricing starts to go away and things start to get more expensive. We understand that things won't always work within those windows, so let me think about a way that we can make that language more suggestive. We don't have all the money in the world here, so anything we can do to do our due diligence and save funds is going to serve yourselves.

Q: You said we're required to travel in the least expensive option. Are we concerned with carrier, type of airline, or what happens when certain classes are full?
A: If you are travelling on federal grants, you do have to follow The Fly America Act, so at that point in time there are some intolerances for the carriers that you can fly. If you're booking as far in advance as you can, you should have no problem. We'd be required to approve any exceptions to policy prior to travel. I never say never, but we have to fully understand what the rational is.

Q: American's current lowest class doesn't guarantee a seat. You can pay the $45 to guarantee the seat. If you go to the next class up, you get a seat.
A: We'll see if we can put some clarifying language.

Q: I'm interested in the clause about the GSA requirements for lodging, but I looked up some of the things in context and a lot of the prices are significantly less than what current hotel rates are.
A: So can always request to have the GSA rate based on the state entity. Also, if it's a conference location, then that is approved because the price is listed in the conference materials. You can also write the justification for the exception.

Q: If we are getting a ticket for airfare and we are booking with an airline where a ticket to guarantee a seat bumps you up a class, depending on the airline, are you saying that if we book that, we won't be reimbursed at all, or are you saying that we'll only be reimbursed at the rate. Isn't it more efficient to let us book whatever, and then you reimburse us at the current reimbursement rate?
A: What you would have to do is substantiate the price and then you would have to request an exception. At the time of travel, write in the exception to policy, substantiate what the rate would have been had you flown the most expeditious route in economy, and request that amount.

6. Update from Academic Affairs (Meg Webber)
   a. Progress on QEP: ACUE
      i. Every department has at least 1 trained faculty member
      ii. 165 total completers, we need 35 more
      iii. 16 faculty that have completed all four courses
      iv. 11 more on track for the fall
      v. Certified faculty deliver equitable student outcomes
      vi. 2 final courses: May 12 to July 20 and Sep 8 – Nov 9

7. Update on Student Evaluations of Teaching (Jo Koster)
   a. We are the point of piloting the new instrument. 25 sections are piloting.
   b. Altruism is not an incentive for students to complete the evals
   c. They liked the ability to do it in class, but they want an incentive
   d. Qualtrics survey for input on training materials and guidance
   e. We have started drafting written materials

Q: As you're considering ways to incentivize students, please remember the online students because they will need incentives as well.
A: That's at the top of my personal list.

8. Reports from Faculty Conference Standing Committees
   a. Academic Council (Kelly Costner)
      i. Vote on 2 new gen-ed courses
         1. ARTH 383X: Monsters, Heroes, and Myths in Ancient Art with pre-approval for the ARTH 383
            a. Approved
         2. PSYC 322: Applied Psychological Research, approval for intensive writing
            a. Approved
      ii. Vote on BS in Special Education: modify program
         1. Approved
      iii. S/U Policy Change: proposed a new deadline for S/U to 85% of the way through a class. This increases a student's timeline to designate a course S/U
         1. Approved
   b. Rules (Lauren Kohut)
      i. Reviewed proposed bylaws for Honor's College Assembly
      ii. Reviewed and proposed updated to FC Bylaws to address (see written report)
         1. Dissolution of University College
         2. Creation of Honors College and Honors Assembly
         3. Full time general ed assessment position
      iii. Curriculum process for Office of Student Success Center
         1. OSSC will have curriculum actions but will not have a college assembly, so needed a pathway for this process.
      iv. Changes available to review; vote on these in the August meeting
         1. Motion to add these changes to the agenda for the August meeting
            a. Motion carries

Q: I saw some of the slides had Office of Student Success, but it's the Office for Student Success, so I just wanted to make sure that that is correct.

9.   Old Business

10.   New Business
   a. Statement on Diversity, Equity, and Inclusion from CAS (Jo Koster)
      i. Charged DEI committee with drafting statement that would speak to our concerns and values, and allow us to share something with our students.
      ii. Formal motion to suspend the rules, straight up 2/3 vote. Right now it's just a conversation, but this is a vote to consider it formally in this meeting.
         1. Motion carries
      iii. Motion to formally consider adopting this statement by the Faculty Assembly
         1. Motion carries
      iv. Motion to amend the statement to reflect general faculty instead of CAS
         1. Motion carries
      v. Vote to adopt this statement, as amended
         1. Motion carries
11.   Announcements
   a. Remember grade deadlines
   b. Commencement reminder
12.   Adjournment (3:46)

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