

Winthrop University Faculty Conference
September 25, 2009
2 pm Plowden Auditorium, Withers Building

Agenda

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|-------|---|---------------------------|
| I. | Approval of minutes of August 21, 2009 Faculty Conference | <i>(minutes attached)</i> |
| II. | Report from the Chair | Marsha Bollinger |
| III. | Report from the Vice President for Academic Affairs | Thomas Moore |
| IV. | Committee Reports | |
| | Academic Council (<i>materials attached; pgs. 8-11</i>) | Mark Hamilton |
| V. | Unfinished business | |
| | Bylaws amendments discussion (<i>material attached, p. 12</i>) | |
| | SACS Progress Report (<i>material attached; p. 13</i>) | Pat Graham |
| | Talons Report | Cheryl Fortner -Wood |
| VI. | New business | |
| | Report on Summer Session | Yvonne Murnane |
| | Faculty Leadership Committee amendment
<i>(material attached, p. 14)</i> | Cheryl Fortner-Wood |
| VII. | Announcements | |
| VIII. | Adjournment | |

35% of Faculty Conference Membership (323) = 113
20% of Faculty Conference Membership (323) = 65

Faculty Conference Minutes

August 21, 2009

I. Call to Order

Dr. Marsha Bollinger, Chair of Faculty Conference, called the meeting order at 2:01 PM.

II. Approval of Minutes

Minutes from the April 24, 2009 meeting of Faculty Conference were approved without dissent.

III. Report from the Chair of Faculty Conference

Dr. Marsha Bollinger began the meeting by commenting on the “previews” of fall events she had in a slide show before the meeting began and introducing the new parliamentarian (Jackie McFadden) and secretary (Mark Lewis). Dr. Bollinger reported on the June 5, 2009 Board of Trustees Meeting. She highlighted a few of the items from the meeting and encouraged faculty to read the report (www.winthrop.edu/facultyconference). Dr. Bollinger discussed the Full Board meeting (report from Cheryl Fortner-Wood). This meeting conferred emeritus status to a number of Winthrop faculty and extended Dr. DiGiorgio’s contract. Cheryl Fortner-Wood and Tatiana Sosa were honored for their meritorious service. In addition, there were changes to the Board Bylaws: standing committees were increased from 4 to 5, language was made more precise in some places, and the option for Faculty Conference to appeal actions of the President to the Board was removed.

Dr. Bollinger went on to state that she had spent some time this summer meeting with Deans in order to understand Faculty Conference issues from the perspective of the different Colleges. She stated her interest in hearing from the faculty directly regarding Faculty Conference issues. Dr. Bollinger expressed her gratitude to Cheryl Fortner-Wood for her help in the new FC Chair position. Dr. Bollinger ended her report by acknowledging the individuals who have been granted tenure and/ or promoted.

IV. Report from the President

Dr. DiGiorgio welcomed the faculty to a new academic year and expressed excitement over things happening on campus. He stated that enrollment is level with last year, but added that the university couldn’t get an exact number as we are “still counting suit cases.” President DiGiorgio said he didn’t have much more to add outside his opening address, which is found online.

He gave an update on emerging news in the economy, stating that he had just spoken with the Chair of the Board of Economic Advisors, who expects a leveling-off of State revenue. President DiGiorgio clarified that Winthrop should not expect a recovery of “great magnitude” in the near term, but “as long as the decline stops, we’ll be okay.” A 4%-5% reduction in State

Appropriations is likely and that will drop our annual support to only about seventeen million dollars.

Dr. DiGiorgio opened the floor for questions. Jennifer Solomon asked for more information on why the option for Faculty Conference to appeal actions of the President to the Board of Trustees was removed from the bylaws. Dr. DiGiorgio explained that he didn't speak for the Board of Trustees. However, he feels the Board views their responsibility as setting broad institutional policy and not to be involved in campus governance.

Chris Van Aller asked President DiGiorgio if universities were successfully lobbying to change the funding structure for educational institutions in the State. Dr. DiGiorgio said "Yes." He went on to explain the fundamental problem is the tax structure. Even though the State has created a tax study commission, Dr. DiGiorgio does not expect major changes in the near term.

V. Report from the Vice President for Academic Affairs

Dr. Tom Moore extended a warm welcome to the faculty and stated how great it was to be back. He expressed his confidence in the type of planning done between May and August to help in having a successful academic year. Dr. Moore asked the faculty to be sure to read the "Vision of Distinction" pamphlets.

VI. Introduction of New Administrators and Faculty

Dr. Moore began by introducing people in new or different positions associated with Academic Affairs.

Marilyn Sarow, Quality Enhancement
Jean Silagyi-Rebovich, Director of Assessment
Alice Burmeister, Interim Dean, VPA

Dr. Moore called on the Deans to introduce the following new faculty and position changes:

Dean Weikle, College of Business Administration
James Schultz (FINC), Vaibhav Sharma (FINC), Vikram Sharma (ACCT),
Jayne Maas (ACCT)

Dean Rakestraw, Riley College of Education
Kelly Costner (EDUC), Lisa Harris, Center for Pedagogy (EDUC),
Shawna Helf (READ), Allison Ward (READ), Janet Wojcik (EXSC)
Mark Dewalt, Director, Center for Pedagogy (EDUC)
Lisa Johnson, Senior Associate to the Dean (EDUC)
Debra Mink, Director Student Academic Services (EDUC)
Jonatha Vare, Interim Chair, Curriculum/Instruc. (EDUC)
Geoffrey Morrow, Ropes Course

Dean Boyd, Arts and Sciences

Gregory Crider (HIST), Kareena Gray (SCWK), Kunsiri Grubbs (BIOL),
Brian Hipp (MATH), Jason Jannot (BIOL), Justin Brown (MCOM)
Tim Boylan, Director, MLA program (A&S)

Dean Jones, University College

John Bird, Director, TLC (Univ. College),
Sean Blackburn, Director, Leadership Studies (Univ. College)
Angie Edwards, Acting Director, International Center
Cheryl Fortner Wood, Director of McNair Grant
Jo Koster, Coordinator, XXITE (21st Century Education)

VII. Committee Reports

A. Introduction of Standing Committee Chairs (2009-2010)

Marsha Bollinger introduced the following Committee Chairs:

Admissions Advisory: Karen Stock	Academic Freedom and Tenure: Rebecca Evers
Budget Priorities: Sue Spencer	Faculty Concerns: David Meeler
Faculty Personnel: Marshall Jones	Library Advisory: Jennifer McDaniel-Milliken
Rules: Greg Oakes	Undergraduate Petitions: Nakia Pope

B. Faculty Personnel

Dr. Marshall Jones, Chair, passed out ballots for two standing committee elections and the faculty voted after nominations from the floor. Two university committees had resignations during the Summer of 2009:

1. Faculty Representative to attend CSL meetings to replace Mark Lewis.

- Diana Durbin, Education (C & I)
- Tenisha Powell, Education (C & I)
- Anna Sartin, Visual and Performing Arts (Theatre)

2. Faculty Concerns. For a one-year term to replace Lynn DeNoia, Business Administration.

- Jennifer Jordon, Education (C & I)
- Matthew Manwarren, Visual and Performing Arts (Music)
- Courtney Starrett, Visual and Performing Arts (Fine Arts)

C. Rules

Dr. Greg Oakes discussed bylaws amendments brought forward from Rules Committee. There were three motions.

1. Wording defining Committee on University Life
2. Wording defining on University Priorities

3. A change to the due to the changes in the Board of Trustees Bylaws

Refer to materials posted with the August 21, 2009 meeting agenda (www.winthrop.edu/facultyconference) for details.

The first two motions were presented together. As the motion came from a Standing Committee, a second was not necessary.

Dr. Jon Marx raised the question of whether or not the faculty and Administration can compromise on the process of reviewing items with the President. Dr. Oakes said that the item should be put on the agenda for discussion. Dr. Jennifer Solomon stated that this item was premature to put on agenda without more deliberation. Dr. Beth Costner suggested the faculty go ahead and put it on the September 25 agenda in order to begin discussions early. Dr. Kara Peters' opinion was that the changes in the document put it back to its original form. Dr. Costner suggested we at least introduce this discussion at the September 25th meeting as to give us more time to discuss it. Dr. Bollinger called the question and the motion passed with little opposition.

Dr. Oakes presented a motion to put the third item on the agenda for September 25th. Jennifer Solomon said the change to the Board of Trustees Bylaws (Article 1, section A) should not have been passed by the board. Dr. Karen Kedrowski spoke in favor of putting the item on the agenda in order to address the questions raised by Dr. Solomon. When the discussion was complete, the motion passed unanimously and will be on the September 25th agenda.

D. Academic Council

Dr. Mark Hamilton expressed his delight that so many former members of Academic Council still remain on the Council. He stated his rationale for appointing the various personnel on the committees as based on having representation from each Academic College. Dr. Hamilton reported that the Academic Council was asking for more open communication in general. He asked that all items please be sent at least seven days prior to meetings. He also stated that the Faculty Governance Calendar was online.

E. AAAS update

Karen Jones thanked all those who attended the Academic Leadership Retreat on Monday, August 17th. In attendance at the retreat was Daryl Parker, SACS commissioner. Ms. Jones provided information on how the various facets of SACS reaffirmation, NCATE, SIS Banner implementation, program accreditations and ongoing responsibilities would impact the Winthrop faculty and staff.

Dr. Pat Graham reviewed the four areas requiring the assistance of faculty to provide documentation to meet the standards for SACS accreditation.

- Assessment of Degree Programs and Academic Support Areas
The faculty will be working with templates, doing annual reporting and showing how they are providing the very best education they can for students

- Faculty Credentials/Qualifications

A database with documentation showing updated vita, transcripts, and licenses for faculty will be developed. Additional information will also be needed for syllabi on how faculty measure student learning in courses.

- Graduate Programs

Faculty need to provide documentation on the research requirements in the graduate program. Evidence of ongoing assessment in graduate programs is also crucial.

- General Education

We need to provide evidence that we are assessing the general education program beyond the touchstone core. Dr. Graham will be calling on faculty who teach in this program to provide information on their course(s).

Marilyn Sarow gave an update on QEP (Quality Enhancement Plan). Dr. Sarow stated that the first phase of the process in QEP is to determine what the QEP should be. She stated that in addition to the student focus groups there will be focus groups with the Alumni Council, the Board of Trustees, and community advisory groups. The qualitative information drawn from the focus groups will be used to develop a questionnaire which all faculty and staff will be receiving. The next phase will be to share the aforementioned ideas with the faculty and staff. Finally, the proposals will be established and put into streaming video in order to keep the faculty updated on the QEP process.

F. Academic Space and Scheduling

Maria Massey discussed the proposed allocation of common meeting times. As Friday, from two to five didn't work. Tuesdays and Thursdays from 11:00-12:15 was the proposed new time for college and university level events. Dr. Moore asked her to organize the Tuesdays with event priority. The first is open, the second is priority scheduling for professional development, the third is for cultural events, the fourth is for committee meetings and the fifth is reserved for large events. Thursday common times are reserved for college and department level activities. Fridays, from two to five is reserved for events requiring a larger block of time. In addition to the common time issue, this committee also created a comprehensive schedule of faculty governance meetings. Tom Moore praised Maria Massey for all the work she put into the scheduling.

G. TALONS

Dr. Cheryl Fortner-Wood reported on Banner. While it is up and running, there is still more to be done. Dr. Fortner-Wood thanked Tracy Hildreth, Linda Campfield, Charlene Boggs, Nicole Caldwell, and Judy Basehore for all the hard work they did in this endeavor. Opportunities for Banner training will be announced soon. Tim Drueke announced the second big phase is the move of the student system. Advising of students in the new system will begin in March 2010. Faculty will not be grading students in Banner until December 2010. Mr. Drueke said that after the first of the year faculty will see Luminous (the new Wingspan). Mr. Drueke continued by announcing the implementation of the new degree audit system, "Degree-Works." This new

auditing system will simplify the audit process for less structured degree programs. Mr. Druke asked for faculty to be patient while all these changes are taking place.

VIII. Unfinished Business None

IX. New Business

Dr. Bollinger asked the faculty to be sure to read emails from Frank Ardaiolo regarding the H1N1 virus. Dr. Bollinger stated that the University Health Center will have a telephone triage system in place. A few questions were asked and comments made regarding class policies. Dr. Debra Boyd suggested for faculty to visit the Center for Disease Control website for further information on handling this potential outbreak. Please see University Health Center website for more information.

X. Announcements

A. Reminders from the Registrar

Tim Druke announced the deadline for students to add a class (8-28-09), S/U election deadline (9-8-09) and undergrad application for graduation deadline (9-15-09).

B. University College

Lisa Johnson invited faculty to sign up for a TLC conference. Dr. Gloria Jones announced the consolidation of LEAP, Trio and athlete academic progress reports into one form. She also encouraged faculty to report on students who excel on this same form. This can afford these students better opportunities through ONCA. Dr. Jones stated that reporting both suffering and excelling students is a “direct link” to retention.

C. Other announcements

Dr. Kristi Westover announced the Graduate Faculty Assembly meeting. Dr. John Bird announced the establishment of the Cynthia Furr McAllister Award to honor the late Dr. Furr and her daughter. Dr. Karen Kedrowski made an announcement that the West Forum received a five-thousand dollar grant.

XI. Adjournment Dr. Bollinger closed the meeting at 4:10 PM.

Respectfully submitted by Dr. L. Mark Lewis

Academic Council met on 11 September 2009 at 2:00PM in Tillman 308

Committee on Undergraduate Instruction

COLLEGE OF ARTS AND SCIENCES

Department of History

Modify Bachelor of Arts in History-Certification to add GEOG 201, 303 or 304 as possible courses in the major. (**modify program**)

The modification to the BA in History with certification was approved.

COLLEGE OF BUSINESS

Department of Management and Marketing

Add minor in Professional Business. (**new program**)

The addition of the Professional Business minor was approved.

VISUAL AND PERFORMING ARTS

Department of Fine Arts

Modify Bachelor of Arts in Art Certification to **add** ARTT 200 Foundation Review and ARTH 454 as Intensive Writing (to be determined by Gen Ed committee.)(**Modify program**)

Department of Theatre and Dance

Modify Bachelor of Arts in Dance Certification to **drop** DANT 260 and **add** THRT 115. (**modify program**)

Modify Bachelor of Arts in Theatre Certification to accommodate THRA 160 changing from a one credit to a three credit course, to **replace** THRA 170 and 171 with THRT 115; to **drop** all required design courses; and to **add** as electives 6 credits of design courses chosen from a menu. (**modify program**)

The modifications to the BA in Art with Certification, the BA in Dance with Certification and the BA in Theatre with Certification were approved.

The following items were approved by CUI, Academic Council action was not required.

COLLEGE OF ARTS AND SCIENCES

Department of History

Drop HIST 300L (0) Historiography and Methodology Lab. Course requirements will fit into the three-hour course with no need for the extra hour. (**drop course**)

Add HIST 473 (3) Undergraduate Research in History (**new course**)

Department of Human Nutrition

Modify NUTR 520 (3) Sports Nutrition to **change** prerequisites **from** “NUTR 221” to NUTR 221 and BIOL 308.” (**modify course**)

Department of Mathematics

Drop MATH 302H(3) Honors Calculus IV. Dropping this course is the result of the change to a three-course calculus sequence. (**drop course**)

Department of Sociology and Anthropology

Add ANTH 326 (3) Native Peoples & Environment. (**new course**)

Modify GRNT 440 (3) Internship in Gerontology to **change** pre-requisite **from** “Minor in Gerontology or pursuing Gerontology certificate (minimum 80-hour placement), approval from coordinator of the program and GRNT 300” to “Minor in Gerontology or pursuing Gerontology certificate (minimum 150-hour placement; placement must be set up before GRNT440 course enrollment), approval from coordinator of the program and GRNT 300.” (**modify course**)

VISUAL AND PERFORMING ARTS

Department of Fine Arts

Add ARTH 353 (3) Arts of Oceania. (**new course**)

Department of Music

Modify MUSA 151 (1:3) Winthrop Glee Club to **change** name to Winthrop Collegiate Choir, to **drop** the pre-requisite “Permission of the instructor is required even though there is no audition,” and to **update** the catalog description. (**modify course**)

Modify MUST 112 (3) Music Theory II to **change** pre-requisite **from** “MUST 111” to “MUST 111 with a grade of C (2.0) or better.” (**modify course**)

Modify MUST 113 (1) Aural Skills I to **add** the prerequisite “Passing score on the Music Theory Entrance Examination or successful completion of MUST 101.” (**modify course**)

Modify MUST 114(1) Aural Skills II to **change** prerequisite from “MUST113” to “MUST 113 with a grade of C (2.0) or better.” (**modify course**)

Modify MUST 211 (3) Music Theory III **change** prerequisite **from** “MUST 112” to “MUST 112 with a grade of C (2.0) or higher.” **(modify course)**

Modify MUST 212 (3) Music Theory IV to **change** prerequisite **from** “MUST 211” to “MUST 211 with a grade of C (2.0) or higher.” **(modify course)**

Modify MUST 213 (1) Aural Skills III to **change** prerequisite **from** “MUST 114 or consent of the Instructor” to “MUST 114 with a grade of C (2.0) or better.” **(modify course)**

Modify MUST 214 (1) Aural Skills IV to **change** prerequisite **from** “MUST 213 or consent of the Instructor” to “MUST 213 with a grade of C (2.0) or better.” **(modify course)**

Department of Theatre and Dance

Drop DANT 260 (3) Dance Production. Being replaced by THRT 115. **(drop course)**

Modify DCED 342 (3:2:2) Dance Pedagogy: Modern, Jazz, Ballet to change prerequisites **from** “DANT 372 and three of the following: DANA 112, 122, 211, 212, 221, 222, 311 and 312, or permission of instructor” to “DANA 212, 222, 251 or permission of instructor.” **(modify course)**

Modify THRA 160 (1) Stage Make-Up to **change** credit hours to (3) **(modify course)**

General Education

Will Thacker presented the report from the General Education committee.

The General Education committee met on August 28. One course was approved to be added to the General Education program but was not included on the agenda for this meeting. It will be added to the agenda for the next meeting.

Proposal to include Math 151 in the Quantitative Reasoning requirement. The proposal would be to change the current requirement from "This requirement will be met by completing CTQR 150 or a math course that covers calculus or has a calculus prerequisite" to "This requirement will be met by completing MATH 150, or MATH 151, or a math course that covers calculus or has a calculus prerequisite". It is also requested that this change be retroactive to the beginning of Fall 09

He also reported on the new forms available for use to request the addition of a course to the General Education program and for the recertification of currently approved courses.

Department chairs will be notified regarding the recertification process.

New Business

A. General Education Program Assessment Process

Gloria Jones, Dean of University College publicly thanked the departments of Physical Education, Sport and Human Performance; Design and English for submitting writing samples for evaluation and assessment towards meeting General Education writing goals. Winthrop now needs to recertify all courses approved in the program and set up a process for continual recertification. The General Education Committee will be handling the review with assistance from University College. As faculty you may be called upon to provide writing samples for further reviews. Some time was spent discussing Academic Council's role in the recertification process. It was recommended that the results of the recertification process be reported to the Council like CUI course actions. These would come for reporting purposes, and may be acted upon by the Council, but action would not be required.

B. Policy Issues

Marilyn Sarow, Assistant to the Vice President for Academic Affairs discussed the project of moving all paper based policies to the web. These will all be in a searchable format and will include faculty manual policies and those from the catalogs and other sources. She presented two policies for discussion: Program Review and Withdrawal due to Active Duty Military mobilization. After a brief discussion regarding the Program review process as outlined in the faculty manual, it was decided that it needed to be referred to the Rules Committee of Faculty Conference. The motion to refer to the Rules Committee passed.

The military withdrawal policy was also discussed briefly, particularly in relation to the requirement for students who are absent from the University over a year move to the catalog requirements in effect at the time of their return. During discussion the Council agreed the appropriate change is with the choice of catalog policy in the catalog. The Registrar volunteered to review the choice of catalog policy and submit a proposed change to be addressed at the next meeting.

Next Meeting of Academic Council:

**2 October 2009 @ 2PM in Tillman 308
All Faculty are welcome to attend!**

Proposed By-Law Amendment Texts
Faculty Conference Rules Committee
Winthrop University
September 25, 2009

Item #1:

Proposed By-Law Text, Article VIII, Section 7

Section 7 Faculty Committee on 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 the 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 shall be tenured. The Chair of the committee shall attend open meetings of the appropriate committee of the Board of Trustees.

Item #2:

Proposed By-Law Text, Article VIII, Section 8

Section 8 Faculty Committee on 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 members: 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 shall be tenured. The Chair of the Faculty Conference shall serve as an ex officio member with vote. The Chair of the committee shall attend open meetings of the Finance Committee of the Board of Trustees.

Item #3:

Proposed By-Law Text, Article II, Section 3

Section 3 The Faculty Conference shall be the principal legislative body of the faculty. All actions of the Faculty Conference shall be subject to review by the President of the University.

SACS Update to Faculty Conference

September 18, 2009

- The SACS Compliance Committee met on September 14th to discuss drafting the SACS Compliance Report. A formatting and style guide has been developed and a password protected Web page for the report is under development. A draft of the report is scheduled to be completed by the end of the semester.
- The SACS Steering Committee will meet on September 23 to discuss progress on all facets of SACS reaffirmation.
- Many thanks are extended to the faculty, staff, and administrators for their support in providing information that will assist in documenting Winthrop's compliance with SACS standards and requirements.
- Quality Enhancement Plan (QEP) focus groups are scheduled with alumni and the Board of Trustees.
- The Quality Enhancement Plan (QEP) survey is complete and will be sent out the week of September 21. Faculty are asked to please take a few minutes and complete the survey as their feedback will help determine possible topics for the QEP. Students will receive a similar survey later in the month.

Motion to Change the Faculty Leadership Membership and Assigned Board of Trustee Meeting Attendance

By: Cheryl Fortner-Wood and Dwight Dimaculangan

Background:

On June 5th, the Board of Trustees amended their bylaws to institute a new committee structure. Those committees are Executive Committee, Academic Affairs, Finance, Institutional Advancement and Development, and Student Life.

Rationale:

If we apply the current ad hoc Faculty Leadership Committee (FLC) guidelines to the Trustees’ new committee structure, there will be no member of the FLC attending open meetings of the Institutional Advancement and Development Committee. Therefore, we recommend the following Faculty Leadership Committee membership and attendance at open meetings of Trustees.

The Motion:

We move to align the Faculty Leadership Committee membership and Trustees open-meeting attendance assignments with the new committee structure of the Board of Trustees in the following way. All other rules regarding the Faculty Leadership Committee will remain unchanged.

Under the Current Faculty Governance Structure	Under the New Faculty Governance Structure	Board of Trustees Committee	The Committee shall provide general oversight for all matters related to... (From www.wintrop.edu/trustees)
		Executive Committee	
Chair, Faculty Conference; Chair, Graduate Faculty Assembly	Chair, Faculty Conference; Chair, Graduate Faculty Assembly	Academic Affairs	quality of academic program; new academic proposals; academic program reviews; curricular matters; accreditation matters; student records; and library services.
Chair, Budget Priorities	Chair, Committee on University Priorities	Finance	finances and facilities of the University; act as the Audit Committee; and review the annual audit of the University.
Chair, Admissions Advisory	Member, Committee on University Priorities Selected by that Committee	Institutional Advancement and Development	student recruitment; enrollment management; and marketing; alumni affairs and the encouragement of private support and institutional fundraising for Winthrop University.
Chair, Faculty Concerns	Chair, Committee on University Life	Student Life	student life, campus safety and security, and intercollegiate athletics.