

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 security 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

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 ~~Eeducator Ppreparation teacher education Pp~~ program at Winthrop University. The ~~Educator Preparation Teacher Education~~ Committee has the unique responsibility to ensure the integrity of the ~~Eeducator pPreparation teacher education pP~~ 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 education pPreparation teacher education Pp~~ 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~~ ~~P~~ 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

