

Academic Council Minutes

April 12, 2013

2:00 pm

MacFeat Conference Room B

David Beatty*	Visual & Performing Arts
John Bird, Chair	Arts and Sciences
Tomoko Deguchi	Visual & Performing Arts
Kambrell Garvin*	CSL Student Representative
Laura Glasscock*	Arts and Sciences
Lisa Harris	Education
Jennifer Jordan	Education
Jo Koster	Arts and Sciences
Trent Kull	Arts and Sciences
Willis Lewis	Business Administration
Marge Moody	Visual & Performing Arts
Ron Parks	Visual & Performing Arts
Darren Ritzer	Arts and Sciences
Marilyn Smith	Business Administration
Spiro Shetuni	Dacus Library
Will Thacker	Business Administration
Brad Tripp*	Arts and Sciences
Ginger Williams	Arts and Sciences
Gina Jones, Secretary	Registrar

Guests: Tim Drueke, Stephanie Milling, Cliff Calloway, Peter Judge, and new members, Janice Chism and Marguerite Doman.

Chair Bird brought the meeting to order at 2:03 PM.

1. Minutes from March 1, 2013 (approved by electronic vote)

Gina Jones

2. Remarks from the Chair

John Bird

Dr. Bird thanked everyone for their service, especially to Jo Koster for chairing CUC and to Will Thacker for chairing the Gen Ed committee. He also thanked Lisa Harris for chairing the Academic Responsibility committee and Vice President Boyd for her support, as well as Registrar, Gina Jones for all her work.

He mentioned that some of the AC members were at the academic retreat last month and that we came away with some good ideas.

3. Remarks from the Vice President for Academic Affairs

Debra Boyd

Dr. Boyd thanked for all who participated in the Academic retreat. It was successful and brought about discussion for much needed changes. She also thanked the Council for all their good work.

Next year will be an interesting and exciting year. She had just come from the Board of Trustees meeting. She asked if there were any questions.

The General Education working group will have some summer reading and they will meet next fall. She thinks there will be some changes. She added that Winthrop's new teacher programs are getting good attention from the accrediting body, NCATE.

4. Report from CUC

Jo Koster

Academic Council approved the following program changes/ additions unanimously. Proposals for Program Change (Degree) can be found on the Curriculum Action System:

Degree	Major	Conc.	Department	Action
BS	BIOL	BMRS	Biology	MODIFY PROGRAM: Change total number of credits required in the major from 68-72 to 68-71; Remove BIOL 527 from Ecology, Evolution and Field Biology Area and reduce credit range in the same area from 7-8 to 6-8; Reduce total elective credit range from 11-22 to 10-22; *Addition of BIOL 309 to Ecology, Evolution and Field Biology (*Course listed in 2012-2013 catalog)
BS	BIOL		Biology	MODIFY PROGRAM: Remove BIOL 527 from Ecology, Evolution and Field Biology Area and reduce credit range in the same area from 14-16 to 13-16; Remove BIOL 307 and 308 from Cells, Genes and Developmental Biology Area; Add BIOL 307 and 308 to Additional BIOL Courses to total 42 and reduce the credit range from 7-9 to 7-10 in the same area
BS	BIOL	MTEC	Biology	MODIFY PROGRAM: Remove BIOL 527 from Ecology, Evolution and Field Biology Area and reduce credit range in the same area from 7-8 to 6-8; Increase Credit range required for Additional BIOL Courses to total 42 from 3-4 to 3-5; Remove 6-7 credits required in MATH 105 or MATH 150 or 201 or any MATH course with 201 as a prerequisite; Add 3-4 credits in MATH 105, 150, 151, or 201; Add 3 credits in MATH (any except 291 & 292); Change Mathematics and Science electives to include MATH (except 291 & 292 and any course used to satisfy Quantitative Skills Area and remove MATH 150 from list of electives
BS	BADM	ENTR	Management and Marketing	MODIFY PROGRAM: Add indication of "ENTR 473 is a co-requisite for ENTR 579"

BS	BADM	FINC	Accounting, Finance, & Economics	MODIFY PROGRAM: Change requirements in the Corporate Finance Track from "FINC 312, 498 514, Two of FINC 491, 512, 513, and One of ACCT 305, ECON 335" to "FINC 312, 498, 512, 513, 514 and One of ACCT 305, ECON 335, FINC 491"
BS	CHEM	ASCP	Chemistry	MODIFY PROGRAM: Add CSCI 151 to list of required courses for the major
BS	CHEM	MULP	Chemistry	MODIFY PROGRAM: Reduce total number of credits required in the Major from 73 to 63; Reduce the total number of CHEM electives above 299 from 7 to 3; Reduce total number of approved math or science electives from 15 to 9; Change general elective credit range from 0-22 to 10-24; Reduce total credit hour range from 124-134 to 124
BS	NUTR	DIET	Human Nutrition	MODIFY PROGRAM: Remove NUTR 520 from list of requirements in the Major; Reduce total credit hour range required in major from 42-44 to 39-41; Add 3 required credits in the major to be selected from ATRN 510, GRNT 300, NUTR 520, and PSYC 213
BS	BIOL	CNSV	Biology	MODIFY PROGRAM: Remove BIOL 527 from list of requirements in Major; Add BIOL 307 and 308 to list of electives to total 42 hours in BIOL
Minor	Title	Department	Action	
CRIM	Criminal Justice	Sociology and Anthropology	NEW MINOR	

Report from Committee on Undergraduate Curriculum 2012-13

Members: Jo Koster (Chair, appointed from AC); Tom Polaski (Graduate Council); Jeannie Haubert (CAS); Jennifer Jordan (COE); Anna Sartin (CVPA); Vaibhav Sharma (COB)

The Committee on Undergraduate Curriculum met four times in the 2012-13 academic year to address curricular matters. We approved 58 Program Changes involving undergraduate majors and minors, reviewed 88 Course Actions, and reviewed 15 courses that required no vote by CUC. Some members of the committee also conducted training workshops for using the Curriculum Action System through the Teaching and Learning Center and participated in the Academic Leadership Retreat for committee members in March 2013.

CUC would especially like to express its appreciation to Gina Jones and Jackie Brockington in the Office of Records and Registration and Tim Drueke in the Office of Academic Affairs for their continuing support of our work, and to thank the Deans, Assembly Chairs, and college and departmental committee officers for making the curricular process run smoothly this year. Their help is much appreciated.

For 2013-14, Jason Tselentis has been elected to replace Anna Sartin and Kelly Costner has been elected to replace Jennifer Jordan. We have not yet learned who Vaibhav Sharma's replacement will be (COB). The Chair of CUC for 2013-14 will be appointed by the Chair of Academic Council.

Dr. Thacker noted that BS-BADM-ENTR had an incorrect social science requirement. Ms. Jones noted that it was most likely an old template and will correct. He also noted in the BS-CHEM- ACSP that CHEM 551-552 were not intensive writing classes. Ms. Jones noted that this would not affect hours as there are enough electives built in. This, too, was an old template and is not reflected in the current catalog.

5. Report from General Education Committee

Will Thacker

The General Education Committee met on March 26, 2013.

Approved:

ENGL 328--Humanities and Arts

GEOG 350--Technology

ECED 352 was submitted for Oral, but because it is the same as ECED 391, we took no action since it was just a course renumbering (therefore, ECED 352 retains Oral status).

Academic Council approved the above courses unanimously.

6. Report from Academic Responsibility Subcommittee

Lisa Harris

Comparison of R&R to Faculty Manual

Issue	Faculty Roles Document	Faculty Manual
Definition of faculty	III, Faculty Ranks at Winthrop, page 9, instructors are not mentioned – can't be promoted to instructor or tenure track, so why include? But seems to contradict the other document that recognizes instructors as having faculty rank	FC Bylaws, Article III, Membership, "instructor, assistant professor, associate professor, or professor"
Promotions and tenure	<ul style="list-style-type: none"> • Tenure Review Process, page 16, 'Faculty personnel Committee ...submits its recommendations to the VPAA....The recommendations of the VPAA are forwarded to the president.'. • See page 26 for process where VPAA meets with the committee and then forwards decision to President 	Article VIII, Section 2., For advice to the President and VP of Academic affairs concerning promotion in academic rank and the granting of tenure
Post Tenure Review Committee	Pages 18-19	Committees, page 10, Not in Faculty Roles Document: <ul style="list-style-type: none"> • A faculty may serve on more than one committee in a year. • In most cases, associate and assistant deans will not serve on committees in their department unless there is an insufficient number of eligible faculty.
Academic Freedom and Tenure Appeals – post tenure review	Page 21, <u>Within two weeks</u> of receiving the report from the Committee on Academic Freedom and Tenure, the President will report to the Committee, the VPAA, the dean, the department chair, and the faculty member whether the development plan should be revised, whether a new review should be completed in the next academic year, or whether the post-tenure review committee's evaluation should be allowed to stand. Should the President not respond to the Committee's recommendation within two weeks, the Committee's recommendation will be allowed to stand.	Article VII, Section 1, page 17...it shall report its findings to the President and to the faculty member

Faculty Personnel Committee	Page 16, ...submits its recommendations to the VPAA....The recommendations of the VPAA are forwarded to the President along with recommendations from each level of review.	Article VIII, Section 2, page 17...for advice to the President and the VPAA concerning promotions in academic rank and the granting of tenure
Professional Stewardship	Service or leadership on a committee (typically at the college or university level) that has been shown to be complex in nature, require significant engagement, or demand considerable time.	
Summer Session Teaching Policy	IV., A., e., page 13 In determining the amount of prior service to be credited to a faculty member, no credit shall be given for summer school teaching at Winthrop or elsewhere.	ACAD not mentioned – dual employment during regular semester, % teaching appointments for Assistant Deans?
Faculty Recruitment Overview		Link doesn't go to the right place
Academic Processions and Regalia	Part of Academic Responsibility	Should the policy say it is part of academic responsibility
Faculty Office Hours	Part of Academic Responsibility	Should the policy say it is part of academic responsibility
Verifying Attendance, Midterm Review	Not in either document but is this part of academic responsibility?	Do we need policies on these?
Academic Advising	Part of Academic Responsibility or Student Intellectual Development	Should the policy say it is part of either?
Evaluation of Faculty Performance	<i>Student Intellectual Development, Scholarly Activity, Professional Stewardship</i> , and academic responsibility	The policy linked to from the faculty manual uses the old language of teaching, scholarship, and service.

General Standards for & Evidence of Teaching Effectiveness, Scholarship, and Service	<i>Student Intellectual Development, Scholarly Activity, Professional Stewardship</i> , and academic responsibility	Uses the old language.
Post-tenure review	<i>Student Intellectual Development, Scholarly Activity, Professional Stewardship</i> , and academic responsibility	Uses the old language.
Promotions	<i>Student Intellectual Development, Scholarly Activity, Professional Stewardship</i> , and academic responsibility	Uses the old language.

2011-12 Faculty Manual Sections We Reviewed

II. FACULTY ORGANIZATION

Faculty Conference

Academic Council and Constituent Faculty Assemblies

Internal Program Evaluation

Curriculum Revision-See Academic Affairs Policies and Procedures

Research Council

FACULTY EMPLOYMENT

Faculty Recruitment Overview

Faculty Appointments/Service Status

Letters of Offer/Contracts/Faculty

Academic Rank

Emerti Faculty

Academic Freedom and Tenure

Conditions and Procedures for Granting Tenure

Evaluation of Faculty Performance

General Standards for & Evidence of Teaching Effectiveness, Scholarship and Service

Post- Tenure Review

Promotions

Faculty Salary and Procedures
Fluency in English Policy
Faculty Ethics Employee Due Process

Workplace Policies

Summer Session Employment
Dual Employment

ACADEMIC POLICIES AND PROCEDURES

Class Attendance
Final Examinations for Courses- graduate and undergraduate
Evaluation and Grading
Grade Reports
Changing Grades
Posting Grades
Class Attendance Policy
Audit Policy
Student Conduct Code
Academic Advising
Academic Processions and Regalia
Annual Report of Faculty Member
Faculty Office Hours
Research and Grant Proposal
Misconduct in Research
Sabbatical Leave
Teaching Load

Sections we did not review because we didn't think they fell under Academic Council

ADMINISTRATIVE ORGANIZATION

FACULTY ORGANIZATION

Graduate Faculty Assembly
Graduate Council and Constituent Graduate Faculty Committees

BioSafety Committee
Board of Student Publications
Council of Student Leaders
DiGiorgio Student Union Advisory Board
Faculty Advisory Committee on Intercollegiate Athletics
Institutional Animal Care Committee
Institutional Review Board
International Advisory Committee
Judicial Council
Scholarship Committee
Student Electronic Media Board 4

Workplace Policies

Equal Employment Opportunity Statement
Workplace Violence
On-Campus Smoking
Drugfree Workplace Policy
Employee Assistance Referral Programs
SC Ethics Act (Anti-Nepotism)
Contract, Faculty
Reporting Workplace Injuries and Workers' Compensation
Leave

ACADEMIC POLICIES AND PROCEDURES

Hazardous Weather Conditions
Classroom Assignments
Meeting Times
After Hours Entry into Academic Buildings
Food and Drink in Classroom
Copyright Policy
Intellectual Property Rights
Privacy of Educational Records
Institutional Animal Care and Use
Protection of Human Subjects

Facilities and Services

Continuing Education

Distance Education

Traffic, Parking and Registration of Vehicles

Career and Civic Engagement

Computer Services

Counseling Services

Identification Card

Instructional Support

Dr. Harris stated the committee looked at the faculty manual and compared it to roles and responsibilities document. They found the faculty manual was confusing. Is it an outdated concept? They looked at all the links in the WORD document and decided whether they related to Academic Council.

Dr. Boyd thanked them for looking at this. The input will be useful. Academic Affairs has had the same conversations. What do faculty need? We discovered that there are things that don't match. What is it that you think faculty need? How do we integrate everything into one location? It is our responsibility to create something usable. We've been talking with a student about designing something for us. Is this what you need?

Dr. Koster stated that people who do faculty orientation would find this useful for new faculty especially.

There was a short discussion on faculty rank. Instructors are listed in roles and rewards but not in the faculty manual.

Dr. Bird asked if this should go to the rules committee or back to academic affairs?

Dr. Boyd indicated that we do need clarification so we can get a single document that will be useful.

There was a motion to use parliamentary procedure to remand this report to the Vice President. There was a second and a unanimous vote to send it to the Academic Affairs office.

7. Old Business—none

8. New Business —none

Dr. Koster led a thank you for Dr. Bird's service. Dr. Bird thanked the committee members going off: Marilyn Smith, Darren Ritzer, and David Beatty.

9. Election of Academic Council Chair for 2013-2104

Dr. Lisa Harris nominated Jo Koster. There were no further nominations. Dr. Koster was approved unanimously.

10. Announcements

Ms. Jones announced that instructors who submit grade changes to the Office of Records and Registration will now get an automatic email notification once the change has been processed in the student system. The student will also get notification.

She also mentioned a new assessment box in the curriculum action system for programs and asked if Dr. Boyd would care to comment.

Dr. Boyd indicated that this new feature is helpful in the accreditation process.

11. Adjournment

Dr. Bird

Dr. Bird adjourned the meeting at 2:45 p.m.

After the meeting, it was discovered that the Intensive Writing Committee's guidelines had not been sent to the Council for a vote. This was handled via email with majority approval.

Writing Intensive Committee

Guidelines & Policies

I. Purpose: The Writing Intensive Committee monitors the implementation of the intensive writing requirement, including the consideration and approval of courses that will fulfill the requirement. The Committee also is responsible for revisions in the committee procedures and processes and shall make recommendations for changes in the intensive writing requirements. The committee shall report to the General Education Curriculum Committee.

II. Committee Composition: The committee shall include seven members, who shall be appointed for two-year staggered terms by the President upon recommendation of the Vice President for Academic Affairs. Three appointees shall be from the College of Arts and Sciences and one each from the other degree-granting colleges. The General Education Committee shall make one recommendation to the Vice President for Academic Affairs from its membership, who may be from any of the colleges.

III. Procedure for Nomination of a Writing Intensive Course: A department seeking a writing intensive course designation shall submit one copy of the following required documentation with appropriate signatures to the Chair of the Writing Intensive Committee:

- a. A completed Writing Intensive Course Description Form (see Appendix A for Guidelines for Writing Intensive Courses and all forms)
- b. A completed Writing Intensive Course Nomination Form. The course nomination form must include signatures from the department chair and the college dean. The department chair's signature affirms that he/she has ascertained that the course – if taught in multiple sections – meets the guidelines and that all instructors agree that the attached description and syllabus are typical.
- c. A course syllabus. Submit only one representative syllabus if a course has multiple sections.

IV. Procedures for Reviewing Course Nomination: The committee shall make its decision based on its adherence to the requirements set forth in the Writing Intensive Course Description and Nomination forms (see Appendix A).

V. Procedures for Reporting on Committee Recommendations: The chair of the committee shall report the recommendation of the committee to the chairs/deans who submitted the nomination, the Registrar, and the General Education Committee, for information purposes. The Registrar shall be responsible for posting the information on relevant documents.

VI. Annual Committee Report: The committee chair shall submit an annual report to the General Education Curriculum Committee outlining the activities and decisions of the Committee.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Gina M Jones".

Gina Jones, Secretary