Faculty Senate Date Meeting Minutes

For Friday, August 23, 2019

Call to Order (3:00 p.m.) in Library 237 Called to order at 3:00 p.m. Quorum established.

Approval of the Minutes of April 26, 2019 meeting- motioned and seconded, minutes approved.

Greetings from the Chair & Introduction of Faculty Senate (FS) Officers

Dr. Jayne Violette thanked the previous chair of FS, Dr. Ben Nelson, and previous secretary, Dr. Caroline Sawyer.

Dr. Violette introduced the USCB FS Blackboard Site. Faculty have access to the site in their organizations menu. Resources (faculty handbook, folders for committees, links to other related sites) are posted in the site including contact information for leaders. Agendas, minutes, and supplementary materials are also available.

Dr. Violette introduced and thanked Dr. Beth Hammond as secretary of FS. She requested items for the agendas be submitted by 5 p.m. on Mondays of the weeks of FS. Items will be included in the agenda which will be distributed to the faculty on Tuesday prior to FS.

Dr. Violette introduced Dr. Bud Sanders as the FS president elect.

Dr. Violette introduced Dr. Lynne Hutchison as parliamentarian for FS.

Dr. Violette commented on the charge and responsibilities of FS members. Requested that we review the Faculty Manual statement of purpose of FS.

Administrative Reports:

Report of the Executive Vice-Chancellor for Academic Affairs- none given

EVCAA report: Dr. Skipper – Echoed thanks for those serving FS and the value of FS. Thanked FS chairs. Dr. Skipper related information from Dr. Panu: The 2% raises for everyone whose base salary is under 100,000 is currently in progress. He also stated that equity adjustments are currently being considered but have not taken effect yet. Dr. Hoffer and Dr. Sanders have been a part of the committee reviewing needed equity adjustments. Beth Patrick was able to speak to the Staff Advisory Council during the summer, and she has a presentation that will be presented emphasizing transparency of use of funding.

Dr. Skipper gave an overview of the focus groups, survey(s), town hall meetings from the Spring. Presentation is available in the FS page in Blackboard.
**Introduction of new faculty and comments from department chairs:**

- Dr. Charlie Spirrison- Humanities. Dr. Spirrison commented on the characteristics of programs and departments.

- Dr. Lauren Hoffer: introduced new faculty Dr. Sam Morris (Assistant Professor of English and Program Coordinator for Secondary Literacy Education Program) and Dr. Marie Bliemaster (Teaching Fellow in English on the Beaufort campus, supporting both Visual Arts Designs and our Honors cohorts).

- Dr. Brent Morris: introduced new faculty Joel Islet (pre/post doc fellow for the Institute for the Study of the Reconstruction Era; ABD Baylor who will be based in Beaufort). Dr. Spirrison mentioned that Dr. Morris just won NEH funding $200,000 (Americans Reconstruction’s Untold Story).

- Dr. Cindy Lahar: interim chair for the Department of Social Services. Introduced Ms. Sandra Knapp (psychology), Dr. Heather Shay (sociology), Dr. Christopher Robinson (psychology).

- Dr. Chris Robinson: Introduced Jim Sidlesky (media artist, teaching digital graphics and animation). Dr. Robinson invited faculty to faculty show on Sept. 6 at the Sea Islands Center Gallery.

Dr. Kim Dudas- Dean of the School of Professions.

- Introduced Dr. Lynne Hutchison (chair of the Department of Health Professions).

- Dr. Hutchison introduced new faculty Dr. Alice Holland (Assistant Professor, College Student Health), Ms. Susan Beverung (instructor).

Dr. Staton- Dean of Department of Science/Math introduced Dr. Bud Sanders.

- Dr. Bud Sanders: Chair of Department of Mathematics. No new faculty.

- Dr. Brian Canada: Chair of Computer Science Department. Dr. Canada introduced Dr. Zhao Yang (Visiting Assistant Professor of Computer Science) and Dr. Kishwar Ahmed (Assistant Professor of Computational Science).

- Dr. Steve Borgianini: Department of Natural Sciences. Dr. Borgianini introduced Dr. Ty Petty.

Dr. Melanie Hanes-Ramos introduced Kim Walsh (new evening librarian).

Dr. Skipper summarized the AMP town hall, focus groups, and survey results. PowerPoint presentation is available in the FS Blackboard organization page.

- Questions about funding for projects listed in the presentation were raised.
Committee Reports:

Academic Steering Committee

- Dr. Erin McCoy –
  - ASC voted to approve a motion from Academic Affairs Deans’ Council:
    - Voted to make a motion: Add Deans to the Courses & Curricula approval process via signature on Course Proposal form (which Chairs currently sign).
    - The committee reserves the right to hold this vote pending clarification re: questions from the Courses & Curricula Committee to the Dean’s Council/Academic Affairs.
    - Vote on hold pending clarification from C3.

Courses and Curricula Committee (C3)

- Dr. Lynne Hutchison – First meeting is Friday, 9/13/19. Deadline for submissions is Monday, 9/9/19, by 5:00 p.m. Email proposals to Dr. Brett Borton. Newly revised USCB syllabus guidelines posted on the Courses and Curricula webpage (includes details for requirements for syllabi).
  - Question posed: Do the syllabus guidelines include online courses? Yes. Online courses are included.

Faculty Development Committee

- Prof. Joanna Angell – will update soon through email

Faculty Grievance Committee

- Dr. Debra Wallace – need people on committee. Dr. Wallace shared her own personal story of why she volunteered to be on the Grievance Committee. She pointed out that additional people are needed on the committee.

Faculty Library Committee

- Dr. Brian Canada – have not met. Dr. Canada demonstrated how to make faculty purchase suggestions. Go to library. Enter. Mouse over library services on the tope menu, and go down to faculty purchases. The library welcomes suggestions for library purchases using the form. He also mentioned that the role of the Faculty Library Committee is changing.
Faculty Manual Review Committee

- Dr. Lauren Hoffer – Faculty Manual Review Committee did meet and revise in April. Finalizing meeting for 9/6 and will have report on next steps. Email to follow. Dr. Violette will post on the FS page in Blackboard.

Faculty Welfare Committee

- Dr. George Pate – Faculty Welfare Committee has not met. Need to meet to discuss chair of committee. The purpose of the committee is to address faculty issues.

  Dr. Violette pointed out that each committee is described in the faculty manual, and she will paste the descriptions in the FS Blackboard site.

Promotion and Tenure Committee

- Dr. Bruce Marlowe (newly appointed Chair for P & T this year) - All tenured faculty, please stay after today’s meeting to elect Pre-Tenure Review Sub-Committee. Dr. Marlowe mentioned that there will be orientation in the fall and workshops in the spring for those who will be seeking tenure next academic year.

QEP Committee

- Dr. Summer Roberts & Dr. Caroline Sawyer –

The Students Connected Leadership team has been hard at work over the summer putting what we learned from our first year into making our program stronger and more successful in Year 2!

Fall 2019 Semester Important Dates:

<table>
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<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundational &amp; Traditional Experiential Courses Info Session</td>
<td>August 20</td>
<td>12:00-1:30pm</td>
<td>SciTech 123</td>
</tr>
<tr>
<td>Faculty Fellow Applications Due</td>
<td>August 30</td>
<td>Due 11:59pm</td>
<td>Submit to Blackboard</td>
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<tr>
<td>Community Partner Interest Session</td>
<td>September 6</td>
<td>12:00-1:00pm</td>
<td>Library 243</td>
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<tr>
<td>Students Connected Beaufort Kick-Off</td>
<td>September 11</td>
<td>5:00-6:00pm</td>
<td>Sea Islands Center</td>
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<tr>
<td>Students Connected Bluffton Kick-Off</td>
<td>September 12</td>
<td>12:00-1:30pm</td>
<td>Campus Center 105</td>
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<tr>
<td>Recruitment Event for Foundational and Traditional Experiential Courses</td>
<td>October 4</td>
<td>12:00-1:30pm</td>
<td>Library 243</td>
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<tr>
<td>Students Connected Graduation with Leadership Distinction in Community Engagement (GLDCE) Interest Session</td>
<td>October 24</td>
<td>12:00-1:00pm</td>
<td>Campus Center 105</td>
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Exciting Changes and Updates:

Faculty Fellows Program – Recognition and support for those teaching Students Connected courses

Students Connected Faculty Blackboard Site – Filled with resources and information for those teaching (or interested in teaching) Students Connected courses

Faculty Development – Information, interest, recruitment, and preparation sessions for those teaching (or interested in teaching) Students Connected courses

Graduation with Leadership Distinction in Community Engagement – Degree distinction awarded to graduating seniors who participate in the Students Connected program through coursework and completion of a capstone portfolio

Fall 2019 Students Connected Courses:

*Foundational*

COMM 140 – Public Communication

COMM 201 – Interpersonal Communication

SOCY 313 – Sociology of Aging

*Traditional Experiential*

EDEL/EDEC 440P – Math/Science Practicum, taught by Lee Johnson

HMSV 290 – Human Services Internship I, taught by Dawn Robinson

HMSV 298 – Human Services Internship II, taught by Najmah Thomas

HMSV 490 – Human Services Internship III, taught by Dawn Robinson

IDST 352 – Beyond the Classroom: Community Project II, taught by Erin McCoy

NURS 412 – Mental Health Nursing, taught by Pam Phillips

*Community Partnered*

COMM 328 – Introduction to Public Relations, taught by Brett Borton

A big thank you once again to our 2018-2019 Academic Year Students Connected Faculty: Brett Borton, Kim Cavanagh, Jim Glasson, Melissa Jacobs, Kelly McCombs, Alyssa Mayer, Caroline Sawyer, Lori Vargo, Jayne Violette

**Student Research and Scholarship Day Committee**

- Dr. Kimberly Cavanagh & Dr. Beth Hammond: The date for the 2020 Student Research and Scholarship Day is set for April 20th, 2020. Additional information will be sent.
International Programs:

- Dr. Babet Villena-Alvarez is chair. There will be scholarships for students interested in study abroad.
- Internationalization Programs Subcommittee: Dr. Volkan Sevim, Chair

Study Abroad:

Dr. Chesanny Butler is chair.

Unfinished Business

None.

New Business

Faculty Grievance Committee Elections –

5 openings (need a total of 7)

Current elected members – Dr. Landrum & Dr. Wallace

Currently on the ballot – Dr. Nancy Hritz, Dr. Sean Barth, Dr. Erin McCoy.

Other nominations? (Nominees must be tenured associate or full professor or tenured librarian; 5+ years’ experience (not just at USCB); no supervisory or evaluative role over faculty for that year.)

Dr. McCoy withdrew her name.

- Dr. Xuwei Liang nominated by Dr. Brian Canada
- Dr. Rick Heiens nominated by Dr. George Smith
- Dr. Jim Greisse self-nominated.

Discussion of the requirements. Dr. Canada motioned to close nomination. Moved and seconded to accept all as listed. Acclamation by vote to accept all. (Dr. Hritz, Dr. Barth, Dr. Liang, Dr. Heiens, and Dr. Greisse voted to committee)

Faculty Development Committee Election –

- 1 opening (replacing Dr. Jody Thompson)

- Current elected members – Prof. Johanna Angell (Visual Art & Design), Dr. Lukasz Pawelek (Humanities), Dr. Ron Erdei (appointed for 1 semester for Dr. Zhang on C3), Dr. Chessany Butler (Nursing & Health Professions), Dr. Xuwei Liang (Math and Computational Science)

Currently on the ballot – Dr. Deborah Cohan (Social Sciences)
Other nominations? (Nominees can come from Social Sciences, ETIS, Mathematics, Natural Sciences, Business, Hospitality, or Education.)

None. Moved acclamation for Dr. Cohan. Seconded. Elected.

**Dr. Villena-Alvarez** –

- While updating the Faculty Handbook, the language (p.25-27) regarding plagiarism for inclusion in course syllabi was voted on by FS Spring 2001. This had to be maintained because of the vote. It needs to be updated to have consistent language with the bulletin. Dr. Alvarez proposes that new language and previous language be sent to faculty and voted on at a future date.

**Dr. Sanders:**

- Motion to task the Faculty Welfare Committee with analyzing the summer-pay practice that was put into effect in Summer 2019 and report back to Senate on recommendations
  - Faculty manual states that faculty are paid 2.5% for courses able to run.
  - Practice (not part of Faculty Manual): Number of students enrolled if less than 10 students pay is decreased. (80% for 8 students; 6 students 60%)
  - Move to task the faculty welfare committee to explore and make recommendations to senate on how to move forwarded. If there is a profit for the university, it should be run.

- Dr. Violette asked for motion for vote to task the Faculty Welfare Committee with analyzing summer-pay practices and making recommendations. Motioned and seconded. Asked for discussion.
  - Discussion followed: Summer courses meet less than fall courses. A comment was made that it takes the same amount of preparation for faculty to teach summer/4 or 5 students as it does during other semesters. The needs of the students was a point of discussion, and the request was made by the Faculty Welfare Committee that faculty submit their comments so that they will have the ideas of the faculty in writing.
  - Dr. Sanders added that some may be teaching 24 students vs. another with 6 students, but both are making money for the University. When the university comes and says either we’re going to cancel that course or you have to accept the lower salary is heavy-handed and demoralizing to faculty. People don’t feel valued.
  - Dr. Skipper stated appreciation for Dr. Sanders and his point of view. He also stated that Beth Patrick is very creative/fair/transparent/creative. We have to have margins during fall, spring and summer semesters in order to operate the year-round function of the university. He believes giving faculty the option to teach or decline a low-enrolled class at a pro-rated amount to be an improvement over previous summers in which classes either made or did not.
Dr. Lee Johnson: commented that we regularly discuss student retention and engagement and suggested that this is a simple way in the name of good will, benefitting our students, students’ ability to stay in a program that they might not be able to work out otherwise. She further stated that if we’re not losing money, and we’re gaining in these other areas, then we should evaluate this practice.

Motion to have Faculty Welfare Committee review and make recommendations, seconded. Motion passed.

Dr. Mollie Barnes:

- Moved to allow the new Director of Career Services (Dr. Allison Reynolds) to address the FS.
- Seconded. Approved.

Alice Reynolds:

- Alice Reynolds, Career Services Director, seeks input and communication with faculty. She stated the minors and majors fair has been postponed indefinitely. She commented on previous experience where students volunteered, were expected to go to workshops, had one on one coaching sessions before they were allowed to meet employers. Dr. Reynolds is offering “career services” and students have the choice to take advantage of the services or not. She is seeking collaboration in guiding students. Currently there are three workshops that will run over a series of weeks in order to meet students’ schedules. (handout on FS Bb site) Further, she is willing to provide workshops for specific courses as requested.

No other new business.

For the Good of the Order & Announcements

- Dr. Violette pointed out that Dr. Ponder has sent the new information on the updated branding for the university in an email earlier today.

- Dr. Lukasz Pawelek: The Gateway to Interdisciplinary Graduate Studies (GIGS) Conference will be on October 18th. Watch for more information coming your way.

- Dr. Chessany Butler:
  - The Study Abroad Sub-Committee: On Friday, September 27th at 11a.m. in SciTec 261, the Study Abroad Subcommittee will host an open forum for any USCB faculty or staff member interested in creating a study abroad experience for students to ask questions. The recently developed USCB Faculty toolkit will be showcased as we walk through the general process, look at best practices, and review important forms and timelines. All are welcome to attend!
• Dr. Najmah Thomas: Faculty and staff members are invited to serve on the planning committee for African American History Month 2020 at USCB. The committee meeting schedule is as follows:
  - 8/28 - 4-5:30pm
  - 9/25 - 4-5:30pm
  - 10/23 - 4-5:30pm
  - 11/20 - 4-5:30pm
  - 12/11 - 4-5:30pm
Depending on space availability, meetings may be held at the Bluffton or Beaufort Campus; we will provide a Blackboard Collaborate Ultra (or similar option) for remote attendance as needed. Please contact committee chair Najmah Thomas at nthomas2@uscb.edu if you would like to serve on the AAHM @ USCB 2020 Planning Committee.

• Dr. Ann Holderfield: The Department of Visual Art & Design invites you to attend the 2019 Faculty Exhibition at the Sea Islands Center Gallery, the gallery of the art department. The exhibition will be on view from August 22 – September 21. The reception will take place on Friday, September 6, from 5:00 – 7:30 p.m. Please let your students know about this opportunity to see artwork on the Beaufort Campus. Gallery hours will be shared at a later date. We are staffed by student gallery assistants and dependent upon their class schedules. Thank you!

• Dr. Melanie Hanes-Ramos - STATISTA database trial runs through August 31st. Link to the trial from the Latest News section of the Library Website. Latest News on STATISTA Access is through IP authentication, so no additional login or password is necessary on campus. However, if you are accessing from an off-campus location, you will be directed to authenticate through the USCB proxy.

• Dr. Alvarez: announced births of children of faculty.

• Dr. Alvarez – American Association of Colleges and Universities is hosting a Global Learning Matters webinar that will be streamed 9/5, 1:30 – 2:30. Location will shared at a later date.

• Dr. Lauren Hoffer: On behalf of self and Dr. McCoy, announced new program faculty to the Interdisciplinary Studies Program of Dr. Murrey Skees, Dr. Jim Griese, Libby Ricardo, and Jeffrey McQuillen as program faculty.

• Dr. Pate: announced Spamalot, a musical adaptation of Monte Python and the Holy Grail, will run for two weekends beginning 9/21.

• Dr. Caroline Sawyer: Starting Sept. 5, the second season of By the River will air. Additional coming in the spring, a collaborative wellness show will be produced for ETV as well.

• Dr. Babet Alvarez: reminded the need to return to the health services discussion from the spring meetings. This will be added to the next meeting agenda.
• Dr. McCoy: Monday, November 11, 11:00 a.m. in CC105- Sand Shark Veterans will have their Veterans Day commemoration.

• Dr. Violette called for other announcements “for the good of the order”. None. A motion was made to adjourn/seconded.

**Adjournment: 4:58 p.m.**

**Tenured Faculty remained after FS for election of Pre-Tenure Review Sub-Committee**