Faculty Senate Meeting

Minutes from Meeting on Friday, March 28, 2014

Faculty Senate meeting was called to order by Ms. Amanda Urquhart, President, at 2:09 pm

Members present: Amanda Urquhart (Science/Math), James Galt-Brown (Liberal Arts), Heather Cathecart (Science/Math), Diantha Ellis (Business), JoAnn Brannen (Business), Doug Waid (Agriculture), James McCrimmon (Agriculture), Chrissy Dent (Nursing), Jimmy Ballenger (Human Sciences).

Prior to the meeting, Donna Campbell (Human Sciences) selected Jimmy Ballenger (Human Sciences) to vote as her proxy. Also, James Galt Brown (Liberal Arts) was selected as the proxy for both Susan Roe (Liberal Arts) and Jordan Cofer (Liberal Arts).

Presentation of Minutes:

Sen. Pres. Urquhart presented the minutes from the meeting of Friday, 21 February 2014. Sen. Cathecart made note of one correction to the minutes: “Graphic Remark” should read “Gravic Remark.” Sen. Dent made a motion to accept the minutes as amended; Sen. McCrimmon seconded. Minutes as amended accepted unanimously.

Old Business:

1. Revisions to P & T Guidelines:

   Section III (Appointment, Promotion, and Tenure):

Sen. McCrimmon noted that several parts of this section are repetitive and questioned the reasoning for this. Sen. Waid stated his thoughts on this related to the ease with which an event could meet the criteria for teaching, research or professional development. Therefore, it is a means to help those who cannot conduct research to still get credit for their work. Sen. Galt-Brown noted that different artifacts could be used in several sections.

Sen. McCrimmon then suggested a change in word choice for the first sentence on page 8 of the manual (page 1 of the section), point 3b. Sen. McCrimmon asked for a better word than “to arouse student interest.” Sen. Galt-Brown suggested “to inspire student interest.” Sen. McCrimmon made a motion that “arouse” be changed to “inspire.” Sen. Galt-Brown seconded. Motion carried unanimously. Sen. Pres. Urquhart noted that she would conduct a word search of the document for other areas where the word “arouse” was used.

Sen. McCrimmon questioned the wording at the end of the sentence in point 3d on page 9 of the manual (page 2 of the section). The part of the sentence in question is “both within…and beyond it.” Noting this phraseology had a bit of a Star Trek ring to it, Sen. McCrimmon suggested a change to “within and beyond the traditional classroom setting.”

Sen. McCrimmon questioned point 3h on page 9 of the manual (page 2 of the section): “evidence of effective advisement of students.” Sen. Galt-Brown pointed out there is no
pedagogical standard for evidence of advising, noting he was concerned with putting more emphasis on something that cannot be quantified. Sen. Pres. Urquhart pointed out faculty could design a questionnaire for advisees to fill out at the end of each session and drop in a box for future evaluation. Sen. Galt-Brown noted it would be hard to get each advisee to do so.

Sen. McCrimmon asked if point 3h should be a number all to itself instead of a letter at the end of number 3. The title is, after all, “Teaching and Advising.” Therefore, should this point not have more prominence in the document? Sen. Cathcart asked if we could use graduation and completion rates for quantifying. Sen. Galt-Brown noted that not everyone advised in a transfer or major area. Sen. Cathcart stated that she uses letter requests as evidence of effective advising. Sen. Pres. Urquhart appointed Sen. McCrimmon to create a number 11 for advising, including how such work would be rated. She noted that the Faculty Senate could submit ideas for evaluation of advising, asking for input from the faculty of their respective schools.

Sen. McCrimmon noted the potential for confusion on page 9 of the manual (page 2 of the section) under point 4c. Since “international study and development projects” should be listed jointly, it would be better if this phrase is moved to another point in the list to avoid confusion with the last “and” (i.e. “special lectureships, international study and development projects, panel presentations and seminar participation”). Ordering in this manner makes the grouping of “international study and development” clearer to the reader.

Sen. McCrimmon noted Section III B Point 2a under “Documentation” on page 10 of the manual (page 3 of the section) highlights “landscape architecture” as an example of a creative product. He pointed out that ABAC has “landscape design” but not “landscape architecture” and made a motion to change “architecture” to “design.” Sen. Cathcart seconded. Motion carried unanimously.

Sen. McCrimmon noted that a big problem in the Promotion and Tenure Review encountered by the P & T Committee is organization of portfolios. The standards are inconsistent across schools, leading to problems with interpretation once the portfolios reach the college-wide committee. Sen. Brannen stated the current P & T Committee informed the Vice President of Academic Affairs of the inconsistency of ratings among the Deans in annual reviews. She noted also that she created a check sheet for the School of Business faculty to use in assembling their portfolios. Sen. McCrimmon stated the check sheet made the process of reviewing portfolios much easier, but it would have been very helpful if faculty across campus used a campus-wide check sheet in assembling the portfolios as well. Sen. Waid stated we had such a form under the old guidelines, so why not have it under the new guidelines. Sen. Galt-Brown noted such a document would need to be organized according to the Guidelines. Sen. Pres. Urquhart stated we could include on the form found in Section VIII (page 43 of the Guidelines) titled: “Faculty Self-Evaluation Performance Criteria” a note that both the Portfolio and the Annual Report should be organized according to the Guidelines as there is no place listed in the Guidelines that they are intended for a guide for both the Portfolio and Annual Report.
Sen. Pres. Urquhart appointed Sen. Brannen to refine the check sheet used in the School of Business to place in the Appendix (Section VIII).

Sen. McCrimmon stated there should also be a note placed somewhere in Section III that the portfolio should include a Table of Contents. This makes the process of review much easier for all involved. Sen. Pres. Urquhart stated we also need a template for how a portfolio can be more evenly evaluated, which is a possible new topic for the Faculty Senate in Fall 2014.

Sen. Brannen reserved the right to make any additional changes to Section III. Further changes to Section III tabled to next meeting.

**Section VI (Procedures for Tenure):**

Tabled to next meeting.

**Section VII (Appeals)**

Sen. Galt-Brown posed the question regarding Section VII: “Does Section VII apply only to Promotion and Tenure functions, or does it apply to grievance, annual evaluations and supervisor evaluations?” He proposed the Faculty Senate consider a mechanism of appeal at every level of the documentation process. He further noted that if a supervisor, whether direct or indirect, attempts to “gig” a member of the faculty but refuses to document reason for said “gig,” then there should be a committee to whom the faculty could appeal.

Sen. Waid pointed out there is a Grievance Committee. Sen. Galt-Brown stated said committee is ad-hoc. He also noted said committee is specified for Promotion and Tenure appeals, not annual review or other appeals. As such, it the recommendation of Sen. Galt-Brown that ABAC needs a mechanism in place for faculty to file an appeal.

Sen. Galt-Brown noted page 33 of the manual (page 1 of Section VII) states “The College Appeals Committee is constituted every year, as needed, for the promotion and/or tenure review cycle.” Therefore, it is to be interpreted the CAC is only for P & T appeals. Sen. McCrimmon noted this should be a standing committee instead of an ad-hoc because it would take longer than the allotted “thirty days of notification” to form the committee. Sen. Waid stated this issue is actually covered very well in the manual in relation to the Promotion and Tenure procedure, which is what the Faculty Senate is currently discussing. Therefore, he noted that this issue is actually one for another time. Sen. Galt-Brown stated he was simply pointing out there is no mechanism for recourse in annual reviews or other documentation.

**Section VIII (Appendices)**

Tabled to next meeting.
New Business:

1. **Parliamentary Procedure:**

   Sen. Galt-Brown stated that according to Robert’s Rules of Order there is no provision for a proxy. Therefore, in order for this body to be in compliance, the ABAC Faculty Senate needs to amend its bylaws to include provisions for a proxy. Sen. Galt-Brown made the motion that the Senate Parliamentarian be tasked to write said amendments to Faculty Senate bylaws. Sen. McCrimmon seconded. Motion carried unanimously.

   Sen. Waid made the motion to adjourn; Sen. Dent seconded. Motion carried. The Senate adjourned at 4:07 p.m.

   The next meeting will be held April 25, 2014.