University Faculty Council Meeting Minutes

October 26, 2016 – Digital Auditorium (HCC)

3:30-5:30pm

1. Call to Order: The meeting was called to order at 3:34 p.m.
   1.1. Members present: Abby Brethauer (CAS-HPS), Janine Davis (CoE), Paul Fallon (CAS-AH, UFC Secretary), Steve Greenlaw (CAS-SS), Dave Henderson (CoB), Ken Machande (CoB, UFC Vice-Chair), Kristin Marsh (at large), Jason Matzke (CAS-AH), Deb O’Dell (CAS-HPS), Anand Rao (at large, UFC Chair), David Rettinger (CAS-SS and Parliamentarian), Woody Richardson (CoB), Marie Sheckels (CoE), David Stahlman (CAS-SS), Gregg Stull (at large), Marie Wellington (CAS-AH), Chuck Whipkey (CAS-HPS). Ex officio members: Jonathan Levin (UMW Provost), Troy Paino (UMW President), and SGA representative Hayley French. Member absent: Courtney Clayton (CoE).

2. Minutes – The minutes of the September 28, 2016 meeting contained a minor error, which was corrected. The minutes were then approved unanimously.

3. Reports
   3.1. President Paino
      3.1.1. Budget. The Governor said that $350,000 will be withheld from the current UMW budget. The President and Board figured out a way to absorb the cut without directly affecting faculty. So far, education has been spared from 5% cuts, but UMW should prepare for 5-8% reduction next year (on top of the $350,000 cut). Additional 5% would be around $1.3 million and 8% would be $2.1 million in additional reductions. In addition to those possible reductions, Rick Pearce was asked to plan for additional expenses which would total a $5 million cut. We must also plan to build up reserves, which have been spent down on items like marketing. New revenue will not be ready in time for the 2018 budget. We will know more in December when the Governor reveals his budget. Pres. Paino wants UMW to approach reductions strategically to allow for strategic investment. He said we must scrutinize priorities, compile lists, and consider both reduction and revenue; everything is on the table. Faculty input is welcome for both reductions and revenue generation.
      3.1.2. Open House/Academic Reputation. This past Saturday was Pres. Paino’s first open house. We must act immediately to restore and promote our academic reputation. He thanked departments for a 100% participation rate in the Open House. It is important to tell our story, show the campus, and show off the faculty. He has had a total of 20 students for two lottery dinners. Students so far have told the President how much they love their academic experience and their relationships with one critical faculty member. We need to tell these stories. And we need to begin inspiration before students enroll. It is important to have faculty representation at the open houses; inspiration begins with drawing students to the university.
3.1.3. Pres. Paino has heard a number of student success stories and has shared them with marketing and University Relations, e.g. Fulbright Scholarships. We need a more intentional strategy to prepare students to be competitive with other national scholarships that bring (e.g. Rhodes, Truman Scholarships). UMW must be attractive to the top 10% of students. UMW must be selective, but not snobbish in rebuilding its academic reputation.

3.2. Provost Levin
3.2.1. The Provost will begin working with deans and the Provost’s Academic Affairs Council to implement the 5% cut strategically, as well as develop strategic investments. The Faculty Workload Group’s efforts will not be abandoned, though all aspects may not be implemented. The Provost stated that we must make hard decisions while working to invest. Salaries are still on the table; Anand Rao and Faculty Affairs and someone from budget will look at how to address benchmarks and salary compression. The group will make recommendations to the Provost, who will pass them along to the President.

3.2.2. The Greenlight Process and FSLA must be in place by Dec. 1st. There are no major changes. UMW will get information from people at Kronos and programming to make it work with the payroll system. Clocking in and out will be a temporary thing, the Provost hopes. The preference is for default schedules over clocking in and out every day. Implementation will be in February. The UFC Chair asked about a timeline for salaries. All work with salary and bonus has been completed. The Provost wants to know the preferred mechanism. The idea is to weigh the pros and cons, and most critical cases first. The anticipated time to be ready to go forward will be early spring. The Provost hopes this will be a beginning and a place to chip away every year.

3.2.3. A series of meetings with Pres. Paino will take place. Everybody’s unit is assigned a special day. The series is meant to be a conversation.

3.3. College Deans
3.3.1. College of Arts and Sciences
3.3.1.1. The Dean’s written report was submitted linked to the agenda.

3.4. Guest Report on Faculty Evaluation of Administrators – Debra Schleef, Assistant Provost for Institutional Effectiveness and Analysis (presented out of sequence, before the President’s and Provost’s reports).

3.4.1. Asst. Provost Schleef found that the three deans were evaluated in 2014, but the president, provost and other administrative units have not been surveyed recently. Previous surveys were circulated to review the questions. Surveys are typically done in Spring, so she thought they would be conducted in April. Schleef thought the incoming president should not be assessed so early into his term, but the Provost, deans, and other administrative units could be done. She solicited input on the survey questions. Dr O’Dell requested to break out the chair vs. the faculty in responses since chairs have more interaction with the dean. Dean Michalovski and Dean Finkelstein suggested separate surveys for chairs. Dr Schleef asked whether UFC should vet an updated set of questions. Dr Rao didn't think UFC needed to vet or approve them as long as they were circulated. Asst Provost Schleef said she would get back to UFC in the spring.

3.5. SGA Representative’s Report
3.5.1. SGA Rep. Hayley French summarized her written report. The motion with strongest backing is for students to be able to have shot glasses in their room.

3.5.2. Homecoming was very successful and had a high level of participation. Pres. Troy Paino buttons were in particular demand and new ones will be printed.

3.6. UFC Chair’s Report

3.6.1. Faculty Senate of Virginia will meet at UMW on Sat., Nov. 19, 2016. Dr. Rao will send an email invitation. About 15 schools will send representatives.

3.6.2. AAUP Report was distributed to all college presidents in the commonwealth and faculty governing bodies. The report tied in about the role of AAUP and possible legal relations in a right-to-work state.

3.6.3. Faculty and staff governance.

3.6.4. Last Friday was a meeting of the Executive Board and some UFC officers (Rao, Fallon, Machande, and Scheckels). There is such a meeting once per semester.

3.7. UFC Vice-Chair’s Report: No report.

3.8. University Committees – minutes, reports, and action items

3.8.1. Distance and Blended Learning Committee Meeting Minutes – Oct. 12, 2016
3.8.2. Honors Program Committee Action Items – Oct. 6, 2016
3.8.3. Sabbaticals, Fellowships, and Faculty Awards Committee – Sept. 22, 2016
3.8.4. University Curriculum Committee Meeting Minutes – Oct. 10, 2016 (note: the UCC posts all committee materials on a separate site – University Curriculum Committee Website)
  3.8.4.1. Change to Psychology major requirements
  3.8.4.2. Change to Spanish major requirements
  3.8.4.3. Change to International Business major requirements
  3.8.4.4. Change to MBA Degree requirements
  3.8.4.5. New Minor in Spanish

3.8.5. General Education Committee Meeting Minutes – Oct. 10, 2016

3.8.6. Budget Advisory Committee Meeting – October 4, 2016; support documents:
  3.8.6.1. Campus Rec Center Budget Overview
  3.8.6.2. Campus Rec Center Presentation to UBAC

3.8.7. Teaching Center Advisory Committee Meeting Minutes – Oct. 12, 2016

3.8.8. Faculty Affairs Committee Meeting Minutes – Sept. 14, 2016

3.8.9. University Academic Affairs Committee – Oct 12, 2016 Meeting Minutes


3.9. All minutes were approved by voice vote.

4. Unfinished Business

4.1. Jeff McClurkin discussed an update of requiring electronic submissions for P&T. DTLT and IT can make recommendations for particular software. What is at stake now is an adoption of principles. Dr McClurkin noted some changes may need to be made to the Faculty Handbook. A motion stated the analysis had to be an Enterprise-level solution, but there could be other options, some of which will come with personnel costs. The system could be similar, but one would need institution-level subscriptions. Discussion centered around the process and language changes, e.g. the UFAC shall identify the
system. The language is about a system, not a policy of use. David Rettinger thought the forbidding of external links to be highly specific. The limitation was intended more to adhere to binder size. The intent is for reviewers to be able to access material. Discussion centered around the amount of material in file and the format in which it is presented. Dean Finkelstein noted some faculty in computer science and visual arts might find links useful, e.g. a link to a published article. The question is about capability of being edited, e.g. link to a video wouldn’t be editable, but the video itself might be. Ken Machande felt that if a link was so important, the document should be included in the file. Prov. Levin stated that the Faculty Handbook notes in several places the importance that the file be the same at every phase of review. It is increasingly hard to guarantee uniformity of review if we allow live links. Chuck Whipkey suggested uploading something onto a CD or thumbdrive that would not be editable. Kristin Marsh noted that P&T relies on colleague assessment. Dean Mikhalevsky asked CoB, CoE, and CAS departments about the specific needs of the disciplines. Chair Rao noted that there should be a separate discussion on this about taking the current process and moving it online. He believes item 3 makes sense. The pilot study will also provide important feedback. Once it’s implemented online, one might want to be able to view links. External links should not be required. Woody Richardson felt what’s submitted for the review should be assessed. Provost Levin noted the need for legal counsel on this matter, since the dossier is the legal file. Dean Finkelstein noted that in listserv discussions, electronic submission has worked out well overall. Some IT expertise will be needed.

Out of the discussion, there were proposed three changes: (1) Item 3 should read “The filesharing tool should maintain continuity with the current promotion and tenure system wherever possible.” (2) Item 4 is struck. (3) Item 5 becomes 4. The motion passed unanimously.

5. New Business
5.1. **Motion to approve Online P&T Submissions; Ad Hoc Online P&T Report** – support document.

This was discussed under old business.

5.2. Change in BSN Admission Policy – see [UAAC minutes](#) for new admission policy language
5.2.1. The motion is to change 3.0 overall to 2.5 overall GPA, some require 3.0 in nursing courses.

The motion passed unanimously.

5.3. Discussion of adding a staff representative to the UFC
5.3.1. Chairman Rao noted several areas of common interest between faculty and staff. Dr Rao had been invited to a Staff Advisory meeting. He noted several staff reacted favorably to the idea. One written comment submitted did not wish the staff member to have a vote since it is a faculty council. Drs O’Dell and Marsh spoke in favor of
staff attending the meetings. Dr. Machande reminded UFC that its meetings are a public meetings. The idea would be to asked for a report from the Staff Advisory Council. Provost Levin spoke in favor of including a non-voting staff member in an ex officio capacity. He felt a proactive gesture would be a good thing. Dean Finkelstein thought a designated representative would encourage regular attendance by the staff member. Deb O’Dell noted the importance of communication. An official position would give staff a sense of belonging. David Rettinger noted a dedicated space on the agenda (vs. a guest report). Chuck Whipkey thought UFC should try it out, and hoped it would not devolve into a burden. UFC Chair Rao suggested sharing with SAC the UFC’s interest in having a guest staff report or designating an ex officio member, and having SAC tell us if they think they would find it favorable. Dr Rao will extend an invitation to Michael Morely and SAC.

6. Announcements
   6.1. Athletics has a canned food drive between CAC schools Nov. 2-11. Items should be brought to the lounge in Goolrick Gym. Athletes can also pick them up.

7. The meeting adjourned at 5:18 p.m.

The next UFC meeting will be held on November 30, 2016, from 3:30-5:30pm in the HCC Digital Auditorium.