

**Minutes of the
Salisbury University Faculty Senate Meeting
September 08, 2009
Holloway Hall, Room 119**

Senators Present*: Mara Chen, Craig Clarke, Douglas DeWitt, Theodore Gilkey, Kurt Ludwick, Pat McDermott, Darrell Mullins, Michael O'Loughlin, David Rieck, Donna Ritenour, Michael Scott, Vera Street, Kristen Walton, Starlin Weaver, Gail Welsh, Adam Wood

Senators absent: Kashi Khazeh

**One senator seat has not been filled.*

1. President Clarke called the meeting to order at 3:30pm; a quorum was present.
 - a. President Clarke welcomed the senators and visitors. The senators and visitors introduced themselves.
 - b. **Announcements** from President Clarke were given:
 - i. A request to senate representatives was given to call initial committee meetings (if not already done).
 - ii. Senate website will contain minutes of Faculty Senate meetings. The MyClasses Faculty Senate site will be dormant due to lack of use.
 - iii. Salisbury University Forum Committees has changed to Salisbury University Governance Consortium Committees (Consortiums)
2. **Remarks from the Provost**, Dr. Diane Allen gave salutations to the faculty senators and visitors. She discussed her transition to Salisbury University and affirmation in continuing to make SU's learning environment "...the best we can be." She has met twice with the faculty senate officers in order to learn the concerns of the faculty. She addressed the state mandated furloughs for this academic year, which, to this date, have not been specifically determined. She projected a graduated scale of 2-10 days for all faculty of Salisbury University. She will be discussing the plan with University President Dudley-Eshbach, after which will be presented to the University community. She expressed her concern for faculty morale and affirmed a strong conviction to shared governance. She stated that faculty and staff will have an opportunity to comment on the furlough proposal prior to its implementation. Provost Allen also indicated that she plans future opportunities for faculty to visit with her along with other colleagues. She stated that the University has in place an H1N1 pandemic plan and urges faculty to be compassionate with students when the flu presents on campus and in the class room.

Question posed to Dr. Allen:

- a. Senator Rieck asked when we should expect a decision regarding furlough days. Dr. Allen indicated that she will be meeting with University President Dudley-Eshbach the following day (09/09/09) and should expect to have an announcement in about two weeks.
- b. Senator O'Loughlin asked to clarify if the furloughs are tiered based on salary and asked if the University is permitted discretion in executing the furlough plan from the State system governance. Dr. Allen stated that all members of faculty will be affected with a tiered range of 2-10 furlough days initiated based on salary grade.

- c. Dr. Neufeldt stated that the SGA President was complimentary of faculty in their approach to include an H1N1 alert on syllabi. She also echoed the Student Health Services Director, Ms. Jennifer Berkman, to be careful of rumors that may quickly circulate across campus regarding the H1N1 Virus. Questions should be directed to Ms. Berkman or to the Office of Student Affairs.
- d. Senator McDermott stated an inconsistent message between faculty mandated furlough days and an increase in parking fees. Dr. Allen expressed difficulty in commented on the parking fee increase since this action occurred prior to her arrival at the University. Senator Walton mentioned that the plan to gradually raise the parking fees for faculty was decided a few years ago by the Traffic and Safety Forum Committee prior to the mandated furlough directives instituted last year.

Dr. Allen concluded by stressing her availability to faculty and welcomed email correspondence and a commitment to work closely with the Faculty Senate.

3. **Minutes:** The minutes from May 5, 2009 were accepted with corrections:

4. **Committee Reports**

Faculty Senate Assessment Committee. Dr. Nicole Munday, member of the Academic Program Review (APR) provided an update on the revisions of the APR Process. Dr. Munday introduced other members of the APR committee: Dr. Kara Siegart, Dr. Keith Brower, and Dr. Bob Tardiff. An overview of the purpose, the highlights of the report and a projected timeline was presented. The purpose of the APR is to report on curriculum, resources and assessment of the stated learning goals of programs. All undergraduate and graduate programs are required to participate in this academic program review every seven years. Programs that are reviewed by other accrediting agencies may submit reports in lieu of this APR. There are eight programs from the Fulton School that will participate in this year's APR. An outside reviewer is selected by the program to write the evaluation. Respective programs representatives are permitted to write the rejoinder. The Dean and Provost are both requested to review and submit an executive summary. Following several meetings that involve the APR committee members, Dean, Provost and members of the Office of University Analysis, Reporting, & Assessment (UARA), the final report will be sent to the Board of Regents.

Dr. Munday presented the two main purposes of the APR revision; first, to ensure that the APR process allows for more feedback between the Provost, program representatives and UARA to combat the misperception among some faculty members that APRs just sit on a shelf and are ignored until the next APR is due in seven years. The second purpose of APR revisions is to streamline the process and make the reports more "user-friendly." Suggestions to remove the general education course review and the comparison to peer institutions were made. The guidelines, required content and timeline were also clarified. Information is made more available and the online platform, LiveText, will be used. This will encourage a paperless process. Also, there is a process that has been developed to allow the Fulton School to present and evaluate the course enhancements, a task that they were asked to complete through the curriculum reform. A meeting with the Fulton chairs responsible for the eight programs had occurred last week.

In order to encourage more feedback, the assessment piece was moved to the forefront of the APR. This move will also highlight the positive effects assessment can have on

fulfilling instructional goals. Also, a 3-year preliminary review of the assessment plan will be made in hopes to alleviate the amount of time invested in this task every seven years.

The projected timeline:

- February, 2010: Gather feedback from the eight programs using the revised guidelines
- March 2010: Adjust the guidelines
- April 2010: UAAC Approval
- April 2010: Present to the Faculty Senate for approval.

Questions were solicited from the Senators:

- a. Senator Street asked if those programs that go through outside accreditation, previously mentioned, will they continue with the same procedure. Dr. Munday stated that they will not be required to do so.
- b. President Clarke affirmed that the General Education Requirements will be included in the APR as they relate to the specific programs.
- c. Senator O'Loughlin inquired to whether anyone will actually read these reports. Dr. Munday stated that the Provost, Deans, Department Chairs, and members of the UARA will read the reports.

5. **Unfinished Business:** No unfinished business to report.

6. **New Business:**

Memberships and Elections. The faculty senate approved to dissolve the Forum Committees and replace with Governance Consortia. The M & E committee is proposing procedures for determining faculty membership on the newly formed Consortium Committees. The purpose of the proposal is to certify that we are initially filling all faculty positions on the Consortium committees based on the results of past elections (including, but not limited to, last spring's elections) for Forum committees. Once these positions were filled, a University-wide election was held and the decision to dissolve the forum committees was made. Beginning the 2009-2010 academic year, Consortium Committees have replaced Forum committees.

Senator Ludwick Motion. "I move that the Faculty Senate accept this proposal as described."

Faculty membership on Salisbury University Governance Consortium committees for the 2009/2010 academic year shall be determined as follows:

- A) For each Governance Consortium committee that is a continuation of a former University Forum committee (see item "D" below), former University Forum committee faculty membership terms shall continue as Governance Consortium faculty membership terms.
- B) In the event that Governance Consortium committee faculty membership does not directly continue from University Forum committee faculty membership, alternate methods for determining committee faculty membership shall be utilized.

- For the new Governance Consortium Traffic, Safety, Building and Grounds Committee, faculty membership shall consist of a combination of faculty members from the former University Forum 1) Advisory Committee on Building and Grounds and 2) Traffic and Safety Committee, with a reduction of the total membership to 3 faculty committee members.
 - For the new Governance Consortium Fiscal Advisory Committee, the faculty membership from the former University Forum Fiscal Advisory Committee shall be reduced by one person.
 - For situations described above necessitating a reduction in the number of faculty Governance Consortium committee members, this reduction shall be achieved in a manner determined by the Faculty Senate Membership and Elections Committee after consulting with the faculty members of those committees.
- C) All other issues related to fulfilling the faculty membership positions of Governance Consortium committees during Fall 2009 shall be resolved by the Faculty Senate Membership and Elections Committee in a manner consistent with Faculty Senate Bylaws.
- D) Governance Consortium committees, and the changes from University Forum committees, are:
1. **Traffic, Safety, Building and Grounds Committee** (3 faculty, 3 year terms) is a combination of the old Advisory Committee on Building and Grounds (4 faculty, 3 year terms) and Traffic and Safety (3 faculty, 3 year terms)
 2. **Cultural Affairs Committee** (2 faculty, 3 year terms) has remained unchanged
 3. **Facilities Management Advisory Committee** (3 faculty, 2 year terms) is the former Space Utilization Committee with the same faculty make up
 4. **Committee on Cultural Diversity** (4 faculty, 3 year terms) is the former Committee on Multi-Ethnic Concerns with the same faculty make up
 5. **Fiscal Advisory Committee** (4 faculty, 3 year terms) formerly had 5 faculty, 3 year terms
 6. **Government Relations Committee** (4 faculty, 2 year terms) has remained unchanged
 7. **Committee on Wellness** (3 faculty, 3 year terms) is the former Wellness Council with the same faculty make up
 8. **Information Technology Committee** (8 faculty, 2 year terms) has remained unchanged
 9. The Employee Relations Committee, Honors Convocation Committee, Student Affairs Committee, Student Campus Life Grievance Committee, University Judicial Board, Residence Judicial Boards I and II **have all been dissolved**

Discussion of Motion:

- a. Senator Weaver inquired as to who will be responsible for Honors Convocation now that there is no Honors Convocation Committee. President Clarke recognized that the responsibility of Honors Convocation is undetermined, but it is not related to the stated motion.
- b. Senator McDermott inquired as to why these changes were made. President Clarke summarized the actions of last year's University-wide faculty vote that dissolve the Forum and replaced them with Consortiums Committees. He also explained that these membership issues will only occur this academic year since elections were held prior to the bylaw change. Staff and student committee members were not affected since their elections occurred after the bylaw change (from Forum to Consortium).
- c. Senator DeWitt stated concern regarding how this transition "will play out" especially with the committee that has too many members. He also expressed concern that communication to the forum committee members have not yet been made regarding these issues. Dr. Garmon assured the Senators that communication to the members of the affected committees will be notified immediately following the vote. Senator O'Loughlin and President Clarke reiterated that the decision to dissolve forum and adopt consortium were completed last year and were specifically documented in the proposed bylaw changes.
- d. Senator Scott: Call the question.

Motioned carried unanimously.

Senator Rieck Motion that the senate "appoint a temporary, volunteer senator, with all voting rights, to fill the Consortium Coordinating Committee elected faculty slot until the formal faculty election has been completed."

Discussion of the Motion: none

Motioned carried unanimously.

Note: The Consortium Coordinating Committee is scheduled to meet on September 15 at 3:30 PM in the Calvert room of the Commons.

7. Meeting adjourned at 4:25pm

Minutes submitted by Donna Ritenour, Senate Secretary