

Faculty Senate Meeting

Friday, October 11, 2013, 11 a.m.

Tierney Conference Room, Dickason Hall

Attendees: Carol Cofer, Julie Kalk, Terene Stilton, Tina Nicholson, Sheila Gates, Sherri Williams, Erik Baldwin, Adem Ozyavas, Mike Lilly, S. Jamkhandi (for Jan Czarnecki), Norman Mirsky, Tamara Ferguson, Shelia Sargent-Martin, Darrell Thompson, Anthony Woart, Albert Berkoh, Vanessa Godfrey (via phone)

- I. Call to Order
- II. Approval of September 13, 2013 Minutes (attached)
 - A. Corrections: Fix Norm's name
 - B. Move to accept: Ferguson
 - C. Second: Lilly
 - D. Passed
- III. Old Business:
 - A. Cofer announced that a search committee has been formed for the VP of Academic Affairs
 - B. Revised Faculty Handbook – sent to Dr. Krotseng for October BOG Meeting
Pulled from BOG agenda so Dr. Stewart can review. Dr. Stewart had some concerns about margins and actual revisions with the final approval of the handbook. Cofer, Williams, and Mirsky will work with Dr. Stewart on this.
 - C. Update on RBA Process – Dr. Stewart has talked to Dr. Williams and will meet with deans to discuss. Issues of CNED courses related.
 - D. Merit Pay Plan – Dr. Picanco contacted his list of committee members. Members he had on file are no longer on that committee. Carol is trying to clarify all BSC committee memberships and has heard from everyone but Arts and Sciences. Dr. Picanco will have this committee meet when membership is finalized.
- IV. Committee Reports:
 - A. Academic Affairs (JBolton/VGodfrey): Report from Godfrey - met to hear first academic appeals of semester – there were fewer. New criteria are in place and seem to be working smoothly.
 - B. Assessment Committee (JKalk/RPruett/CCofer): Committee met on 9/23/13. Key codes went out to all students at cost of \$40,000 to BSC. Everyone except special students (e.g., transient, provisional, and high school students) and courses taught by adjuncts (yet to be trained) to use LiveText. Student's ID must match – this includes BSC email and their birthdate. A question was raised during the FS meeting as to whether every faculty member is required to do a LiveText assignment. It was clarified that LiveText is required if your course has been

identified as one for institutional assessment or if your program is using for assessments, otherwise we are strongly recommended to use for at least one assessment in each course.

Another senate member noted some problems with LiveText, related to reports. Faculty can generate reports for own review from the right side of the screen. Our LiveText rep (Zach) has left the company, we will have a new rep. Funding up to \$10,000 available to pay faculty who evaluate submissions. Spring, 2014 -> cost will be part of student fees.

- C. Budget Committee (MLilly/RPruett): Committee has not met.
 - D. ACF (MLilly) – Mark Toor may speak on SB330 November 15 from 10A-12Noon in the Tierney Auditorium. Mike unaware of any matters on LOCEA schedule.
 - E. Curriculum (GHunter) – (Hunter not in attendance): Committee to meet at 10:00 Monday, October 14.
 - F. Professional Development (EBaldwin): Nothing to report.
 - G. P&T: no report.
 - H. BOG (NMirsky): will meet Thursday. Considering two policies: policy on policies and alcohol policy.
 - I. Computer Committee (TStiltner/CCofer): Has not met, no update from TCook.
 - J. College Council (NMirsky/CCofer): Met on October 7 – approved several items: Policy on Policies, Drug Free Workplace, Strategic Plan Goals, and Access/Success/Impact Goals. No vote on IT policy – sent back to Tom Cook for further revision.
- V. New Business:
- A. **Go In Four Program:**

Baldwin asked if there is a draft document of this program for BSC? In some programs, students have to declare their major before 32 credit hours.

Dr. Stewart: Just in information gathering stage. The document presented is just a model. This plan increases graduation rates without sacrificing academic rigor. Shows we are working on increasing retention. Provides a powerful political statement to Charleston. Envisions it coming through the Curriculum Committee.

Dr. Mirsky stated we will need to fix course scheduling. Clarified the curricular process: Individual faculty->school->BSC Curriculum Committee->faculty senate and then ->VP/Provost.

Dr. Woart asked if SGA should be involved.
 - B. **Changing policy/routing sheet so President is final signature on curricular changes:**

S. Williams clarified that it states in the Faculty Handbook that the President has the final say. Dr. Jones had stopped it at VP level last May. Long discussion ensued: Is this a policy or a procedure? If it is a policy, it needs to be approved by the BOG. If

it's a procedure, only the president has the authority to enforce it. Dr. Stewart suggested we may not want to box ourselves into a system where everything goes to the BOG. Some of these decisions can be made at the administrative level. Perhaps process should be changed so that it can forward even with a recommendation for disapproval. Send on to Curriculum Committee for review and possible revision to the curriculum proposal process.

Clarification from 3.3000 under section E. re: Curriculum Proposals: "If approved by the Vice President, proposals will be forwarded to the President."

C. **Jeff Bolton request to record FS meetings put on Skydrive:**

Jeff requested this as he is unable to attend meetings this semester due to teaching and he would like to be able to watch. After discussion, members felt that having the meetings recorded could impact faculty members' open discussion of topics. Dr. Ferguson made a motion to not record senate meetings. Williams seconded, and the motion passed. It was noted that a member may send a substitute from the same school if he or she is unable to attend.

D. **490 Courses:**

Was originally intended for special topics taught for a 1-2 year time period. Currently we have some 490 courses that have been taught for many years. After discussion, the members agreed that 490 courses which have been taught longer than 1-2 years should be submitted through course proposal process and have their own assigned course number. Carol will refer this item to both the Curriculum Committee and the deans for implementation.

E. **College Committee Focus:**

The Assessment Committee had contacted Carol that some of the items listed in the Faculty Constitution regarding the focus/role of the committee did not apply or were not relevant to our institution (e.g. – graduate program evaluation) and requested if okay if they reviewed, clarified their current duties and added operational definitions so when committee membership changes, the new members will have a clear understanding of their duties. After discussion, faculty senate agreed this would be helpful for each college committee to clarify and send back to Faculty Senate. Cofer will ask the college committees to review/update their stated functions and add operational definitions for each.

F. **BSC Hiring Policy:**

1. Last time BSC Hiring Policy was reviewed was September 2010. HR director Augenbaugh is working on the Hiring Policy and asks if the faculty have any suggestions to improve the policy. Ad-hoc Committee chaired by HR director still exists – hasn't met in two years. Dr. Mirsky was on prior committee that made recommendations. Dr. Stewart suggested may want to also look at the adjunct hiring policy. This ad hoc committee could be reactivated to address.

Decision for Cofer to contact Ms. Augenbaugh with the recommendation that she reconvene the ad-hoc committee.

G. Adjunct Salary Schedule:

There are two or more adjunct salary schedules currently being used at BSC. This is a problem. Carol handed out a copy of the one schedule that was based on both credit hours and course enrollment starting with a minimum enrollment of 12 students.

There is also a flat fee adjunct salary of \$1500 unrelated to enrollment, apparently used when a course had to be taught but the enrollment was less than 12 students.

Lastly, there is also a \$1500 flat-fee when regular faculty are teaching an additional course above their full-time faculty load during the Fall and Spring semesters. An extended discussion of many issues related to adjunct faculty occurred:

- Full-time faculty shouldn't be teaching 15-18 credits a semester unless we expect that to be considered full load.

- The majority of higher-ed courses in America are taught by adjuncts.

- If you want to hire PhDs for full-time positions, and they are doing research, the teaching is left to adjuncts. Business has lost good instructors because of the policy that we have of hiring only PhDs.

- Our college has been very focused on efforts to become a university. Perhaps given the current budget situation, this may not be the best focus. Perhaps we should once again be willing to hire non-PhDs in full-time faculty positions. There are places (BSC?) where PhDs are too expensive and places where PhDs are just not needed.

Adjunct scale needs to go to deans to discuss with Sheila Johnson.

Ad-hoc adjunct hiring policy committee suggestion is to go Ms. Augenbaugh (see F. above).

H. 2014/15 College Schedule:

Dr. Stewart handed out the proposed 2014-2015 Academic Schedule for input.

Members to review and bring feedback to November meeting.

I. Deans serving on College Committees:

Two deans currently serve as chair of two college committees. One dean contacted Carol to ask if this is appropriate. After discussion, the decision was that this is fine as long as they feel comfortable in this role. It was noted that they have own independent vote on curriculum and also that this can be a plus.

J. Technology Fee in BSC Catalog:

Question was asked of Carol re: the \$30 Technology Fee on p.19 of the BSC catalog and what it is used for. This semester it was used to buy the student key codes for LiveText.

S.Williams added that the health-center fee is \$5 per student. This does not cover the cost of increased use of the health center and she would like consideration of an increase in this fee to \$10 or \$20.

Other:

Dr. Stewart announced that area legislators will be at BSC October 17, 2013 from 3:00-6:00 pm in Tierney Conference Center. Dr. Krotseng passed the message about the importance of this event and invited everyone to attend.

VI. **Next Meeting:**

Friday, November 8, 2013

VII. **Adjournment:**

Motion by Woart, seconded by Lilly to adjourn at 12:30PM

Respectfully Submitted,

Jan Czarnecki

(with notes and editing assistance from C. Cofer and J. Kalk)