Note: The remarks of the Senators and others are summarized and not verbatim. The taped recording of this meeting is available in the Faculty Senate office or in the University Archives.


ABSENT: Aneilya Barnes, Deb Breede, and Wanda Dooley.

APPROVAL OF MINUTES: Approval of the July 11, 2012 minutes were moved by Steve Madden and seconded by Ken Small. Motion passed (40 in favor, 0 not in favor, 1 abstain).

CONSENT AGENDA: none.

PRESIDENT, PROVOST AND OTHER ADMINISTRATIVE REPORTS:

President DeCenzo:

- Tomorrow, September 6, the Committee on Academic Affairs and Licensing from the SC Commission on Higher Education will be considering the revision to the mission statement for Coastal Carolina University. The revision will be necessary to allow CCU to offer a doctoral program in marine science, should such a program be approved by the commission.

- The state budget numbers have come in with the cuts starting at about $200,000. This number was expected and he assured the senate that the first bid of $250,000 for the faculty compression relief is secure. A plan from the Faculty Welfare and Development Committee and the Provost on distributing the compression is in progress, and hopefully will be finalized in the next couple of weeks.

- The President welcomed everyone back and told them to enjoy the semester.
Provost Sheehan:

- The Provost welcomed everyone back and thanked the senate for implementing continuous attendance in the 100 and 200 level courses, as well as the mid-term grade reporting. An email will be sent out by the end of the today offering assistance in tracking student absences. Student Affairs has implemented an Absence Alert Form in an effort to assist faculty in regard to student attendance and student success. Students who have missed an excessive number of classes or a week of consecutive class and have not responded to attempted contacts will now have someone sent to the student face-to-face to ensure the student is okay and to identify if assistance is needed.

- The Provost requested that the Residence Life contact be used when there are two or more absences without any feedback from the student.

- The approval from the Board of Trustees and the Faculty Senate is being implemented concerning the requirements for external letters for individuals being considered for promotion to professor, effective immediately. Interested candidates should contact their Dean’s office by September 7. Adjustments will be handled by a couple of days due to any misunderstandings, and the Dean’s office will manage the process of inserting the external letters into the candidate’s file. There will be two cycles; one cycle would be the Fall or early winter review dossiers for applications for either tenure alone or promotion from Assistant to Associate. The second cycle would be a period of time later (weeks or months) for the candidates for promotion to professor. The Faculty Manual will be revised to define the process more clearly going forward.

- The August graduation ceremony has been implemented; therefore, students who have not completed their course requirements by the date of graduation will not be permitted to participate in the May ceremony. Assigning incomplete grades in May is discouraged because the student will then become an August graduate. There will be a February submission date/deadline for August graduate applications. We are joining a long list of other institutions, including USC, who have already implemented this policy.

- A notice will be sent to all students from the Office of Registrar informing them that they will need to apply for graduation the term before they complete all graduation course requirements. Applications for May graduation (Spring) will be due by mid-November.

- Faculty members must attend two graduation ceremonies and Founder’s Day Convocation. There will be a December, May, and August graduation ceremony that Faculty will be asked to attend. Faculty should choose to attend either the August or the December ceremony, as 100 faculty is needed for each. All faculty are to attend the May ceremony. The August and December ceremonies will be held in the HTC Student Recreation and Convocation Center and the May ceremony will continue to be held outside on the Brooks Stadium football field.

- Founder’s Day Convocation is scheduled for 7 p.m. on September 24 at the Wheelwright Auditorium. Many of the original founders and/or their very close relatives are alive in the community. Coastal Carolina University will honor a new group of founders who have contributed to the growth and the quality of the institution. Please join us to acknowledge the importance of these founders in our community.
Provost Sheehan opened the floor for questions:

Q: A senator asked that a conversation to consider having graduation ceremonies in the evening be started.

A: The Provost said that the Administration will consider it going forward and made the suggestion that with the addition of another ceremony, that the speaker for the summer ceremony be a current faculty member.

Q: The question was raised as to whether the possibility of having a winter mester is possible or a dead issue?

A: During the winter, our Veteran students housing benefits end because there is no educational activity occurring. One of the issues with the winter-mester is that traditional financial aid would not be available for any student. While the Administration continues to explore the possibility, the details of communicating to students that the winter-mester would not include financial aid under pell grants and other traditional loans is something that we are working on.

The Provost closed his remarks by sharing his frustration with the Blackboard technology in the class he is teaching. He said that Moodle Course Management System software is being pilot tested and that hopefully we will be moving away from Blackboard with something that is customized more appropriately to our campus. He thanked the senators for all that they do!

EXECUTIVE COMMITTEE REPORT:

Keshav Jagannathan, Chair, presented the Executive Committee Report.

A. Jim Solazzo, Academic Affairs Chairman, briefly addressed the senate to announce changes in Academic Affairs concerning their new deadlines.

- Proposals for new courses and changes to current courses may be submitted in September, October, and November.
- Proposals for new programs and program changes may be submitted in December, January, and February.
- March and April meetings are for other business that Academic Affairs conducts with regards to admission standards, etc.

These proposal submissions will be for Fall 2013. Everyone was encouraged to contact their departmental representation with questions or Jim Solazzo can be reached at jsolazzo@coastal.edu.

B. Administrative Actions numbered 74 through 76 were generated and approved without stipulations. For the complete listing, refer to the September 5, 2012 Order of Business.

C. The senate was notified of a Statement of Correction for MSCI 440 and MSCI 440L. Refer to the September 5, 2012 Order of Business for complete details.
D. Keshav addressed the senate concerning two issues:

**First, “How is the $250,000 faculty compression relief going to be allocated?”**

The plan is to take everyone, from the salary perspective, and bring them all back to the Assistant Professor level. Any salary increases that were given from Assistant to Associate, and from Associate to Full Professor, will be subtracted from the base. This will bring everyone to level standing as Assistant Professors with different years of service. Within each discipline, we will look at the latest hire and use that as one data point, because the latest hire is supposed to be done at or around the CUPA average. We will use another data point, which happens to be the average years of service and the average salary of the discipline. Using these two data points, we will create a linear function from where your salary needs to be. This is not a compression study; it is solely an inversion study. We will compute the inversion dollar amount for all faculty that are competitive. I will define competitive once again; all Assistant Professors, all Associate Professors, all Full Professors in the first six years, or all Full Professors who have received an exceptional rating at their last post-tenure review. We will figure out what percent of the inversion amount equals $250,000 and allocate that percentage of everyone’s inversion amount. So, if it is 13 percent of the whole, you will get 13 percent of your inversion figure as generated by the formula. It is a simple, fair system being used across the board. As Chair of the Faculty Senate, I do not have the ability to represent Teaching Lecturers and Teaching Associates. There are other bodies that can fight for them.

This is the plan and as of this afternoon, we have received data from Human Resources with everyone’s hire date, their discipline, and CID code. The Chair of the Faculty Welfare and Development Committee and I will have meetings with the Administration to discuss the plan and make any refinements. We will try to have the payouts as early as October 15. We have a commitment from President DeCenzo that this money will be used for faculty only. This plan is only for this year, but the Board of Trustees has approved a Fund for Excellence and there will be money in that fund for disbursement on a yearly basis.

**Second, clarification for confusion about the process for promotion to Full Professor regarding the external review.**

There is terminology confusion and some time-line confusion. The deadline for the file to be turned into the Dean’s office is September 7. That has not changed. The date that the Dean will have the external letters of review, along with the letter from the Department Chair, is December 7. Therefore, if you are going up for Full Professor, you will turn your file in on September 7. At that point, three pieces are being sent to the external reviewers. These are reviewers that the Department Chair, candidate, and the Dean have decided on, as it is outlined in the Faculty Manual.

The three pieces sent to the external reviewer are:

1. Your research/intellectual contribution/scholarly activity portfolio in its entirety, including all publications and artwork.
2. A statement written by the candidate detailing their teaching load and service load in the year since their last promotion.
3. A statement sent by the Dean conveying the teaching expectations and service expectations of the college.
Those are the only three pieces sent to the external reviewers. Teaching evaluations and service components are not sent. The external reviewers are to rate your academic scholarly activity research and intellectual contributions to the discipline. They are not asked if the individual would receive promotion to full professor at their institution, it is more about the contribution this individual has made to the discipline.

If there is a college that decides that the Chair, in preparing his/her letter, must have the ability to read the letter written by the external reviewers, it would need to be modified in the respective college’s policies and procedures manual. The college can decide if they want the Department Chair to have those three external letters at their disposal prior to writing the Chair’s letter. The external letters, along with the Chairs letter, will be compiled by the Dean and sent to the college of the P&T committee by December 7. This is the procedure. There are discrepancies in the Faculty Manual with the timing and those will be corrected by the end of the year so that going forth for next year, the manual will be able to be followed step by step.

**Keshav opened the floor for questions on these two issues:**

Q: Will candidates ever be able to see the external letter written by the reviewers?

A: No. At the end of the process, the external letters will be removed from the files at the Provost’s office and maintained there.

Q: Are additional restrictions being made administratively upon qualities of who it is responding as part of this review process? Currently it is wide open as long as they are in the discipline.

A: Those policies are held at the college level. They reside within the Deans and the colleges.

Q: If you received a negative vote because you didn’t do enough and need to do more, would you be able to find out this information?

A: This would need to be done on a case-by-case basis and would need to be communicated with the Provost’s Office. It may be possible to sit down with the Provost, and while not sharing the letter, discuss the gist of it.

**Clarification from Keshav:**

There are differences between criteria for promotion and tenure and criteria for promotion to full professor and procedures to follow for promotion to full professor. While the criteria are established at the last promotion to associate, or when you are hired, the procedures that are being followed are within the current Faculty Manual. For individuals being considered this year, it is the published 2012-2013 Faculty Manual that would be followed as far as the procedures. Therefore, external letters of review are in for candidates who are being considered for full professor for this year. I wanted to clarify that there is that distinction between what you need criteria wise and what you need procedurally.

**Discussions:**

1. Keshav asked the senate if there would be any interest in having faculty/staff gated access parking lots if a yearly parking fee would apply.

   The following were some of the senators concerns:
   - A parking spot would not be guaranteed.
Students are parking in faculty/staff lots and during the first two weeks of classes are given leniency and only receiving warnings. Short term, increase enforcement and dismiss the leniency policy.

President DeCenzo suggested tier parking where you would pay more to park near your buildings and less in lots further out where you could take shuttles.

In the interest of time, Keshav closed the discussion on the parking problem and asked the senators to go back to their colleges and have conversations to find out if there would be any interest in paying yearly fees for faculty/staff parking. He will continue to have conversations in trying to alleviate this problem.

2. Discussions were made about the importance of covered walkways needed for students crossing to and from campus from highways 544 and 501. Keshav said that the issue was brought up earlier today at Provost Council and that negotiations are being made. He is hoping to be able to update the senate at the next meeting in October.

3. A senator asked if spouses and/or family members were going to be permitted to use the new HTC Student Recreation and Convocation Center. The Provost replied that during this first semester of its opening, they are collecting data on the usage and determining the routines established. There have been requests from alumni, retirees, etc. and after the evaluation; they will be able to make the determination, hopefully by next semester.

Provost Sheehan took a moment to inform everyone that Mike Ferguson’s, the former Department Chair of Biology, wife had passed away and asked that we reach out in whatever way we can during this difficult time.

COMMITTEE REPORTS:  none.

OLD BUSINESS: none.

NEW BUSINESS:

Please refer to the September 5, 2012 Order of Business for complete details on the following motions:

A. Margaret Fain, Director, Core Curriculum Committee

1. Motion to change the language in the Faculty Manual to reflect that the Core Curriculum Committee reviews student petitions for exemption from the core. (Moved by Margaret Fain and seconded by Nick Pritchard.) Motion passed (43 in favor, 0 not in favor, 0 abstain).

B. Executive Committee

1. Motion to make an editorial change in the Faculty Manual concerning Post-Tenure Review. (41 in favor, 0 not in favor, 2 abstain).
ANNOUNCEMENTS:

1. Keshav announced that the new Faculty Senate website is now complete. He gave an overview of the site and explained that the Administrative Actions would be added at a later time. He asked that if anyone had questions, suggestions, or comments concerning the website to contact him at senchair@coastal.edu or kjaganna@coastal.edu.

2. Keshav announced that he will be getting the University photographer to come and take a photograph of the senate body in session for the background of the new Faculty Senate website.

3. Michael Ruse, Director of QEP, announced that an email would be sent with information concerning the upcoming Experiential Learning Fair, as well as information for faculty interested in creating an experiential learning course or converting an existing course. With the new Academic Affairs deadlines, it is important to get the paperwork done if you want your course(s) to be QEP designated.

4. Dodi Hodges invited everyone to come and visit Kimbel Library and the new Bryan Information Commons. There has been a lot of renovation to the databases. Check out the website because there is a lot going on in Kimbel Library!

With no further business, the meeting adjourned at 5:35 p.m.

Respectfully submitted,
Monica Streicher, Faculty Senate Recorder

Approved by Dodi Hodges, Secretary