COLLEGE OF ARTS & SCIENCES
FACULTY ASSEMBLY
AGENDA
September 2, 2016

2:00 p.m.   **Kinard Auditorium**

I.   **Approval of minutes** from August 16, 2016 ……………………….......… Wendy Sellers
             i. See appendix 1

II.   **Report from CAS Committees**
       a. **Curriculum committee** …………………………………………….. Jo Koster
             i. See appendix 2
       b. **Nominating and Rules Committee** ……………………………... Dustin Hoffman
             i. Vote to amend Faculty Assembly bylaws: Electronic Voting
                 1. See appendix 3
            ii. Proposal to amend Faculty Assembly bylaws: Student Research Committee
                 1. See appendix 4

III.   **Old Business**

IV.   **New Business**

V.   **Announcements**
       a. Revision to Hand-Held Technology Use policy …………………. M. Gregory Oakes
             i. See appendix 5

VI.   **Dean's Remarks** ……………………………………….…………... Karen M. Kedrowski

VII.   **Adjournment**

Note: Quorum (35% of full-time faculty) is 40 faculty members. The minimum attendance to do business (20% of full-time faculty) is 28 faculty members.

COLLEGE OF ARTS AND SCIENCES
FACULTY ASSEMBLY
MINUTES
August 16, 2016

2:00PM   **Kinard Auditorium**

The meeting was called to order by Wendy Sellers. She thanked Aimee Meader for serving as the new secretary for the faculty assembly and the new parliamentarian Arran Hamm.

I.   **The minutes were approved** unanimously from March 25, 2016 at 2:02PM.

II. **Dean Karen Kedrowski turned the floor over to department chairs to announce new faculty and new roles**

Tenured/promoted faculty
Kristen Abernathy, promoted to Associate Professor
Catherine Chang, tenured
Cheryl Fortner-Wood, promoted to Professor
Nick Grossoehme, tenured
James Hanna, promoted to Professor
Kristin Kiblinger, promoted to Professor
Eddie Lee, promoted to Professor
Clara Paulino, tenured
Guy Reel, promoted to Professor

New tenure-track faculty
Diana Boyer (GEOL)
Duha Hamed (MATH)
Anna Igou (FREN)
Devon Ralston (ENGL)
Lauren Sastre (NUTR)
Kalfani Ture (SOCL)

New full-time faculty
Kara Beasley (ENGL)
Victoria Frost (BIOL)
Courtney Guenther (BIOL)
ZaDonna Slay (SCWK)
Jill Stout (ENGL)
Leslie Thompson (NUTR)

New roles in the college
Guy Reel, Chair of Mass Communication
Kelly Richardson, Director of Composition
Carlton Bessinger, Graduate Chair of Human Nutrition
Nathaniel Frederick, Director African America Studies

Maria Aysa Lastra, Assessment Coordinator of Sociology and Anthropology
Bonnye Stuart, Coordinator of Speech in Mass Communication
ZaDonna Slay, MSW Admissions Coordinator
Monique Constance-Huggins, Undergraduate Program Director
Siobhan Brownson, MLA Program Director
Andrew Vorder-Bruegge, CBLN director (interim)
David Meeler, Dalton Endowed Chair Environmental Sciences and Studies

New adjunct faculty

Lauren Carrier (BIOL)
Carol Dawkins (ENGL)
Kimberly Farrier (ENGL)
Stephanie Herring (MATH)
Richard Jackson (BIOL)
Lindsey Kim (ENGL)
Christi Manley (ENGL)
Kalauren McMillan (ENGL)
Judith Mobley (ENGL)
Lane Rhodes (ENGL)
Athena Shepard (BIOL)
Dana Verdino (ENGL)
Susan Wasco (MATH)
Richard West (MATH)
Jeremy Winkler (PLSC)
Dave Friedman (MCOM)

III. **Dean Karen Kedrowski recognized the 2015-16 faculty award winners**
   i. Advisor Award: Dr. Guy Reel
   ii. Undergraduate Research Mentor Award: Dr. Nick Grossoehme
   iii. Outstanding Adjunct Faculty Award: Ms. Kara Beasley
   iv. Outstanding Instructor Award: Mr. Brian McFadden
   v. Scholarship Excellence Award: Dr. Padmini Patwardhan

IV. **General announcements from the floor**

The application and criteria for graduate faculty status is now available on the graduate website here.

Speech classes will now be part of the Department of Communication.

A new minor is now offered in community based learning.

Modern Languages Education is now offering American Sign Language (MLAN 107X) with an enrollment of 20 students.

V. **There were no Dean's Remarks**

VI. **Adjournment** at 2:40PM

Appendix 2

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Curriculum Committee
Report for Faculty Assembly
From April 26, 2016 and August 23, 2016 meetings

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1. **The following course changes were approved:**
   a. *Drop course*: BIOL 106
   b. *Drop course*: BIOL 300H
   c. *Drop course*: BIOL 310H
   d. *Drop course*: BIOL 317H
   e. *Drop course*: BIOL 321H
   f. *Drop course*: BIOL 515H
   g. *Drop course*: BIOL 521
   h. *Drop course*: BIOL 557
   i. *Add course*: CAPE 101, Introduction to Civic and Public Engagement
   j. *Add course*: CAPE 301, Academic Internship in Civic and Public Engagement
   k. *Add course*: CAPE 302, Academic Internship in Civic and Public Engagement
   l. *Add course*: CAPE 303, Academic Internship in Civic and Public Engagement
   m. *Add course*: CAPE 350, Special Topics in Civic and Public Engagement
   n. *Add course*: CAPE 400, Civic and Public Engagement Capstone
   o. *Modify course*: MCOM 241, Media Writing
   p. *Modify course*: SCWK 622A, Field Instruction II
   q. *Modify course*: SCWK 622B, Field Instruction II
   r. *Modify course*: SCWK 632A, Field Instruction III
   s. *Modify course*: SCWK 632B, Field Instruction III
   t. *Add course*: ENGL 494, Capstone Seminar in English
   u. *Add course* ENGE 593, Seminar in Secondary English Teaching
   v. *Add course*: LGST 550, Special Topics in Legal Studies
   w. *Modify course*: MAED 391, Principles of Teaching Mathematics
   x. *Modify course*: MAED 591, Principles of Teaching Mathematics
   y. *Modify course*: MATH 311, Real Analysis
   z. *Add course*: MATH 370, Introduction to Mathematical Modeling
   aa. *Drop course*: MATH 375, Optimization Techniques I
   bb. *Modify course*: MATH 395, History of Mathematics
   cc. *Drop course*: MATH 503, Vector Calculus
   dd. *Drop course*: MATH 522, Elements of Set Theory and Introduction to Topology
   ee. *Modify course*: MATH 541, Probability and Statistics
   ff. *Drop course*: MATH 542, Probability and Statistics II
   gg. *Drop course*: MATH 545, Statistical Theory and Methods
   hh. *Drop course*: MATH 575, Optimization Techniques II.
   ii. *Add course* MAED 593, Seminar in Mathematics Education

2. **The following program changes were approved:**
   a. *New program*: Minor in Civic and Public Engagement
   b. *New program*: Certificate in Civic and Public Engagement
   c. *Drop program*: BA-ENGL-WRIT.
   d. *Drop program*: BA-ENGL-LLAN.
   e. *Modify program*: BA-ENGL-CSST.

f. *Add program*: BA-ENGL.
g. *Modify program*: BA-MATH.
h. *Modify program*: BA-MATH-CSST.
i. *Modify program*: BS-MATH.
j. *Modify program*: BS-MATH-CSST.
k. *Drop program*: MA-SPAN.

3. **The following blanket petitions were approved:**
    a. For the Writing minor, apply the same changes approved for the current catalog at the February 2016 meeting to all previous catalogs as well.
    b. For the minor in African-American Studies, allow students in all previous catalogs to complete the minor program requirements as approved for the 2016-17 catalog.
    c. For the minor in Social Welfare, allow students in catalog years prior to 2012-13 to substitute the three-credit SCWK 202 requirement with another three-credit social work course (SCWK 202 is no longer offered by the department).
    d. For the minor in African-American Studies, in all catalogs, allow HIST 501 "History of Social Movements in America" to count as an elective for the minor requirements.
    e. For the Criminology concentration and Criminal Justice minor, in the current catalog, allow SOCL 350 when taught as "Race, Gender, & Crime" to count as three of the six required hours.
    f. For all CAS majors, in the current catalog and all previous catalogs, allow MLAN 107X "Elementary American Sign Language" to satisfy the first 4 credit hours of the Foreign Language general education requirement.

1. **Twenty-two student petitions were approved, and three were denied.**

Electronic Voting:
Proposed Addition to CAS Faculty Assembly Bylaws

Purpose of the Proposal

The purpose of this proposal is to allow CAS Faculty Assembly members to vote electronically on curriculum action that has been approved by the Curriculum and Nominating and Rules committees and is being presented to the CAS Faculty Assembly.

While CAS Faculty Assembly meetings will remain the preferred place to hold discussion and vote on curriculum action, this addition to the bylaws would allow CAS Faculty Assembly members to review and vote on curriculum action during "down-time" where CAS Faculty Assembly is not scheduled to meet but action is required in extraordinary circumstances, such as unexpected deadlines and cancellations of scheduled meetings.

The overall goal is to allow curriculum action to pass through the system more expeditiously. Having the option for electronic voting allows us to accomplish this goal.

Proposed Addition to CAS Faculty Assembly Bylaws (to be voted on by CAS Faculty Assembly—August 2016)

This addition could be added as Section 6 of Article V of the CAS Faculty Assembly Bylaws which meetings of Faculty Assembly.

"Curriculum action requiring a vote from the CAS Faculty Assembly may be placed in extraordinary circumstances on an electronic voting forum. This action may be taken only with the full agreement of the chair of CAS Faculty Assembly, the majority of the CAS Curriculum Committee, and the majority of the CAS Nominating and Rules Committee; these last-named committees may themselves vote this permission electronically. Curriculum placed on the electronic forum may be voted on electronically if no recommendation for further discussion is registered within 7 days of initial posting to the online forum. Any recommendation for further discussion would cause the curriculum item to be placed on the agenda of the next CAS Faculty Assembly meeting where the matter would be discussed and voted on by members. Actions involving graduate courses or programs may undergo the same process with the Graduate Faculty Committee, but the permission of the Chair of the Graduate Faculty Committee will also be required.

Guidelines for Electronic Voting An item may be placed on the electronic forum for a vote after it has received approval from the necessary parties. An email notification will be sent to all CAS Faculty Assembly members with a link to the online forum and summary of information regarding the curriculum item requiring a vote.
1. Voting members will have 7 days to review the curriculum item and supporting documentation.
2. During the 7-day period, any member may post a clarification question. Clarification questions posted to the forum will be answered by a designated person associated with the curriculum item.

3. Any CAS Faculty Assembly member may vote to open the item for further discussion if they have more extensive questions or concerns. This action would remove the curriculum item from the electronic forum and place it on the agenda of the next scheduled CAS Faculty Assembly.
4. After 7 days, the CAS Faculty Assembly chair will open a motion to approve. At this time, members may vote freely on the curriculum item.
5. Electronic voting options are yes/no/abstention. Members will have 7 days to vote on the motion. At least 15 percent of the Faculty Assembly (or, in appropriate circumstances, Graduate Faculty Committee) membership must actively participate for the vote to be considered valid; otherwise the item will be placed on the agenda for the next scheduled CAS Faculty Assembly.
6. The CAS Faculty Assembly secretary shall announce the results and declare the thread of "motions" closed. The secretary shall compile and maintain the complete thread of the motion.
7. The chair of CAS Faculty Assembly will have final discretion in deciding whether a vote will be held electronically or whether the issue should be scheduled for the next CAS Faculty Assembly meeting.

Appendix 4

STUDENT RESEARCH COMMITTEE
Proposed addition to CAS Faculty Assembly bylaws

Section 1 (mission): The mission of the College of Arts and Sciences Student Research Committee is to foster faculty-student relationships in scholarly and creative works that have a positive impact on students' academic experiences through the development of skills such as critical thinking, ethical decision making, and professional communication. This mission encourages students and faculty mentors to collaborate in the design and implementation of projects and the dissemination of results. These results are achieved through a student-centered learning environment that encourages discipline-specific and interdisciplinary research, scholarship, and creative activities.

Section 2 (goals): The committee's goals are as follows: provide resources to develop and sustain high-quality faculty mentors, work with administration to develop and sustain resources to support student research, sustain a marketing plan aimed to make the student body aware of research opportunities within and across all disciplines, and support the College's and the University's efforts to encourage and enable dissemination of scholarly and creative works.

Section 3 (membership): The Student Research Committee includes representatives from every department in the College of Arts and Sciences plus one student member who is majoring in one of the College's departments. Department chairs appoint one or two persons for renewable 3-year terms: members serve at the chairs' discretion. Appointment to the committee is staggered to ensure continuity. The student representative is a voting member and is elected to a one-year non-renewable term by the Council of Student Leaders; the Associate Dean of the College of Arts and Sciences is a non-voting member.

Section 4 (officers): The Student Research Committee elects officers from among its membership: a chair for a one- or two-year term and a secretary for a term of at least one year. Officers may serve consecutive terms.

Section 5 (governance): The chair distributes the agenda a week ahead of time by email. The chair may not vote on motions except in the case of a tie. The chair will report the committee's activities for the year to the Faculty Assembly, and the secretary will file the year's minutes with the Dean's Office. The chair will serve on the University's Undergraduate Research Advisory Committee. The Student Research Committee may create subcommittees as deemed appropriate.

Policy for Appropriate Use of Hand-held and Wireless Technology in the College of Arts and Sciences (Adopted April 2014; rev. April 2016)

The College of Arts and Sciences at Winthrop University (hereafter "the College") is committed to educationally sound uses of technology in the classroom, to providing a secure learning environment, and to preventing disruption of students' and instructors' educational experiences. The College is also committed to balancing the need for concentration in the course environment with concerns about safety and with students' outside responsibilities. We recognize that, when used properly, hand-held and wireless technologies can enhance the classroom environment and student learning; used improperly, these same technologies can significantly degrade the quality of learning in the course setting. Each student enrolled in courses in the College has a responsibility to other students and to the instructor to contribute to a courteous, respectful learning environment. This responsibility includes not disrupting instruction or distracting fellow students, maintaining an atmosphere that supports academic integrity, and being committed to learning as required by the Winthrop Dedication for Excellence and the Winthrop Code of Student Conduct.

For the purposes of this document, the term **"electronic device"** refers to any hand-held or wireless device that can be used to communicate, record, or access stored or networked data. Such devices include but are not limited to laptops, tablets, cell phones, electronic readers, PDAs, and electronic dictionaries. The instructor may prohibit any use of electronic devices that substantially disrupts learning opportunities, degrades the learning environment, or promotes academic dishonesty or illegal activities. Students unsure of whether an activity is appropriate are encouraged to ask their instructors. Students are also encouraged to notify their instructors of disruptive behavior they observe.

Policy
Unless otherwise specified by the instructor on the syllabus, the following statements govern the appropriate use of hand-held and wireless technologies in courses in the College of Arts and Sciences. (No policy here stated or implicit is intended to supersede any applicable university policy or state or federal statute.)

1. Communication by electronic devices, including but not limited to instant messaging, text messaging, emailing, web surfing, and telephoning during class, is strictly prohibited unless expressly designated as part of the learning activities. Students may not use cell phones, pagers, PDAs, or similar communication devices during scheduled course meetings (including class time, laboratories, review sessions, individual instruction, or similar activities) in the College. Such devices must be silenced or turned off and should not be taken out during course meetings. Electronic audio or video recording of the classroom environment is prohibited unless (i) permission is given by the instructor prior to recording or (ii) as per (6) below.

2. Laptops, tablets, wireless computers, or similar electronic devices may be used for note-taking or specified course activities (e.g., electronic surveys, electronic course evaluations) with the instructor's permission. Students using these devices for note-taking must turn off the wireless function and close all applications/windows other than the appropriate document or application unless the instructor specifically permits otherwise. Students must avoid non-course-related activities such as checking email or social networking sites, web surfing, or playing games because these diminish their—and their classmates'—engagement with instructional activities.

3. Because of the increasing prevalence of electronic textbooks, students may, with the instructor's permission, use electronic readers or other electronic devices in place of standard (print) textbooks. These and similar electronic devices should not be used during instructional time for activities not directly related to the course.

4. Unauthorized use of electronic communication or wireless devices during quizzes, examinations, or other graded activities may warrant disciplinary action under the terms of the Code of Student Conduct. In certain circumstances (exams, laboratories, presentations, etc.), students may be temporarily required to deposit cell phones, laptops, or other electronic devices with the instructor or lab supervisor for the duration of the specific class or activity.

5. A course instructor, administrator, or facility manager may prohibit activities that violate laws and/or University policies, such as those related to intellectual property rights or copyright, eavesdropping, or sexual harassment. (Examples of such activities might include using a camera phone to videotape performances or taking inappropriate photos without the subject's knowledge and permission.)

6. Students who require access to hand-held or wireless technology as assistive measures for documented disabilities may use them only as authorized by the Office of Disability Services or according to stipulations in the student's Professor Notification Form.

7. Where personal emergency, family care responsibilities or employment situations *require* access to electronic communication devices, arrangements must be made *in advance* with the instructor. The instructor will decide if such access is appropriate; students may appeal these decisions to the Dean or the Dean's designated representative.

8. Because hand-held communication devices are an integral part of the University's emergency notification system, the instructor's or a designated student's hand-held device should be activated during scheduled course times. In an emergency situation or if a security alert sounds or is sent by the Alertus system, the instructor or his/her designee will consult their devices to determine if an emergency exists and may then give students permission to consult their own devices. Once the alert is over, students' devices should be immediately silenced and put away.

9. Other exceptions to this policy may be granted at the discretion of the instructor.

Sanctions
Sanctions for violation of this policy will be determined by the instructor and may include dismissal from the class, attendance penalties or loss of class participation points, zero grades on quizzes or examinations, failure in the class, or other penalties that the instructor determines to be appropriate. These sanctions should be explicitly stated on the instructor's syllabus.

Providing Notice to Students
Instructors should anticipate that issues with wireless communications and electronic devices may arise and publish any policies and restrictions in their course syllabi. Otherwise, a statement such as "The College of Arts and Sciences' Policy for the Appropriate Use of Hand-held and Wireless Technologies is in effect for this class" with a link to the text of the policy should appear on syllabi for all courses in the College. If the instructor plans to use sanctions for disruptions, s/he should publish details about the sanctions in the course syllabus.

Changes
Due to the dynamic nature of technology, any changes or additions to this policy will be published on the College of Arts & Sciences' web site.