

Winthrop University Faculty Conference  
29 September 2017  
2:00 p.m., Whitton Auditorium, Carroll Hall

**Agenda**

- I. Approval of Minutes for April 14, 2017 Faculty Conference  
(*Minutes to Follow*)
- II. Report from the Chair  
Michael Lipscomb
  - a. Report from August 21, 2017 Board of Trustees Meeting
- III. Report from the President  
Dan Mahony
- IV. Report from the Provost/Vice President for Academic Affairs  
Debra Boyd
- V. Academic Council (*Supporting Materials in Appendix I to the Agenda below*)  
Jo Koster
- VI. Committee Reports
  - a. Rules Committee (*Supporting Materials Related to possible Policy Repository and Bylaws Changes in Appendix II to the Agenda below*)  
Andrew Besmer
  - b. Faculty Committee on University Priorities  
Ron Parks
- VII. Unfinished Business
- VIII. New Business

- IX. Announcements
  - a. Reminders from the Registrar
  - b. Other Announcements
  
- X. Adjournment

Faculty Conference Membership (333) 35%= 117 20%=67

## **Minutes from Faculty Conference, August 18, 2017**

Winthrop University Faculty Conference  
18 August 2017  
2:00 p.m., Plowden Auditorium

### **Agenda**

- XI. **Approval of Minutes for April 14, 2017 Faculty Conference:**  
The faculty voted to approve the minutes from the April 14 Faculty Conference.
  
- XII. **Report from the Chair: Michael Lipscomb**
  - a. Dr. Lipscomb related that as Faculty Conference Chair, his purpose is to serve as a liaison between faculty and administration and faculty and the Board of Trustees. He reassured faculty that he sees his role as facilitating communication between and among these groups. He also reminded us of the Faculty Committee on University Priorities, set up to address higher order concerns with the overall primary objectives of how we go about fulfilling our mission at Winthrop. The Faculty Committee on University

Life addresses concerns about the day to day operation of the University. He encouraged faculty to communicate concerns to these committees and/or to him, either anonymously or in person.

- b. **Introduction of the Faculty Conference Secretary and Parliamentarian:** Dr. Lipscomb introduced the Secretary, Dr. Leslie Bickford, and the Parliamentarian, Dr. Will Kiblinger.
- c. **Recognition of Faculty Members Promoted and/or Tenured:** Dr. Lipscomb named faculty who had been granted tenure this past spring; those people are Dr. Kristen Abernathy, Mathematics; Dr. Leslie Bickford, English; Dr. Nathaniel Frederick, Mass Communication, Dr. Scott Shinabargar, World Languages; Dr. Pamela Wash, Education; Dr. Douglas Presley, Music.

Dr. Lipscomb then gave names of faculty who were granted promotion:

**Promotion to the rank of Professor: College of Arts and Sciences:** Dr. Siobhan Brownson, English; Dr. Jeannie Haubert, Sociology; Dr. Peter Judge, Philosophy and Religious Studies; Dr. Scott Shinabargar, Modern Languages.

**College of Business:** Dr. Hemant Patwardhan, Management and Marketing; Dr. Laura Ullrich, Economics.

**College of Education:** Dr. Daniel Drane, Physical Education, Sport and Human Performance; Dr. Debra Leach, Special Education; Dr. Kristi Schoepfer, Physical Education, Sport and Human Performance; Dr. Pamela Wash, Counseling Leadership and Educational Studies

**College of Visual and Performing Arts:** Dr. Lorrie Crochet, Music; Mr. Stephen Gundersheim, Theater and Dance

**Associate Professor: College of Arts and Sciences:** Dr. Maria Aysa-Lastra, Sociology and Anthropology; Dr. Eric Birgbauer,

Biology; Dr. Nathaniel Frederick, Mass Communication; Dr. Amanda Hiner, English.

- d. **Report from June 10, 2016 Board of Trustees Meeting:** Dr. Lipscomb gave a brief outline of the most recent Board meeting. Dr. Sue Rex, Dr. John Bird, and Ms. Elisabeth West were honored for meritorious service to the University. Dr. Mahony exceeded expectations across all categories of his evaluation and received a unanimous vote of the Board. A quantitative survey gave him a 4.5 aggregated score on a scale of 5.

### **XIII. Report from the President: Dr. Dan Mahony**

- a. **Update on the President Emeritus:** Dr. Mahony announced that Dr. DiGiorgio is no longer on the University payroll. Rather than use his office space for one person, it will be used as a faculty-staff development center.
- b. **Competitive compensation:** The general plan is to continue to distribute available funds for salary increases in order to get more people in line with the median salaries for rank and position. Last year we had \$150,000 available for this; this year we have \$402,000. The University is undertaking a compensation and classification study for staff members as a part of our longer-term compensation plan.
- c. Dr. Mahony reported that last year the University reviewed tenure and promotion policies, which will still be a focus this year, with the addition of post tenure review as well.
- d. In the first year of the strategic plan the President's office put together an oversight committee, which was faced with too large of a job, so the office plans to put together 5 working groups that will meet on an ongoing basis: each will focus on one topic crucial to Winthrop's success, such as development and retention.

- e. **Campus Heritage Group:** Our last report from this group included suggestions about changing signage on buildings, and some mock ups have been done. The current marketing study looking at branding will influence signage; its report will be out in October. The Campus Heritage Group also suggested including the heritage of Winthrop University in the ACAD course; we'll discuss this as a part of the General Education Core review. There is currently work on constructing a unity wall, a project developed by students. On the question of the alma mater, Winthrop would need permission to change the "Tillman" in the alma mater from its writers, which we cannot get, so we would need to change the whole alma mater.
- f. As the Winthrop plan focuses on diversity, Zan Jones [Winthrop's Chief Diversity Officer] is coordinating the development of a diversity council; Kinyata Adams Brown [Student Life Diversity] is working with her. The council would focus on institutional history and current practice and ways to support diversity in all aspects of the university. The council can also help support social change and leadership roles, and facilitate groups to help students see how they can be leaders for social change.
- g. The outside marketing group will report their findings in October. We also need to do internal marketing. Sometimes we present ourselves in not overly positive and sometimes inaccurate ways. Dr. Mahony dispelled the idea that we don't recruit the best students from local schools. Over a quarter of incoming students from Rock Hill are in the top 10% of their class. We need to share our story better.
- h. The President invited questions; there were none.

**XIV. Report from the Provost/Vice President for Academic Affairs:  
Dr. Debra Boyd**

- a. Dr. Boyd introduced new folks in administrative roles: Mr. Jeff Bellantoni, Dean of the College of Visual and Performing Arts and Associate Professor of Art and Design; Dr. P.N. Saksena, Dean of the College of Business and Professor of Accounting; Dr. Takita Sumter, Interim Dean of the College of Arts and Sciences and Professor of Biochemistry; Dr. Terri Wright, Executive Director of Sponsored Programs and Research (SPAR); Dr. Karen Kedrowski; Executive Director of the Center for Civic Learning and Professor of Political Science.
- b. Dr. Boyd introduced Karen Jones, Vice Provost for Administration. Karen introduced Mr. Thomas Cornelius, Instructional Technologist for the Office of Online Learning; Mr. Justin Haire is Blackboard Administrator in the Office of Business Intelligence and Data Management; Dr. Meghan Schramm-Possinger, Assistant Professor of Education and Senior Research Associate in the Office of Assessment.
- c. Mr. Jeff Bellantoni introduced new faculty in the College of Visual and Performing Arts: Ms. Leah Dyjak, Assistant Professor of Fine Arts; Mr. Matt Ferrell, Assistant Professor of Theater and Dance; Dr. Michelle Livek, Assistant Professor of Fine Arts-Arts Education ; Dr. Jeremy Mims Assistant Professor of Music and Director of Choral Activities; Lance Billstein, Instructor of Theater and Dance; John Boatwright, Instructor in Design; Sarah Brown Instructor in Fine Arts; Dr. Justin Isenhour, Instructor in Music; Mr. Adam Snow Instructor in Music and Director of Percussion Studies at WU; Ms. Anne Fiala is serving as the Acting Chair of Fine Arts.

- d. Dean Gloria Jones thanked Dr. Kristi Schoepfer for building the Leadership minor and recognized Dr. Kristen Abernathy for taking over.
- e. Dean Mark Herring introduced Ms. Emily Cranwell, Assistant Professor and Audio/Visual Archivist and Reference Librarian.
- f. Dean Jeannie Rakestraw introduced Dr. Tammy Burnham, Assistant Professor of Curriculum and Pedagogy; Dr. Sarah Marie Catalana, Assistant Professor of Educational Research/Core; Dr. L. Marinn Pierce, Associate Professor of Counseling (Mental); Dr. Allison Paolini, Assistant Professor of Counseling (School); Dr. Sherry Hoyle, Assistant Professor of Educational Leadership; Dr. Megan Schramm-Possinger, Assistant Professor/Senior Research Association of Curriculum and Pedagogy/AAAS; Dr. Miranda Sigmon, Assistant Professor of Literacy; Ms. Myah Stanford, Assistant Professor of Elementary Education/Core; Dr. Joy Stapleton, Associate Professor of Elementary Education; Dr. Min (Kim) Mize, Assistant Professor of Special Education/Core; Ms. Kayla Major, Instructor of Athletic Training (Clinical); Dr. Samantha McDonald, Assistant Professor of Physical Education, Sport, and Human Performance; Dr. Kristi Schoepfer is serving as the Interim Chair of Physical Education, Sport, and Human Performance; Joanna Harris has joined the Office of Student Academic Services as an Educator Services Coordinator.
- g. Dean P.N. Saksena introduced Mr. Danko Tarabar, Assistant Professor of Economics; Mr. Larry Stevens, Assistant Professor of Management/Marketing; Dr. Max Ostinelli, Assistant Professor of Marketing; Joanie Winters, Assistant Professor of Business Law; Dr. Maria Arrington-Ferguson, Assistant Professor of Computing and Information Technology.

- h. Dr. Takita Sumter introduced Dr. Jennifer Schafer, Assistant Professor of Biology; Dr. Kiyoshi Sasaki, Assistant Professor of Biology; Dr. Ephraim Sommers, Assistant Professor of English (Creative Writing); Dr. Alan Nail, Associate Professor of English Education; Dr. Danielle Nunnery, Assistant Professor of Human Nutrition; Mr. Brian Collins, Instructor of Human Nutrition; Dr. Hye-Sung Kim, Assistant Professor of Political Science; Dr. Melissa Reeves, Associate Professor of School Psychology; Mr. Christopher Ward, Assistant Professor of Social Work; Ms. Jessica Lynn Yang, Assistant Professor of Social Work; Dr. Michael Sickels, Assistant Professor of Sociology; Dr. Valerie Jepson, Assistant Professor of Spanish/Foreign Language Education.
- i. Dr. Boyd reported that the Provost's Office is working with Michael Lipscomb to put together a working group to assess and review the Roles and Rewards document and look at guidelines for pre-tenure, tenure, post-tenure, and promotion. She thanked everyone for their support of our students and encouraged everyone to continue their good work of serving as role models for our students.

**XV. Academic Council: Dr. Jo Koster**

- a. Dr. Koster thanked Dr. Will Thacker for his past service as Chair of the Curriculum Committee and his willingness to serve once again in this capacity.
- b. Dr. Koster also thanked Dr. Kristen Abernathy for her past service as Chair of the General Education Committee and her willingness to serve as Chair again.
- c. Dr. Koster reported that the Honor Code subcommittee, which was housed under the auspices of Academic Council, has requested a standing committee be created under Faculty Conference to consider and make recommendations



about creating an Honor Code (see the Appendix to these minutes below).

#### **XVI. Committee Reports: Dr. Michael Lipscomb**

- a. Introduction of Standing Committee Chairs (2017-2018):  
Dr. Lipscomb recognized the following standing committee chairs: Dr. Ginger Williams, Academic Freedom and Tenure; Dr. Adriana Cordis, Faculty Committee on University Life; Dr. Ron Parks, Faculty Committee on University Priorities; Dr. Phillip Gibson, Library; Dr. Andrew Besmer, Rules; Dr. Laura Glasscock, Undergraduate Petitions; Dr. Will Thacker, University Curriculum; Dr. Lou Pantuosco, University Personnel.

#### **XVII. Committee Reports**

- i. Rules Committee: Dr. Andrew Besmer asked faculty to contact him with questions and/or suggestions about the work in which this committee is engaged this year, which includes the following:
1. The amendment under professional stewardship
  2. Faculty bylaws
  3. Changing the name of the Teacher Education Committee
  4. Inconsistencies between bylaws and policy repositories
  5. The creation of a standing Academic Integrity committee
  6. Updating the bylaws document

#### **XVIII. SACSCOC 5th Year Interim Report: Ms. Karen Jones**

- a. Ms. Jones thanked everyone for their help with the Fifth Year Interim Report, which was accepted with no follow-up reports required.

**XIX. Office of Computing and Information Technology: Mr. Patrice Bruneau**

- a. Mr. Bruneau reported that IT is currently working on technology updates in Kinard and Owens halls. The wifi in Thurmond is now up and running, and Dalton and Sims are next on the list.
- b. Mr. Bruneau reminded faculty that FrontPage and Expression web are no longer supported by Microsoft, so our web services are in the process of moving to Adobe Dreamweaver. Faculty.winthrop.edu sites will be next in this conversion.
- c. Mr. Bruneau assured faculty that class lists will be updated weekly for drop/add and class listservs will automatically refresh for two weeks.
- d. Information Security:
  - i. Mr. Bruneau reported that Cyber Security Training will recur in October and is mandatory
  - ii. Mr. Bruneau explained that because of the new filtering system in Office 365, email attachments will not be immediately available; it may take up to a minute for Microsoft's new filter to okay an attachment.
  - iii. Passwords: Mr. Bruneau reported that, based on South Carolina law for state employees, Winthrop will begin requiring a password change every 90 days. Faculty and staff will receive an emailed request to change their system password 14 days and again 7 days before the password-change deadline. Employees who fail to change their password by the deadline will be locked out of their accounts and will have to call IT. The system will know the history of the past 20 passwords for each user and will not allow a user to choose a new password from that list. The emails to remind users to

change their passwords will not include any links, so faculty and staff should be on the lookout for phishing emails. The first change is required by Monday, August 28<sup>th</sup>. Faculty and staff should press CTL-ALT-Delete to receive the password change prompt and should remember they will be prompted to change their password on all other devices that hook into their University account.

- XX. **Registrar, Office of Records and Registration:** Ms. Gina Jones
- a. Ms. Jones reported that this summer her office cleared 87 students to graduate, supported 13 summer sessions, held 10 new student orientations, and began the upgrade to Banner 9. Ms. Jones explained that Banner 8 will no longer be supported beginning in October, that upgrading to 9 is taking longer than anticipated, and that faculty and staff patience is appreciated.
  - b. Ms. Jones announced that FERPA training sessions will continue to be advertised on the TLC website and encouraged all faculty to attend one if they have not recently done so.
  - c. Ms. Jones thanked faculty and staff for all they do to help students.

XXI. **Unfinished Business** There was no unfinished business.

XXII. **New Business** There was no new business.

### XXIII. Announcements

- a. Dr. Melissa Carsten, Chair of Graduate Faculty Assembly, announced that there would be a meeting on September 29<sup>th</sup>. If faculty are not going to be called to vote on

anything at this meeting, Dr. Carsten will exercise the option to hold the meeting online.

- b. Dean Gloria Jones reminded faculty that University College collects interim grades during the 7<sup>th</sup> week of the semester. This year the window for reporting interim grades in Wingspan will close at 5:00 PM on October 5<sup>th</sup>. Dr. Jones also invited everyone present to Rock the Hill, held at the Coliseum at 2:00 PM on Saturday, August 19<sup>th</sup> and to the fireworks on Friday, August 18<sup>th</sup> (this evening) on the campus green around 9:00 PM.
- c. Mr. Tim Drueke announced that eclipse-viewing glasses would be available on the campus green before Convocation on Monday. He reminded faculty to line up between 2:50-3:15, as Convocation will begin at 3:30 this year because of the solar eclipse. Anthony Davis is the keynote speaker. Mr. Drueke also announced that promotion and tenure committees will have a meeting next Friday at 2:00; members on these committees should expect an email invitation soon.
- d. Dr. Wanda Koszewski invited all present to the 100<sup>th</sup> birthday of the Dietetics Program, which will consist of a research symposium and dinner in Richardson Ballroom from 3:00-8:00 on September 6<sup>th</sup>. She said an email invitation would be forthcoming.
- e. Dr. Kathy Lyon announced that the Honors Program enrolled a record number of honors students this year: 144 students are entering the program.
- f. Dr. Leslie Bickford introduced herself as Director of the Office of Nationally Competitive Awards, thanked faculty for their mentorship of students seeking such awards in the past, and encouraged faculty to continue to refer students to the ONCA office and invite her to speak in their classes about the services ONCA offers.

- g. Dr. Lipscomb announced the next Faculty conference meeting will be held at 2:00 PM on Friday, September 29<sup>th</sup> in Whitton Auditorium. He invited everyone to come partake of refreshments after the Adjournment today.

#### **XXIV. Adjournment**

Faculty Conference Membership (333) 35%= 117 20%=67

#### **Appendix to the Minutes of August 18, 2017:**

#### **Suggested Action from the Honor Code and Honor Pledge Subcommittee of Academic Council**

The Honor Code and Honor Pledge Subcommittee of Academic Council met on April 4<sup>th</sup>, 2017, to discuss possible recommendations for implementing the Honor Code and Honor Pledge approved by Academic Council last year (in September 2015). The subcommittee members included faculty members Alice Burmeister, Marguerite Doman, and Kristen Abernathy, as well as Beth West (CSL President), and Bethany Marlowe (ex-officio). Dr. Abernathy was unable to attend the meeting, but was sent a copy of this report and gave her approval of its content. While brainstorming possible strategies for implementing the Honor Code and Honor Pledge, the subcommittee members came to the conclusion that implementing either an Honor Code and/or an Honor Pledge on its own, without the development of accompanying initiatives designed to support their implementation, would not be sufficient to create an expectation of academic integrity across the campus community. We therefore recommend the creation of a Standing Committee on Academic Integrity under the authority of Faculty Conference to consider the implementation of an Honor Code

and/or Honor Pledge, in addition to related supporting activities of the kind described in the proposal below.

**Proposal to create a Standing Committee on Academic Integrity, under the authority of Faculty Conference:**

We propose the creation of a Standing Committee on Academic Integrity, to be made up of the following individuals: One faculty member from each of the four colleges (Arts & Sciences, Business Administration, Education, and Visual and Performing Arts) and a faculty member from Dacus Library; the Dean of Students (ex-officio); and the President of the Council of Student Leaders.

The charge of this standing committee would be to propose and develop initiatives designed to help create and maintain an expectation of academic integrity in the Winthrop University community. This would include: 1). Evaluating the effectiveness of university policies and current practices related to academic integrity, and proposing changes and improvements to these practices/policies where needed; 2). Developing training sessions and other support resources for full-time and adjunct faculty members to assist them in dealing with the challenges of maintaining standards of academic integrity for our current generation of millennial digital native students, as well as for themselves as scholars and educators; and 3). Developing training sessions and support resources for students to help them understand what academic integrity is and why it is important. In particular, students will be encouraged to understand how honoring Winthrop's standards of academic integrity will help them to be more successful, both as Winthrop students, and in their future lives after graduation.

## Appendix I to the Agenda

### Report from Academic Council

- a. **1 Program Change Item (Degree) was approved. No Faculty Conference action is needed.**

| Program | Department  | Action   |
|---------|---|--|
| BS-ATRN | Physical Education,<br>Sport and Human<br>Performance | <b>Modify program:</b> Replace BIOL 307 and 308 with BIOL 213 and 214. |

**The following 8 Course Action Items were approved at CUC Level and require no further action:**

| Course  | Title  | Action   |
|---------|--|--|
| ANTH301 | Cross-Cultural Perspective of Human Experience       | <b>Modify course: Remove prerequisite</b> "ANTH 201 or permission of instructor" |
| ANTH322 | Ancient Civilizations of the Americas                | <b>Modify course: Remove prerequisite</b> ANTH 201.                              |
| ANTH324 | Amerindian Warfare and Ritual Violence               | <b>Modify course: Remove prerequisite</b> ANTH 201.                              |
| CHEM123 | Biochemistry of the Mediterranean Diet               | <b>New course</b>  |
| MATH112 | Joy of Mathematics                                   | <b>New course</b>  |
| NUTR213 | Biochemistry of the Mediterranean Diet               | <b>New course</b>  |
| SPAN205 | Spanish for Law and Helping Professions              | <b>New course</b>  |
| SPAN305 | Advanced Spanish for Law and the Helping Professions | <b>New course</b>  |

**The following 3 items were approved at the College Assembly Level and require no further action:**

| Course  | Title                                 | Action   |
|---------|---------------------------------------|--|
| SCWK471 | Undergraduate Research in Social Work | <b>Modify course: Change grade basis</b> from SU to regular. |
| SCWK472 | Undergraduate Research in Social Work | <b>Modify course: Change grade basis</b> from SU to regular. |

|         |                                       |  |
|---------|---------------------------------------|--|
| SCWK473 | Undergraduate Research in Social Work | <b>Modify course: Change grade basis</b> from SU to regular. |
|---------|---------------------------------------|--|



b. General Education Committee

**Recertifications Approved**

**ORAL**

HDFS 573

**First Certification Approved (Faculty Conference votes on these)**

**NAT SCIENCE**

CHEM 123

**QUAN**

MATH 112

**Other GNED Business**

The committee received several requests concerning cross-listed courses. The discussion of these requests led the committee to adopt the following practices:

1. For courses that will be cross-listed with existing GNED courses for one semester, the instructor and/or chair of the department can notify the GNED committee or the Registrar and forward a syllabus for the course to receive GNED credit for that semester.
2. For courses that are permanently cross-listed with GNED courses, the instructor and/or chair will need to submit a course inclusion application the first time that course is taught to receive GNED credit. The applications for inclusion and recertification will be amended to include a place to designate whether a course is cross-listed or not. In the case of recertification, only one set of paperwork will need to be submitted for courses that are cross-listed.

Other Academic Council Business

Proposal to modify the Curriculum Action System to Engage Faculty in Strategic Planning

## Appendix II to the Agenda

### Proposed Policy Repository Changes

**Policy Title**

Teacher Education Educator Preparation Committee

**Policy Description**

The Educator Preparation ~~Teacher Education~~ Committee is an interdisciplinary committee of University and community representatives who assemble to review, analyze, and provide input

on all aspects of the ~~Educator Preparation teacher education~~ Program at Winthrop University. The ~~Educator Preparation Teacher Education~~ Committee has the unique responsibility to ensure the integrity of the ~~Educator Preparation teacher education~~ Program in a manner that benefits South Carolina's learners as well as the profession of education.

## Policy Procedures

### THE ~~TEACHER-EDUCATOR PREPERATION~~ COMMITTEE BYLAWS

#### Article I – Name and Purpose

The ~~Educator Preparation Teacher Education~~ Committee is an interdisciplinary committee of University and community representatives who assemble to review, analyze, and provide input on all aspects of the ~~Educator Preparation teacher education~~ Program at Winthrop University. The ~~Educator Preparation Teacher Education~~ Committee has the unique responsibility to ensure the integrity of the ~~Educator Preparation Teacher Education~~ Program in a manner which benefits South Carolina's learners as well as the profession of education.

#### Article II – Membership

Section 1 The ~~Educator Preparation Teacher Education~~ Committee shall consist of:

- Five elected faculty members representing five of the programs in the Richard W. Riley College of Education,
- Three elected faculty members from the College of Arts and Sciences representing three different departments engaged in the ~~Educator Preparation Teacher Education~~ Program,
- Two elected faculty members from the College of Visual and Performing Arts engaged in the ~~Educator Preparation Teacher Education~~ Program,
- An elected faculty representative of the Library,
- An undergraduate student enrolled in and admitted to the ~~Educator Preparation Teacher Education~~ Program,
- One graduate student enrolled in a graduate degree program in ~~Educator Preparation Teacher Education~~,
- A local representative from either the South Carolina Education Association (SCEA) or the Palmetto State Teacher's Association (PSTA),

- A school-level administrator,
- A public school teacher,
- The Dean of the Richard W. Riley College of Education,
- The Dean of the College of Arts and Sciences,
- The Dean of the College of Visual and Performing Arts,
- The Director of the Institute for Educational Renewal and Partnerships,
- The Director of Student Academic Services, and
- A district-level administrator appointed by the Dean of the Richard W. Riley College of Education.

**Section 2 Election and Appointment of Members.** The members of the Committee shall be elected or appointed in the following manner.

Faculty representatives shall be elected by their peers for three-year terms. Methods of election shall be determined by their respective units.

The undergraduate student representative shall be appointed by the Chair of the Council of Student Leaders. The Richard W. Riley College of Education shall provide a list of recommended undergraduate students in the Educator Preparation~~teacher education~~ Program. The graduate student representative shall be appointed by the Dean of the Graduate School. The Richard W. Riley College of Education shall provide a list of recommended graduate students in the Educator Preparation~~teacher education~~ Program. Students shall be appointed to serve one-year terms.

After consultation with appropriate representative bodies, the Dean of the Richard W. Riley College of Education shall appoint all off-campus representatives. Appointments shall be for three-year terms.

All committee members shall be voting members. Members shall be elected or appointed on staggered terms.

### **Article III –Officers and Staff**

**Section 1 Officers.** The Dean of the Richard W. Riley College of Education shall appoint the Chair of the Committee from the elected faculty representatives.

**Section 2 Staff.** The Dean of the Richard W. Riley College of Education shall be responsible for providing support staff to the Committee.

#### **Article IV –Responsibilities**

**Section 1** The Committee shall conduct an ongoing [oversight](#) of all aspects of the [Educator Preparation ~~Teacher Education~~](#) Program, including review of all accreditation reports and regulatory procedures regarding the [Educator Preparation ~~Teacher Education~~](#) Program.

**Section 2** The Committee shall provide a forum for the discussion of critical issues concerning the preparation of teachers and stimulate and encourage new program development.

**Section 3** The Committee shall oversee, evaluate, and approve the [Educator Preparation Program's ~~teacher education~~](#) model at Winthrop University.

**Section 4** The Committee shall evaluate the overall [Educator Preparation ~~Teacher Education~~](#) Program and identify weaknesses and needs.

**Section 5** The Committee shall receive and review regular follow-up studies of [graduates from the ~~Educator Preparation teacher education~~ graduates ~~Program~~](#).

**Section 6** The Committee shall serve as an appeals body for students seeking exceptions to requirements, policies, and procedures regarding the [Educator Preparation ~~Teacher Education~~](#) Program.

**Section 7** The Committee shall make recommendations to the faculty, academic departments, the Academic Council, the Deans, the Vice President for Academic Affairs, and/or the President of Winthrop University on issues pertaining to the [Educator Preparation ~~Teacher Education~~](#) Program.

#### **Article V – Standing Subcommittees**

**Section 1** The [Educator Preparation ~~Teacher Education~~](#) Committee shall have two standing subcommittees of its members, chaired by elected faculty. The subcommittees shall present regular reports to the [Educator Preparation ~~Teacher Education~~](#) Committee.

**Section 2 The Appeals Subcommittee.** The Appeals Subcommittee shall be responsible for hearing appeals by students seeking exceptions to the requirements, policies, and procedures of the [Educator Preparation ~~Teacher Education~~](#) Program and for making recommendations to the Dean. Reports from the committee may be reviewed by the [Educator Preparation ~~Teacher Education~~](#) Committee.

The Appeals Subcommittee is appointed by the Dean of the Richard W. Riley College of Education. The subcommittee shall consist of:

1. The Director of Student Academic Services, Richard W. Riley College of Education;
2. Five faculty members, including three Richard W. Riley College of Education faculty, one from Visual and Performing Arts, and one from the College of Arts and Sciences; and
3. One public school representative.

**Section 3 The Curriculum Subcommittee.** The Curriculum Subcommittee shall be responsible for reviewing all curriculum matters to determine whether or not changes are substantive and should be reviewed by the Educator Preparation ~~Teacher Education~~ Committee. Curriculum action — such as number, title, and other such changes that do not impact Educator Preparation ~~teacher education~~ programs—shall be sent forward to the Committee on University Curriculum or to Graduate Council. Curriculum matters judged by the Curriculum Subcommittee to be substantive shall be reviewed and placed on the Educator Preparation ~~Teacher Education~~ Committee agenda. The Curriculum Subcommittee members shall be appointed by the Chair of the Educator Preparation ~~Teacher Education~~ Committee and shall be the following:

1. One elected faculty member from the College of Arts and Sciences,
2. One elected faculty member from the Richard W. Riley College of Education,
3. One elected faculty member from the College of Visual and Performing Arts, ~~and~~
4. One faculty member-at-large, ~~and-~~
5. One public school representative.

Alternates from the three designated Colleges shall be appointed so that all three Colleges shall be represented if a regular subcommittee member cannot attend a meeting.

The subcommittee Chair shall be appointed by the Chair of the Educator Preparation ~~Teacher Education~~ Committee. Members shall be appointed for staggered terms.

### **Article VI – Process for Proposals**

The Educator Preparation ~~Teacher Education~~ Committee shall receive and review all proposals regarding the Educator Preparation ~~teacher education~~ Program from the Deans of the Colleges or the Academic Council in accordance with University procedures. The Educator Preparation ~~Teacher Education~~ Committee shall make recommendations directly to the Dean of

the Richard W. Riley College of Education. The Dean shall review the Educator Preparation ~~Teacher Education~~ Committee's recommendation and make a recommendation regarding the impact of the changes on the Educator Preparation ~~teacher education~~ Program, certification standards, accreditation standards, and Winthrop's Educator Preparation ~~Teacher Education~~ Program model.

The recommendations of the Educator Preparation ~~Teacher Education~~ Committee shall be sent with the Dean's recommendation to the Committee on University Curriculum, the Academic Council, or the Graduate Council for action. All recommendations and actions of the Educator Preparation ~~Teacher Education~~ Committee may be reviewed by the Academic Council and/or Graduate Council and their respective faculty conferences.

### **Article VII – Quorum**

A quorum of the Educator Preparation ~~Teacher Education~~ Committee shall consist of:

1. The Chair of the Educator Preparation ~~Teacher Education~~ Committee (faculty representative);
2. Four elected Winthrop University faculty representatives;
3. One off-campus representative;
4. One elected representative from the College of Arts and Sciences or the College of Visual and Performing Arts; and
5. The Dean of the Richard W. Riley College of Education, the Director of Student Academic Services, or the Chair of the Center for Pedagogy.

### **Article VIII – Minutes**

The minutes of the Educator Preparation ~~Teacher Education~~ Committee shall be shared with the Chairs of the Academic Council, Graduate Council, the Committee on University Curriculum, College Deans, college curriculum committees, the Vice President for Academic Affairs, and department chairs.

### **Internal Control Considerations**

#### **Policy Author(s)**

Faculty Conference

#### **Effective Date**

*Not specified*

#### **Review Date**

~~April 2009~~ December 2017

## Proposed Bylaws Changes

### Article X – Committees of the Academic Council

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**Section 5 ~~Teacher Education~~ Educator Preparation Committee.** The Educator Preparation ~~Teacher Education~~ Committee is an interdisciplinary committee of University and community representatives who assemble to review, analyze, and provide input on all aspects of the ~~teacher Educator Preparation~~ education program at Winthrop University. The Educator Preparation ~~Teacher Education~~ Committee has the unique responsibility to ensure the integrity of the Educator Preparation ~~teacher education~~ program in a manner that benefits South Carolina's learners as well as the profession of education. The composition and full charge of this committee are found in the Educator Preparation ~~Teacher Education~~ Committee Bylaws available in the Repository.

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### Article XI – Curricular Review

#### **Section 1 Process for Approving Matters Relating Only to Undergraduate Curriculum.**

Curriculum recommendations shall be reported to the Committee on University Curriculum. If all members of the committee agree that the recommendation is consistent with University-wide policy and does not infringe upon the legitimate interests of any other academic division, the committee shall vote to approve the recommendation, with the following exceptions:

- a. If the recommendation is for
  - i. Renaming a course
  - ii. Changing a course description
  - iii. Adding a course designator
  - iv. Changing a course designator
  - v. Dropping a course designator

In those cases, a vote is not required unless the recommendation is questioned. If the recommendation is not questioned then the recommendation shall become the action of the Committee on University Curriculum.

Such approval shall be communicated promptly in the report of the committee to the members

of the Faculty Conference and shall be placed on the agenda of the Academic Council. If the committee is not unanimous in its approval, the recommendation shall be placed on the agenda of the Academic Council with a record of the committee's vote on the recommendation.

Academic Council shall review and vote on the recommendation, with the following exceptions:

- b. If the recommendation is for
  - i. Adding a course
  - ii. Dropping a course
  - iii. Renumbering a course
  - iv. Adding or changing prerequisites or corequisites to a course
  - v. Changing requirements for a minor
  - vi. A recommendation in which a vote was not required of the Committee on

University Curriculum and that committee's action was to approve the recommendation then a vote is not required unless the recommendation is questioned. If the recommendation is not questioned then the recommendation shall become the action of the Academic Council.

Such approval shall be communicated promptly in the report of the committee to the members of the Faculty Conference and shall be placed on the agenda of the Faculty Conference. If all members of the committee are not in agreement, the recommendation shall be placed on the agenda of the Faculty Conference with a record of the committee's vote on the recommendation.

Faculty Conference shall review and vote on the recommendation with the following exceptions:

- c. If the recommendation is for
  - i. Adding or dropping a minor
  - ii. A change in graduation requirements for a major with no change in overall number of hours
  - iii. A recommendation in which a vote was not required of the Committee on University Curriculum or Academic Council and both committees' action were to approve the recommendation

A vote is not required unless the recommendation is questioned. If the recommendation is not questioned then the recommendation shall become the action of Faculty Conference.

**Section 2 Courses enrolling undergraduate and graduate students.** Any recommendation that [involves a course that enrolls both undergraduate and graduate students and:](#)

- a. Renames a course
- b. Changes a course description
- c. Adds or drops a course
- d. Renumbers a course
- e. Adds or changes prerequisites or corequisites to a course
- f. Adds, changes, or drops a course designator
- g. Changes graduation requirements in a degree program with no change in the overall



number of semester hours required by the program

~~and involves a course that enrolls both undergraduate and graduate students~~ shall be reported by the college's curriculum committee both to the college faculty assembly and to the Graduate Council. If both of these bodies approve the recommendation, it shall be forwarded to the Committee on University Curriculum and shall be approved or denied in the manner described in the appropriate section of this article. If both of these bodies deny the recommendation, it is denied. If one of these bodies approves the recommendation and the other denies the recommendation, it is denied, but the Committee on University Curriculum may (but is not obliged to) suggest means for producing a recommendation that could be approved by both bodies.

**Section 3 ~~Educator preparation~~Teacher education courses.** A recommendation that affects ~~the Educator Preparation Program~~teacher education programs or courses used in ~~these~~ programs shall be reported to the ~~Educator Preparation~~Teacher Education Committee after it is approved by a college faculty assembly.

Of those recommendations, any recommendation that

- a. Renames a course
- b. Changes a course description
- c. Adds or drops a course
- d. Re-numbers a course
- e. Adds, changes, or drops a course designator

shall be reported to the ~~Educator Preparation~~Teacher Education Committee for information purposes only.

All remaining recommendations shall be reported to the ~~Educator Preparation~~Teacher Education Committee for a review and vote. If the committee approves the recommendation, it shall be reported to the Committee on University Curriculum and shall be approved or denied in the manner described in the appropriate section of this article.

**Section 4 General education courses.** A recommendation that adds a course to the lists of courses meeting the core skill areas of the General Education program or modifies a course on these lists shall be reported to the General Education Curriculum Committee. If the committee approves the recommendation, it shall be placed on the agenda of the Academic Council. If the Academic Council approves the recommendation, it shall be placed on the agenda of the Faculty Conference. New courses must be added following Section 1 in this article before being reported to the General Education Curriculum Committee.

**Table I: Process for Approving Matters Relating ONLY to Undergraduate Curriculum**

| <b>Curriculum Action</b>   | <b>College Assembly Votes</b> | <b>EPCTEC Votes</b>                   | <b>CUC Votes</b>   | <b>AC Votes</b>    | <b>FC Votes</b>    |
|--|-------------------------------|---------------------------------------|--------------------|--------------------|--------------------|
| Rename course or change course description; add, change or drop a designator | Yes                           | No; sent forward for information only | Only if questioned | Only if questioned | Only if questioned |
| Add, drop or renumber a course; add or change requirements for a minor       | Yes                           | No; sent forward for information only | Yes                | Only if questioned | Only if questioned |
| Add or change a pre-requisite or corequisite                                 | Yes                           | If applicable                         | Yes                | Only if questioned | Only if questioned |
| Add or drop a minor  | Yes                           | If applicable                         | Yes                | Yes                | Only if questioned |
| Change graduation requirements in a major (no change in overall # of hours)  | Yes                           | If applicable                         | Yes                | Yes                | Only if questioned |
| Change # of hours needed to complete a degree program                        | Yes                           | If applicable                         | Yes                | Yes                | Yes                |
| Add or drop a degree program   | Yes                           | If applicable                         | Yes                | Yes                | Yes                |

**Table II: Process for Approving Courses Open to BOTH UNDERGRADUATE and GRADUATE STUDENTS**

|   | Simultaneously,        |                        | If either group disagrees, the proposal is denied. If both groups agree, then it goes forward to CUC (through <a href="#">EPCTEC</a> if applicable), and |                    |                    |                    |
|---|------------------------|------------------------|--|--------------------|--------------------|--------------------|
| Curriculum Action                           | College Assembly Votes | Graduate Council Votes | <a href="#">EPCTEC</a> Votes   | CUC Votes          | AC Votes           | FC and GFA Vote    |
| Rename course or change course description  | Yes                    | Yes                    | No; sent forward for information only  | Only if questioned | Only if questioned | Only if questioned |
| Add, drop or renumber a course              | Yes                    | Yes                    | No; sent forward for information only  | Yes                | Only if questioned | Only if questioned |
| Add or change a prerequisite or corequisite | Yes                    | Yes                    | If applicable  | Yes                | Only if questioned | Only if questioned |

