

Winthrop University Faculty Conference Minutes
1 December 2017
2:00 p.m., Barnes Recital Hall, Conservatory of Music

I. Approval of Minutes for September 29, 2017 Faculty Conference.

Faculty voted to approve the minutes from the last meeting.

II. Report from the Chair: Dr. Michael Lipscomb

- a. Dr. Lipscomb reported initial success creating a two-way flow of information between faculty and administration through coordination among his office, the Faculty Committee on University Priorities, and the Faculty Committee on University Life. The two committees will report administration's communication to Faculty Conference as well as post findable electronic versions of each committee's written reports. He reassured faculty of the ongoing strides these groups are taking to build specific institutional mechanisms that ensure greater transparency and feedback across different levels of the institution.
- b. Dr. Lipscomb next directly addressed the ongoing question of what the institution might do to protect faculty and staff from the burnout or the compromises that would threaten our commitments to academic and pedagogical integrity. He reported the administration recognizes that this is an important faculty concern, and they are looking at a wide range of suggestions from faculty about how we might find relief or reward in relation to the press and stress of their work.
- c. Report from November 10, 2017 Board of Trustees Meeting:
 1. Mr. Folkens reported the Board has successfully concluded the arbitration procedure with Dr. Jamie Comstock Williamson. Prior to the scheduled hearing, Dr. Williamson notified the University through her attorney that she was dismissing her claim and releasing the University, its current and former employees and trustees, the Foundation, and others with prejudice, which means she will not be able to bring that claim or any other claim she may have had in the future. Mr. Folkens thanked Trustee Kathy Bigham, Provost Debra Boyd, and Chief of Staff Kimberly Faust in particular and the faculty and staff in general for their good work and support during the mediation and arbitration process.
 2. Mr. Folkens also thanked the Winthrop Foundation and Real Estate Board for including him in their regular meetings as well as joining the Trustees for a social event last night and a fundraising presentation. The increased interaction of Winthrop's Boards will result in a stronger base for the university.
 3. As a precursor to the Committee on Finance report, Mr. Folkens shared a chart documenting Winthrop's unrestricted net position from 1988 through the present. He noted the peak of \$20,400,000 in 2008, a subsequent low point of \$10,641,000 in 2013, and a movement back up to \$18,751,000 currently. The low point was partly due to Phelps residence hall being offline for repairs for two years as well as spending on other campus development projects. The return to a currently stronger net position is due to Interim President Boyd's budget freeze of 10% in 2015 and President Mahony's budgeting since then.
 4. Mr. Folkens concluded his report by congratulating the University for its good showing in a state-wide review of travel expenses among public universities. Of the nine state institutions reviewed, Winthrop had the lowest mileage expense per FTE.

III. Report from the President: Dr. Dan Mahony

- a. Dr. Mahony and Dr. Boyd were both pursuing business of the University. Dr. Jeff Perez gave the President's report and said Dr. Boyd will be sending us an update through email soon. Dr. Mahony asked him to report on monitoring the federal tax bill, about which Dr. Perez said
 1. The standard deduction is being doubled, which could result in fewer donations;
 2. Tax credits and exemptions could impact students negatively;
 3. Bond refinancing elimination would be a cause for concern.
- b. There is an annual report to the Council on Higher Education to ask for additional recurring funding for STEAM and nonrecurring funding for facility upgrades. They are meeting January 10th, 2018 for the 2018-2019 budget year.
- c. Invite to the faculty-staff holiday reception December 6 at 2:00.
- d. There was a question about how we're in contact with our legislators about the tax bill, to which Dr. Perez replied that we're going to be following up with the House members and have spoken to a staffer with Senator Graham. There is more to concern Winthrop in the House bill than in the Senate bill.
- e. Dr. Karen Kedrowski asked about the University's appropriate use policy, stressing that faculty are prohibited from communicating partisan political positions while presenting themselves in their roles as Winthrop faculty members.

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

- a. As reported above, Dr. Boyd was pursuing business of the University.

V. Academic Council (Supporting Materials in Appendix IV): Dr. Jo Koster

- a. There was nothing to vote on; no curriculum to approve.
- b. Dr. Koster reported that Academic council reviewed several programs and made modifications to many of them. There were about 35 new courses, modifications and one course drop; Dr. Koster shared these in a PowerPoint (see appendix III below).
- c. Dr. Koster reminded faculty to get courses needing GNED (re)certification to Dr. Kristen Abernathy.
- d. There were 12 additions to be approved. Faculty voted to do so.
- e. Dr. Koster reported there are two ad hoc groups currently reviewing, respectively, the Oral and Constitution Requirements: the Oral Communication committee is comprised of Alice McLaine, Leslie Bickford, and Kristen Wonderlich; the Constitution committee is comprised of Chlotia Garrison, Shawna Helf, Laura Glasscock, and Gale Teaster-Woods. Faculty were encouraged to contact these people with any thoughts.
- f. Finally, Dr. Koster related a request from the GNED committee: If you are teaching a new GNED course in the Spring, coming back to a familiar one, or are a Chair hiring faculty to teach one of these, please review the application to include that class in the GNED program to make sure all of the components are included in the class syllabus. Chairs have copies of the applications; so does University College.

VI. Committee Reports

- a. Rules Committee (Supporting Materials Related to possible Policy Repository and Bylaws Changes in Appendix V below): Dr. Andrew Besmer
 1. Dr. Besmer reported that the Academic Council Bylaws Article X is changing the title of the Teacher Education Committee to Educator Preparation Committee. There is also some language cleanup. The version of Article X he shared with faculty has background material with spring changes that we approved. The first item voted on the title change and new language. There was no discussion, and the motion passed.
 2. There was a second vote to endorse proposed policy changes—SC Education Association or a Palmetto State Teachers representative should be a local representative and also add a member from the local public school district. There was no discussion, and the measure passed.
 3. There was a first reading to add a standing committee to Faculty Conference for Academic Integrity. Dr. Alice Burmeister and Dr. Andrew Besmer have worked on developing this committee, which would have oversight of initiatives to foster academic integrity. They will bring forward recommendations and changes to Faculty Conference to delegate to appropriate people to implement. Membership will be comprised of one faculty member from each assembly, the library, a student representative, and nonvoting ex officio members: Dean of Students, a member from Athletics, and a member from the International Center. We cannot vote on this today; this is a first reading. Faculty voted to put this on the agenda for the next Faculty Conference assembly.
 4. There was a first reading of a resolution regarding minor practice changes in terms of FCUL and FCUP. Chair of FCUL will be an ex officio, nonvoting member of FCUP. We'll vote next time so repository policy statements and bylaws will match.
 5. Lastly, Dr. Besmer introduced a proposal to conduct personnel elections electronically. Dr. Dustin Hoffman headed a committee consisting of Dr. Karen Kedrowski and Dr. Leslie Bickford, which has worked on the language to get electronic voting into the bylaws.
- b. Faculty Committee on University Priorities: Dr. Ron Parks

Dr. Parks provided an update on several issues that had previously been reported upon the FCUP committee:

 1. On questions regarding the reemployment of people who have technically retired, legal counsel is looking at this matter and a further report is forthcoming.
 1. Chair and dean evaluations will be conducted from spring semester going forward so that all faculty will have an opportunity to evaluate their chair and dean.
 2. Using Interfolio has streamlined the search process for new hires.
 3. The Faculty Manual should be completed and published by the second week of January.
 4. New issues currently under consideration include faculty-staff training, ensuring proper training at the proper level; creating and publishing master schedules for training in areas such as sexual harassment, companion animals, etc.; teaching load not being uniform across campus; a perceived uptick in the number of temporary professor positions (upper administration wants to evaluate data to make sure this is in fact happening and not just a perception).
 5. Dr. Parks invited faculty to call him when we have specific questions and issues.
- c. Faculty Committee on University Life: Dr. Adriana Cordis (the full written report of the committee appears in Appendix VI below)
 1. Dr. Cordis addressed 8 concerns related to the password change policy, leave reporting, availability of faculty to see their contracts, FMLA, the teaching and learning center, insufficient lighting between Dacus and Withers, parking, and traffic in front of Bancroft Hall. Her report is in the supporting materials. HR says have to maintain leave records according to state laws; employees can donate leave to a pool—contact the HR office about how to do this. No questions. Dr. Lipscomb noted that these questions about leave reporting had previously been discussed by the administration in previous Faculty Conference assemblies, but the committee went back so in order to get a direct, explicit response from administration. He wanted to point out that even if faculty do not get their preferred answer, the fact that we can get an

explicit and direct reply to our concerns suggests that the processes for getting feedback from administration and staff works: he urged faculty to keep pushing forward their concerns to himself and to representatives of FCUL and FCUP.

VII. Intra-Campus Communications Work Group: Dr. Jeff Perez

- a. Dr. Perez gave his report after reporting for the President and Dr. Boyd, above. He reminded faculty he spoke a year ago about this. The goals of the Committee on Intra-Campus Communications were to improve the visibility of campus wide emails and to reduce email clutter.
- b. To this end, Mr. Patrice Bruneau and IT came up with the Winthrop Daily Digest and have been beta testing. Every morning at 9:00 an email will be sent to faculty that collects all the campus live messages sent to dailydigest2winthrop.edu in the last 24 hours. This allows faculty to scroll to messages they are interested in reading more about. Mr. Bruneau expects faculty will only see 5-6 messages collected here every day. The Daily Digest messages will not be reviewed or edited, so faculty were warned to self-edit and to make sure not to use this forum for classifieds but only for campus business. The Daily Digest will not in any way affect WU Alert. Faculty-staff emails that go directly to the faculty and staff must now go through a chair or dean to get approval. Faculty trying to send an email to faculty-staff will be directed to a senior administrator. For the daily Digest, however, there is no formal process for approval. The goal is to get as much as possible on the Daily Digest. Mr. Bruneau reported we are looking to start using it in January.
- c. Dr. Siobhan Brownson, English, asked whether there is a limit to the number of times a message can be sent on the Daily Digest. Can she send a message early, then again as a reminder, on the day of the event? Mr. Bruneau answered there is no cap on number of times a message can be sent. Dr. Ginger Williams asked whether we could use this to send out announcements to faculty and staff? The answer was yes. Dr. Andrew Besmer asked whom it will come from? Daily Digest, and you won't be able to reply to or forward it, so no accidental Reply All errors. Daily Digest will also ask to make sure the sender wants to send, so we will have the opportunity to recall messages not intended for it. Dr. Brownson asked about things that came to faculty staff before from campus police, but that would be a WU Alert, which is not affected by the addition of the Daily Digest. The question was raised, What about things that are not WU Alert worthy but you'd want to know before 9:00 AM the next morning? Dr. Perez said we could set it to go whenever but got a rough idea that we'd prefer it at 9:00 AM by a show of hands. If a sender gets a message in before 9:00 that morning, that message will appear in the grouping at 9:00 that morning. Dr. Wanda Koszewski in Human Nutrition asked whether athletics news will go on this? Athletics will go in the Daily Digest as well.

VIII. Computing and Information Technology Updates: Mr. Patrice Bruneau

- a. Everyone went through the cyber security training, for which Mr. Bruneau expressed his thanks. He knows it is annoying but it will continue to be a yearly requirement. He mentioned many recent phishing campaigns and congratulated faculty on recognizing them and contacting IT. IT has been working behind the scenes to block links; faculty were advised not to then respond to the email saying I can't change my email because the link is blocked (someone did and a hacker replied). The first thing we should do is call IT.
- b. Password changes: faculty will get 2 emails, one 14 days before expiration, one 7 days before. Mr. Bruneau encouraged not to change passwords immediately upon receipt of the first email; we want to keep each password for as close as possible to 90 days, so wait. Faculty and staff can do this remotely if a password expires during the break. Do it before the break or remotely.
- c. Mr. Bruneau reported a number of smaller pieces of information:
 1. Email encryption is a new feature of Office.

2. Winter projects: technology updates in Thurmond classrooms.
3. Start using blackboard.winthrop.edu to get to blackboard. In January online.winthrop.edu will be disabled.
4. Webpages on Birdnest have been moved. Towards end of January, faculty.winthrop.edu will move. If you want to move your website to the new server, nothing will change; they will move it. The only change will happen when you need to update your webpage: you will have to use Dreamweaver. Expression web will no longer work.
5. Class listservs will be refreshed for two weeks at the beginning of the semester to give a more accurate listing.
6. Banner/Wingspan: when it's taken down, a lot of things become inaccessible. When it's down it's because IT is rebooting, in a sense. They have to do two backups each time, so it takes 4-5 hours each time. In December, the system has to process two payrolls, the last one of December and the first one of January, so IT needs to take the system down in December early enough for everyone to get paid in January.
7. Report suspected phishing to the IT help desk.

IX. Registrar's Update: Mrs. Gina Jones.

- a. 12/13, 3 PM graduate degree candidate grades are due;
- b. 12/14, 9AM undergraduate degree candidate grades are due;
- c. 12/15, 5 PM all other undergraduate grades due.
- d. Mrs. Jones reminded faculty that students cannot walk unless they have completed all of their degree requirements. Also, there is one commencement for both graduate and undergraduate students on the 16th.

X. Unfinished Business none

XI. New Business: none

XII. Announcements: Mr. Tim Drueke reminded everyone to mark their calendars for the 11:00 AM one commencement on the 16th. John Bird will speak as Distinguished Professor.

Next FC Feb 23rd Kinard 018

XIII. Adjournment

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

Appendix IV (to the minutes of the December 1, 2017 Faculty Conference Assembly), Report of the Academic Council

ACADEMIC COUNCIL REPORT

DECEMBER 1, 2017



CURRICULUM ACTIONSTO APPROVE

- None. Happy Holidays!

PROGRAMS APPROVED BY ACADEMIC COUNCIL &/OR CUC

- *Modify program BS-PHED-CERT; no change in total hours*
- *Modify minors in ARTM and COAC*

Course	Title	Action
ARTH357	Egyptian Art	New course
BIOL123	Bench To Bedside Three: Pre-Health Professions Preparation	Modify course: X course becoming a permanent course
BIOL214	Anatomy/Physiology II	Modify course: Change prerequisite to require a minimum C- in BIOL 213 and HMXP 102
BIOL539	Neuroscience and Disease	New course
CHEM520	Essentials of Biochemistry	New course
ECED310	Home-School-Community Partnerships with Diverse Families	Modify course: Renumber from ECED 210
ECON357	Development Economics	Modify course: X course becoming a permanent course; Add prerequisite "ECON 215 and ECON 216, junior status, an overall GPA of at least 2.00 and a C- or better in HMXP 102."
EDUC554	Advanced Curriculum Practices for Gifted and Talented Learners	New course
EDUC555	Identification, Current Trends, and Issues in Gifted and Talented Education	New course

NUTR327	Nutrition and Wellness	New course
NUTR427	427. Medical Nutrition Therapy I	Modify course: Change title from “Principles of Clinical Nutrition” to “Medical Nutrition Therapy I”; Change teaching method and credit/lecture/lab hours; Change prerequisite and corequisite to add BIOL 213/214 as an alternative to BIOL 308.
NUTR518	Medical Nutrition Therapy Laboratory	Drop course
NUTR521	521. Nutritional Biochemistry and Metabolism (3).	Modify course: Change title from “Nutrition and Metabolism” to “Nutritional Biochemistry and Metabolism”; Change prerequisite to add BIOL 213/214 as an alternative to BIOL 308.
NUTR527	527. Medical Nutrition Therapy (4).	Modify course: Change title from “Medical Nutrition Therapy” to “Medical Nutrition Therapy II”; Change teaching method and credit/lecture/lab hours; Remove corequisite of NUTR 518.
NUTR580	Nutrition Counseling and Practice	New course

PEAC570	International Service Learning in Peace Studies	New course
PESH171	Introduction to Moving Water Kayaking	New course
PESH393	Practicum in Coaching	Modify course: Change teaching method and terms offered; Change prerequisite to remove PHED/PESH 201 and add CPR/AED certification.
PETE202	Concepts of Fitness and Exercise Science	Modify course: Change title from “Concepts of Fitness and Exercise” to “Concepts of Fitness and Exercise Science”; Change catalog description, teaching method, and credit/lecture/lab hours.
PETE300	Physical Education Curriculum	New course
PETE390	Reflective Teaching in Physical Education	Modify course: Renumber from PHED 594 to PESH 390; Change title from “Internship I-Physical Education” to “Reflective Teaching In Physical Education”; Change catalog description, teaching method, credit/lecture/lab hours, and grade basis; Change exam from Yes to No.
PETE490	Seminar in Physical Education	Modify course: Change catalog description, teaching method, and credit/lecture/lab hours; Change exam from Yes to No; Add EDUC 410 to corequisite.
SPMA509	History and Current Issues in College Athletics	Modify course: X course becoming a permanent course

Course	Title	Action
IDVS390	Individualized Studies Methodology	Modify course: Change title from “Total from Individualized Studies Project: Research and Design” to “Individualized Studies Methodology”; Change exam from no to yes
NUTR528	Dietetic Internship Supervised Practice Experience I	Modify course: Change title from “Dietetic Internship I: Nutrition Therapy Inpatient/Acute Care” to “Dietetic Internship Supervised Practice Experience I”
NUTR530	Dietetic Internship III: Supervised Practice Experience	Modify course: Change title from “Dietetic Internship III: Food and Nutrition Management” to “Dietetic Internship III: Supervised Practice Experience”; Change catalog description.
PESH101	Fitness Walking	Modify course: Change title from “Aerobic Walking” to “Fitness Walking”
PESH104	Flying Disc Sports	Modify course: Change title from “Disc Games” to “Flying Disc Sports”; Change catalog description.
PESH108	Cardio Dance and Tone	Modify course: Change title from “Aerobic Dance” to “Cardio Dance and Tone”; Change catalog description.
PESH123	Fitness Aquatics	Modify course: Change title from “Water Aerobics” to “Fitness Aquatics”; Change catalog description.
PESH170	Leisure Kayaking	Modify course: Change title from “Beginning Kayaking” to “Leisure Kayaking”; Change catalog description and terms offered.
PESH571	571. Principles and Strategies of Coaching Athletes (3:3:0).	Modify course: Renumber from PHED 571 to PESH 571; Change title from “Theory and Assessment of Coaching” to “Principles and Strategies of Coaching Athletes”; Change catalog description and teaching method.

GENERAL EDUCATION CURRICULUM COMMITTEE

Global	Historical	Hum/Arts	Quantitative Skills	Social Science
ARTH 175 ARTH 176	ARTH 175 ARTH 176	ARTH 175 ARTH 176 PHIL 101 RELG 101	MATH 101 MATH 105 MATH 111 MATH 141 MATH 150 MATH 151	ENVS 101

NEW COURSES TO BE APPROVED

Global	Hum/Arts	Oral	Quant	Nat Sci
DANT222X	ARTS 101 ARTS 102 ARTS 120 ENGL 311 ENGL 321 PEAC 370 RELG 370	ARTH 222X DANT 222X	MATH 112	CHEM 123

REVIEWING THE ORAL AND CONSTITUTION REQUIREMENTS

Oral

Communication:

Leslie Bickford

Alice McLaine

Kristen
Wonderlich

Constitution:

Chlotia Garrison

Shawna Helf

Laura Glasscock

Gale Teaster-Woods

FINALLY, A REQUEST....

- If you are teaching a new GNED course in the Spring, coming back to a familiar one, or are a Chair hiring faculty to teach one of these, please review the application to include that class in the GNED program to make sure all of the components are included in the class syllabus.
- Chairs have copies of the applications; so does University College, if you need a refresher.

Appendix V (to the minutes of the December 1, 2017 Faculty Conference Assembly)

Report of the Rules Committee

I. For Vote of Faculty Conference

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 p~~Program at Winthrop University. The Educator Preparation ~~Teacher Education~~ Committee has the unique responsibility to ensure the integrity of the Educator Preparation ~~Teacher education p~~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.

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

Curriculum Action	College Assembly Votes	EPCTEC Votes	CUC Votes	AC Votes	FC Votes
Rename course or change course description; add, change or drop a designator	Yes	If applicable	Only if questioned	Only if questioned	Only if questioned
Add, drop or renumber a course; add or change requirements for a minor	Yes	If applicable	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 <u>EPCTEC</u> if applicable), and		
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Curriculum Action	College Assembly Votes	Graduate Council Votes	<u>EPCTEC</u> Votes	CUC Votes	AC Votes	FC and GFA Vote
Rename course or change course description	Yes	Yes	If applicable	Only if questioned	Only if questioned	Only if questioned
Add, drop or renumber a course	Yes	Yes	<u>No; sent forward for information only</u> If applicable	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

II. For First Reading

Article VIII – Standing Committees of the Faculty Conference

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Section 10 Academic Integrity. The Academic Integrity Committee shall be responsible for the development, execution, and oversight of initiatives designed to foster academic integrity by all in the Winthrop University community. The committee shall also be responsible for reviewing current university policies related to academic integrity and sending recommendations for changes to those policies to Faculty Conference for approval. The committee shall then be

responsible for communicating the recommendations that are approved by the Faculty Conference to the appropriate parties and working with those parties, as needed, to facilitate the implementation of those recommendations. The committee shall report its activities to Faculty Conference at least once per academic year.

The committee shall have the following membership: one faculty member elected by the faculty assembly from each of the degree granting colleges, one member elected from the Library faculty, as well as a student representative selected by the Chair of the Council of Student Leaders. The committee will also have the following non-voting, ex officio members: The Dean of Students, and one representative each from the Winthrop Athletics Department and the International Center.

III. For First Reading

Language from the Bylaws:

Section 7 University Life. This committee shall be responsible for examining issues submitted by faculty members that affect the conduct of University Life, and shall address these issues by communicating directly with appropriate administrators and members of the University faculty and staff ~~to understand the issue more fully and~~ to facilitate a resolution to the concern as needed. The committee shall report its findings, and the status of issues to Faculty Conference, to the Committee on University Priorities, and to the President at least once each semester. The committee shall consist of nine members: two members elected from each of the degree-granting colleges and one member elected from the Library faculty. At least one member elected from each of the degree-granting colleges and the member elected from the Library faculty ~~must~~ shall be tenured. The Chair of the University Life Committee shall serve as an ex officio member of the Faculty Committee on University Priorities. The Chair of the University Life Committee shall attend open meetings of the appropriate committee of the Board of Trustees.

Section 8 University Priorities. This committee shall be responsible for meeting at least once per semester with the President and the other Executive Officers of the University to provide a faculty perspective on admissions policy, planning, objective setting, and resource allocation, as well as other areas that are important to the University's future. The committee shall consist of eight voting members and one non-voting ex officio member: one member elected from each of the degree-granting colleges, one member elected from the Library faculty, one

member elected from the faculty of University College, and one member elected by the Graduate Faculty Assembly. All members of this committee ~~must shall~~ be tenured. The Chair of the Faculty Conference shall serve as an ex officio member with vote. The Chair of the Faculty Committee on University Life shall serve as an ex officio member without a vote. The Chair of the University Priorities Committee shall attend open meetings of the Finance Committee of the Board of Trustees.

Language from the Policy Repository:

From the entry for University Life Committee

(<http://www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=209>)

The committee shall consist of nine members: two members elected from each of the degree-granting colleges and one member elected from the Library faculty. At least one member elected from each of the degree-granting colleges and the member elected from the Library faculty ~~must shall~~ be tenured. The Chair of the University Life Committee shall serve as an ex officio member of the Faculty Committee on University Priorities. The Chair of the committee shall attend open meetings of the University Relations Committee of the Board of Trustees.

From the entry for University Priorities Committee

(<http://www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=210>)

The committee shall consist of eight voting members and one non-voting ex officio member: one member elected from each of the degree-granting colleges, one member elected from the Library faculty, one member elected from the faculty of University College, and one member elected by the Graduate Faculty Assembly. The Chair of the Faculty Conference shall serve as an ex officio member with vote. The Chair of the Faculty Committee on University Life shall serve as an ex officio member without a vote. The Chair of the University Priorities Committee shall attend open meetings of the Finance Committee of the Board of Trustees.

Appendix VI (to the minutes of the December 1, 2017 Faculty Conference Assembly)

Faculty Committee on University Life (FCUL) Report, Fall 2017

(Committee of the Faculty Conference) This committee shall be responsible for examining concerns submitted by faculty members that affect the conduct of university life, and shall have the authority to

address these concerns by communicating directly with appropriate administrators and members of the University faculty and staff to understand the concern more fully and to effect a positive resolution to the concern. The committee shall report the concerns received, its findings, and the status of the concerns to Faculty Conference, to the Committee on University Priorities, and to the President at least once each semester.

Adriana	Cordis (Chair)	CBA	Elected (College FA)	2018
Shawwna	Helf	COE	Elected (College FA)	2018
Amanda	Hiner	CAS	Elected (College FA)	2018
Mark	Lewis	CVPA	Elected (College FA)	2018
Rick	Chacon	CAS	Elected (College FA)	2019
Susan	Silverman	Library	Elected (College FA)	2019
Kristen	Wonderlich	CVPA	Elected (College FA)	2019
Tyrone	Ceasar	COE	Elected (College FA)	2020
Marguerite	Doman	CBA	Elected (College FA)	2020

FCUL addressed eight (8) concerns that were brought to the committee by faculty during fall 2017. The list of concerns and actions taken in response (in italics) are presented below.

Item 1. (Closed) IT policy of changing passwords - Faculty expressed concerns about the new IT policy of changing passwords every 90 days. One concern is that the policy will have negative effects on faculty and the university by reducing employee morale and productivity. Another is that the policy may actually reduce computer security rather than enhance it, as suggested by current recommendations and research. In addition, faculty asked whether the policy was required by the state legislature, the governor, Winthrop University President, or whether it was the IT Office’s interpretation of how to implement the state laws and regulations. **Resolution:** *Dr. Marquerite Doman, FCUL committee member, examined this issue. The password change policy was directed by Winthrop’s Internal Auditor in order to keep Winthrop compliant with the policies of the South Carolina Division of Information Security (DIS). From the DIS website “The Division of Information Security is an operating unit under the Department of Administration’s Division of Technology, responsible for a variety of statewide policies standards, programs and services relating to cyber security and information systems.” The Information Security Policy – Access Control (2014) (available at <http://www.admin.sc.gov/files/InformationSecurityPolicy-AccessControl.pdf>) states the following about password policy and change requirements:*

Password Policy

Purpose	<hr/> <i>The purpose of the password section is to establish uniform and enterprise-wide practices to create, manage and maintain passwords to ensure expected level of access security. The policy outlines requirements for creation of strong passwords, protection of those passwords, and password change frequency.</i> <hr/>
Policy	<i>Account Management (AC 2)</i> <ul style="list-style-type: none">• <i>[Agency] shall establish a process for password-based authentication to include the following:</i><ul style="list-style-type: none">○ <i>Automatically force users (including administrators) to change user account passwords every ninety (90) days. If [Agency] handles Restricted data, consider enforcing password changes no less than every sixty (60) days;</i> <hr/>
Guidance	<i>NIST SP 800-53 Revision 4: AC 2 Account Management</i> <hr/>

State agencies are required to comply with DIS. Higher Education must adhere to the DIS policy unless they have an approved policy variation, which we do not. Winthrop is considering testing a two-factor authentication policy to secure more sensitive information. If this is successful, they may consider extending it to the university. A university privacy group may be established to raise awareness and create an information inventory for the campus with representation from every college. This will help keep the faculty informed.

Item 2. (Closed) Requirement to report leave - Many faculty raised concerns that the new requirement to report leave may result in reduced productivity. They asked whether the requirement to report sick leave every pay period is directly mandated by the state or whether it was Winthrop's decision. They also inquired about the reasons for the new requirement. If it is a Winthrop requirement rather than a state requirement, faculty asked whether the frequency of reporting can be reduced to once per semester.

Resolution: *Dr. Adriana Cordis, FCUL chair, discussed this issue with the HR Office. The HR Office states that it has a legal and fiduciary responsibility to maintain leave records according to state law. The requirement to report sick leave for faculty was implemented so that the HR Office can maintain better records. Beginning with July 2011 and up until this year, the HR Office limited the requirement to report sick leave to those employees who actually took leave. However, these employees were not following the policy; they were not turning in their leave at all or were turning it in late, resulting in the HR Office having to make numerous adjustment leave reports. In addition, the fact that leave was not being reported at all by faculty (many faculty did not even realize they accrued sick leave until this process was implemented) placed Winthrop in jeopardy of audit exceptions regarding the legal requirement to have a process in place that ensures accurate reporting of sick leave.*

For clarification on the frequency of reporting, the HR Office directed faculty to the [Winthrop University Sick Leave Policy](#). This policy is based on Chapter 11, Section 8-11-40 of the South Carolina Code of Laws, [the SC Human Resources Regulations](#) Section 19-710, and Winthrop's responsibility to maintain accurate records regarding leave. Neither the state law nor the State HR Regulations specify how each state agency is to enforce recording of sick leave by its employees. At Winthrop, the leave report (which can either report sick leave taken or no sick leave taken) is required to be submitted at the end of each pay period and within three days of the end of the pay period. All leave eligible Winthrop employees are required to submit a leave report at the end of each pay period. According to the HR Office, there is no mechanism to allow faculty to submit leave reports on a different schedule than all other employees.

Item 3. (Closed) Availability of contracts – Faculty expressed concerns about the availability of contracts. In the past, faculty received their contracts in writing and had to sign and return them but that is no longer the case. They are asking for feedback on how to view their contracts more easily.

Resolution: Dr. Adriana Cordis, FCUL chair, discussed this issue with the HR office. Prior to 2011, Winthrop provided annual salary notification letters (not contracts) to faculty, which included salary information for the upcoming academic year. This practice was eliminated with the implementation of the HR/Payroll module of the Banner software in July of 2011. All employees can view their pay information via Wingspan by clicking on the Employee Detail tab and then on Job Detail. When this self-service function became available, the salary notification letters were discontinued. Faculty receive initial offer letters at the time of hire. After that, the policies and procedures in the Faculty Manual provide guidance regarding the employment of faculty.

Item 4. (Closed) FMLA policy for faculty – Faculty expressed concerns about the ability to donate leave for maternity and adoption.

Resolution: Dr. Adriana Cordis, FCUL chair, discussed this concern with the HR Office. Ms. Lisa Cowart, Vice President for HR, Employee Diversity & Wellness, graciously provided clarification on this issue. Under the current leave transfer policy, which can be found at <https://www.winthrop.edu/uploadedFiles/hr/policies/LeaveTransferProgramPolicy.pdf>, employees can donate unused annual or sick leave to a pool. The guidelines for employees to donate leave to the appropriate pool as well as the eligibility criteria to request and receive transferred leave are listed in the policy. Recently the state of SC established that employees can donate leave to a specific person. According to Section 117.137 of the 2016-2017 Appropriation Act, a state employee can make a written request to donate sick and/or annual leave directly to another state employee in the event of a medical emergency, subject to the approval of the agency director (or his designee). Leave transferred directly from one employee to another may only occur within the same agency (see <http://www.admin.sc.gov/humanresources/employee-information/benefits-and-leave/leave-transfer-program#LeaveDonation>). The HR Office encourages interested employees to contact the office to walk them through this process. Any leave-eligible employee can request leave from the leave pool regardless of whether another employee has donated leave specifically to that employee. An employee who receives leave from the leave pool must use the leave in accordance with the applicable leave policy (sick leave or annual leave).

However, the donation of leave would not resolve situations where an employee's spouse gives birth because the sick leave policy and state HR regulations do not allow the use of sick leave for this purpose. FMLA is 12-weeks of job protected, unpaid leave. Winthrop allows employees to run any applicable accrued paid leave concurrently with the unpaid FMLA leave. Sick leave is generally intended to apply to an employee's personal illnesses, but the sick leave policy and state HR regulations allows an employee to take up to 10 days of their personal sick leave to care for a "dependent" – as defined by the policy. Faculty are not eligible for annual leave; so beyond the 10 days, there is no paid leave available to them in this particular situation.

State regulations have a special provision regarding the use of sick leave for the purpose of adoption. Per Winthrop's policy, "An employee who adopts a child may use up to six weeks of accrued sick leave credits for the purpose of providing care for the child immediately following placement. Leave time authorized by this section may be approved only if the employee is the person who will be primarily responsible for the care and nurturing of the child during this period. For eligible employees, sick leave due to the adoption of a child may be covered under the Family Medical Leave Act. Please see the Winthrop University FMLA Policy or contact HR." It is advisable for anyone who has questions about leave, the leave pool, etc., to contact HR to discuss their specific situation.

Item 5. (Closed) Teaching and Learning Center – Faculty expressed a concern about the plans for the Teaching and Learning Center. Specifically, it appears that the TLC has been "farmed out" to several different people. There is some online training and miscellaneous programming, but there isn't anyone developing regular programming for faculty. This has implications for SACS, as there is no official faculty development program right now, and it's also problematic for a "teaching" institution of Winthrop's size to not devote resources to faculty training and development.

Resolution: Dr. Amanda Hiner, FCUL committee member, discussed this matter with Dr. Gloria Jones, Dean of University College. Dr. Jones communicated that professional development efforts are temporarily being overseen by the Provost's office. There is a consensus among administrators that we need a larger commitment to professional development for faculty on campus, and administrators are currently trying to determine what it will look like and how it will be overseen. The future version of the TLC will likely not be housed in the University College, but may inhabit the new space for faculty and staff (where President DiGiorgio's old offices/space was located). This new TLC may consist of a large "umbrella" organization that covers professional development, Blackboard training, and online learning. Currently, the Provost, the Dean of University College, and Dr. Meg Webber are trying to determine the structure for this new office or entity. Their goal is to create a new office that will provide more rigorous and vital professional development for the campus. Dr. Jones is still hoping to host a TLC Conference in the spring if she has adequate administrative support for that effort. Overall, she wants to assure faculty that they are making progress towards this effort to make sure that faculty professional development needs are met.

Item 6. (Closed) Insufficient lighting between Dacus Library and Withers – Faculty expressed concerns that insufficient lighting posed a safety issue.

Resolution: *Dr. Amanda Hiner, FCUL committee member, addressed this safety concern. She submitted a Facilities Maintenance request to improve or fix the lighting between Dacus and Withers. She also asked that she be kept updated on the status of the request.*

Item 7. (Closed) Parking enforcement – Faculty expressed concerns about parking in the library lot. Cars without stickers were seen parked in faculty spots on multiple occasions. Calls were placed to the police, which informed faculty that the delinquent cars would be ticketed. However, that did not appear to be the case because the cars were back in the same spots the next day. Although the sign restricts parking to faculty until 7:00 p.m., others park in those spots beginning at 5:00 pm. This creates an issue for those who teach at night and have to walk to distant lots alone. The faculty expressed a desire for more cooperation from the police department in ensuring parking availability and safety after dark.

Resolution: *Mr. Ken Scoggins, Interim Chief of Police, graciously agreed to attend one of the FCUL meetings to address this issue. Mr. Scoggins informed the committee that the four employees in parking enforcement work a staggered schedule to help monitor traffic and issue tickets. He added that the department is shorthanded. This has affected their ability to monitor parking lots as well as they would like. Mr. Scoggins added that officers do not turn a blind eye to parking violations. They tow a fair number of vehicles. To help demonstrate the work done by the office, he indicated that from the beginning of the semester, the revenue from parking citations reached approximately \$75,000. The police receives 16,000 calls per year. In addition, more than 800 events are staffed by police. Even though this is not officially part of their job, it has become expected of them to monitor parking at these events. They are glad to help. However, this does increase the workload requested of staff. Mr. Scoggins is currently working on the staffing issue. Hopefully this will help with the workload and the parking situation. Also, Mr. Scoggins reminded the committee that the police office provides escorts to students, faculty, and staff as necessary for safety purposes.*

Item 8. (Open) Bancroft Hall traffic – Faculty expressed concerns about the traffic pattern in front of Bancroft Hall. Students and other folks create a safety hazard by skateboarding and bicycling in the wrong direction on Winthrop Alumni Drive in front of Margaret Nance and Bancroft. When faculty, staff, students, or visitors are backing out of parking spots, they often cannot see skateboarders or bicyclers who are traveling in the wrong direction. The faculty who brought this concern suggested that reminders about the direction of traffic could be painted directly on the pavement, or that perhaps a lane for bikers and skateboarders who need to travel against the legal traffic flow could be marked on the side of the road away from where cars park.

Examination: *Mr. Ken Scoggins, Interim Chief of Police, graciously agreed to attend one of the FCUL meetings to address this issue. There has been an increase in signage and pavement marking to advise proper road usage and safety. Skateboarding is only permitted on campus to get from point A to point B. It is not allowed on steps, to cause property damage, or to disrupt classes. The idea of a dedicated lane for skateboards was raised. However, having a dedicated lane for skateboards is a decision to be made by university leadership rather than by the police. Perhaps Facilities could help address this concern further. One issue to consider is that part of the street is owned by the university and part by the state; it would be necessary to conduct research regarding the feasibility of this proposal and to obtain approval*

from the leadership. Dr. Marguerite Doman, FCUL committee member, agreed to discuss the matter further with Facilities.

In addition to skateboarding/traffic safety, Mr. Scoggins added that students' texting and looking at their cell phones creates a safety concern.

Prior-year Items

Several concerns received by FCUL in the prior year (i.e., AY 2016-17) that were deemed "open" in the prior year report were also discussed by the committee this fall. Their status is listed below.

- The concerns regarding faculty morale and increased demands on faculty time are currently being addressed by FCUP.
- The concerns regarding the library catalog system have been communicated to the leadership. A new system may be implemented in the future depending on the PASCAL system decision (see prior year report).
- Regarding the AAAS request to review FCUL policy, Dr. Mike Lipscomb, Chair of the Faculty Conference, submitted proposed changes to the Bylaws and Policy Repository regarding the makeup of the Faculty Committee on University Priorities and the Faculty Committee on University Life to the Rules Committee for review. The proposed changes reflect the actual practice of the FCUP/FCUL for the last several years and seek to align the language in the Bylaws with the actual practice.
- The concern regarding faculty space was closed. Per the August 18, 2017 Faculty Conference Minutes, former President DiGiorgio's office in the DiGiorgio Center will become a faculty-staff development center.