

Winthrop University Faculty Conference

22 November 2019

2:00 p.m., Kinard Auditorium (018)

Agenda

- I. Approval of Minutes for September 27, 2019 Faculty Conference
- II. Report from the Chair Adolphus Belk, Jr.
 - A. Report from October 24-25, 2019 Board of Trustees meetings
- III. Report from the President Dan Mahony
- IV. Report from the Provost/Vice President for Academic Affairs Adrienne McCormick
- V. Academic Council Kelly Costner
- VI. Committee Reports Trent Kull
 - A. Faculty Advisory Committee on Intercollegiate Athletics Frank Pullano
 - B. Faculty Committee on University Priorities Zach Abernathy
 - C. Rules Committee
- VII. Report on Enrollment Eduardo Prieto
- VIII. Presentation on Open Educational Resources (OERs) PASCAL representative
- IX. Registrar, Office of Records and Registration Gina Jones
- X. Unfinished Business
- XI. New Business
- XII. Announcements
- XIII. Adjournment

Faculty Conference Membership (336) 35 percent = 118; 20 percent = 67

Winthrop University Faculty Conference

27 September 2019

2:00 p.m., Barnes Recital Hall, Conservatory of Music
Minutes

The faculty voted to start the meeting and conduct business in the absence of a quorum. Quorum was reached before the conclusion of the meeting.

I. Approval of Minutes

Faculty voted to approve the Minutes from April 19, 2019 Faculty Conference
Faculty voted to approve the Minutes from August 16, 2019 Faculty Conference

II. Report from the Chair

Adolphus Belk, Jr.

A. Report from August 19, 2019 Board of Trustees meeting

- Revised previously adopted [Faculty Emeritus Resolution](#) to include Dr. Keith Benson, Professor of Healthcare Management.
- Approved an [operating budget](#) for fiscal year 2019 – 2020.
- Adopted [agency head planning document](#) for 2019 – 2020 mandated by the State Agency Head Salary Commission.
- Discussed the status of the [classification and compensation study](#). Relatedly, some trustees expressed dismay that it took action by the [state legislature](#) for faculty and staff to get raises.
- Reviewed new Board reporting options.
- The Board ended the open session of the meeting with a discussion of transparency, noting that some trustees want to have greater openness with regarding to sharing information about Board activities.
- The Board then went into executive (closed) session at which time Dr. Belk left.

Dr. Belk then returned to the agency head planning document, emphasizing both Items E and I.

- **Item E: Using the Delaware Study of Instructional Costs and Productivity** (i.e., the Delaware Study) “and other relevant data, prepare **Academic Master Plan** for program refresh, development, and/or elimination.”
 - [About the Delaware Study](#): “Begun in 1992 by the Office of Institutional Research and Planning at the University of Delaware, the study has grown into a national data-sharing consortium embracing over 300 4-year colleges and universities across the United States. The foci of data-sharing activities are detailed analyses of teaching loads by faculty category, instructional costs, and externally funded scholarly activity, all at the level of academic discipline.”
 - [This study](#) examines multiple years of data from the Delaware Study of Instructional Costs and Productivity, which analyzes teaching loads and

instructional costs at the level of academic discipline. The study determined that, for those four-year institutions participating in the Delaware Study, approximately 80 percent of the variation in instructional costs across institutions is associated with the mix of disciplines at those institutions. The study further identifies institutional characteristics that are most closely associated with the magnitude of instructional costs.”

- Conclusion from [a 2003 NCES study](#): “While the first report in the congressionally mandated study of expenditures in higher education provided evidence that the price that students pay for an education is largely associated with factors external to the institution, the analyses in this report suggest that the direct cost of providing that education is more closely associated with internal institutional decisions and priorities.”
- “Within the individual disciplines at an institution, economies of scale have the greatest impact on instructional costs. When given a faculty of fixed size, the more student credit hours taught, the lower the unit cost. Increasing the size of that faculty without a concomitant increase in student credit hour production raises instructional expense. Increasing the proportion of tenured faculty—that cadre of faculty that is better compensated and are essentially a ‘fixed cost’—will increase instructional expense. And to a lesser extent, introducing or increasing the level of graduate instruction raises instructional costs.”
- **Item I:** “Evaluate **the financial status** of the university's colleges and academic programs by performing **cost-benefit analyses** of each.”

Dr. Belk stressed that he was not present for the entire board meeting, as he was not invited to stay for executive session. The topics that were covered during the public session included the resolution on emeriti faculty, the budget, and the desire for greater transparency. The conversation on the academic master planning process and the prospect of program refresh, development, or elimination may have occurred during the executive session. Thus, Dr. Belk noted that he did not have much insight regarding the discussion and therefore did not know the Board’s intent. However, because resolutions are public information and given the nature of this particular resolution’s content, he decided to bring the matter to the faculty conference—particularly because academic programs are under its jurisdiction. Dr. Belk opened up the floor for questions and discussion.

Dr. Wanda Koszewski commented this feels like *déjà vu* to her because at her previous institution, some colleges were merged, and departments were eliminated. Thus, she wanted us to be aware that elimination is very much a possibility.

Dr. Jennifer Disney wanted clarification as to when and why Dr. Belk left the Board of Trustee's Meeting and when the resolution was discussed. He responded that although it was an item on the agenda, there was little discussion of it during the public session. Once the Board goes into executive session only those invited to stay by the Chair are allowed to stay. Some attendees were asked to stay for the next discussion, but Dr. Belk was not one of them. Dr. Disney then asked whether the Board must approve a resolution in open or closed session. She wondered if they had a private session, then called for a public session afterward to approve the resolution. Dr. Belk answered that it could have happened, but he made an individual decision to join his department back on campus to meet with and serve their new students instead of waiting for the Board to come out of executive session or possibly be invited to contribute to the conversation.

Dr. Adrienne McCormick clarified that she too was not invited to executive session. She stated that when a resolution happens, typically the conversation has happened before. Furthermore, she clarified how the agency head goals are established, explaining that each of the vice presidents are asked to contribute aspects that will be happening in their division and that those items would go on to the State Agency Head Salary Commission's goals list since the president is ultimately accountable for meeting those objectives. Thus, as the operative part, an academic master plan must be developed.

Dr. McCormick further explained that academic master planning is an Academic Affairs-driven process and that it ought to be the centerpiece of our campus master plan, with facilities and our budget plan as interrelated cogs. To know what we want to do next with our Academic Planning and Development is to have all those parts working together, and we need to have a concentrated process. We will be launching this with Dr. Meg Webber as the new Vice Provost for Academic Affairs.

Speaking to the concerns about program elimination, Dr. McCormick stated that you cannot just keep adding and adding without the discussion on "sunsetting" some programs. (Sunsetting was offered as a less alarming or panic-inducing way to talk about program elimination.) The process of sunsetting will be a collective process. Dr. McCormick underscored that when that conversation needs to be started is totally a Provost-driven aspect of the president's agency head plan. She hopes her clarifications helped the faculty understand how things would move forward. She was aware that it is a part of what we are doing this academic year and hopes that this calms some fears of seeing the word "elimination" surface in a scary way.

Next, Dr. Michael Lipscomb asked the provost if she believed the Board was approaching this matter in the same fashion that she described to the faculty. Dr. McCormick answered that she did not see the language of the final resolution before it was approved by the Board. Even so, she said the Board has heard her in using common language rather than putting everything into financial terms since so many of them come from the financial sector. Our job is to constantly be in the conversation about all the different factors and balances in higher-education context, and to be good stewards of our budgets and spending.

Dr. Belk added that as our faculty representative to the Board, he would love to be in those conversations. Increasingly, though, those meetings have taken place in Columbia. He urged that since those meetings are public any faculty so inclined can attend.

Dr. Lipscomb shared his experience as past chair of the Faculty Conference and Representative to the Board of Trustees related to his ability to participate in the deliberations of the Board. He stated that when Mr. [Karl Folkens](#) served as the board chair, he had an open policy. Both Dr. Lipscomb and his predecessor, Dr. John Bird, were invited to attend almost every board session and to participate in conversations about the welfare and day-to-day practices of the university. The current board chair, Mr. Glenn McCall, has handled matters differently—as is his prerogative as chair. From that moment on, Dr. Lipscomb was typically excluded from executive sessions. Dr. Lipscomb communicated to the Board that this was not a best practice of shared governance nor was it consistent with how we have done things at Winthrop in recent years. Dr. Lipscomb was offered two different reasons by two different board members for his exclusion. One board member said that an attorney told them it was inappropriate for a faculty member to be present during certain sensitive conversations. Another member said it made other trustees feel uncomfortable or reticent to discuss certain subjects in the presence of the Faculty Representative to the Board of Trustees. In offering these remarks, he wanted to provide context regarding the conditions under which Dr. Belk became Faculty Conference Chair and Representative to the Board of Trustees, noting that these conditions might complicate his work in these roles.

Dr. Belk responded that he heard Provost McCormick loud and clear about wanting to have these conversations with the Board, Winthrop's senior leadership, faculty leadership, etc., and he *wants* that, but has to be *invited* to participate. He is willing to do what is necessary to be an effective emissary for the faculty (e.g., driving to Columbia for meetings whenever possible, waiting after executive session for a possible public session).

Dr. Dwight Dimaculangan asked about having other faculty leaders attend meetings in Dr. Belk's stead so that someone is always present. Dr. Belk stated that every public session is open, then Dr. Lipscomb interjected that other faculty leaders (i.e., the [Faculty Leadership Committee](#)) do attend when Board subcommittee meetings are scheduled, so there is always representation there.

Dr. Cheryl Fortner-Wood reinforced Dr. Lipscomb's earlier point regarding the inclusion of the faculty conference chair in Board business. During her tenure as faculty chair (2007-2009), Dr. Fortner-Wood was often permitted to remain during Board meetings, even some executive sessions. It was communicated by the President that she was trusted to protect the confidentiality of Board discussions. Moreover, and to Dr. Dimaculangan's point, the chair of Academic Council also serves as the vice chair for the faculty conference and could possibly represent the faculty at Board meetings when Dr. Belk is unable to do so.

Dr. Belk commented that while Board's handling of the faculty chair is one concern, the most important issue at the moment is the resolution and preparing an Academic Master Plan for program refresh, development, and/or elimination. Since he was not in the room for the discussion, he did not know how the Board wanted to see the task approached or if their understanding was akin to that of Provost McCormick. Ergo, he did not want to make any suggestions that might misrepresent the position of the Board. Still, he did think it was important for the faculty to be included in the discussion and for all of us to be thinking about how we can get in front of this.

Dr. Scott Huffmon asked to go back to the PowerPoint slide outlining the [Resolution Regarding 2019-20 Performance Objectives for President Daniel. F. Mahony](#) (see appendix). He questioned if this was a 5-year or a one-year plan. It was confirmed to be for one year. Dr. Huffmon then added that it was deeply disturbing if we use a cost-benefit analysis for eliminating programs that did not take into consideration things such as opportunity cost and external benefits.

Dr. Jo Koster remarked that, as one of the faculty leaders who sat in on subcommittee meetings for several years, it appeared that although the trustees seemed happy to have us there, it was rare that they sought our input. She then asked about the most effective way to get information to the Board. Dr. Belk wondered if those who enjoy amicable relationships with trustees could talk to about faculty concerns. What is more, he implored the faculty to attend Board meetings whenever possible, adding that it was very important for them to see us. To underscore this point, Dr. Belk informed the faculty that it was decided at the July meeting (which he could not attend) that both the student and faculty representatives would give written quarterly reports to the Board in lieu of presentations to the full group. Nevertheless, he vowed to represent our interests in every way and at every opportunity.

For her part, Dr. McCormick encouraged those with questions or concerns to first express them to deans because trustees do not want to be blindsided and, in the past, there were some communication breakdowns. In addition, the provost expressed a desire to invite Dr. Belk to some of the Academic Leadership Council's meetings. She implored the faculty to attend to the academic quality committee meetings before going straight to the Board to ask about program elimination. Dr. McCormick will share data and insights from the Delaware study at a later date.

Dr. Belk noted that to prevent the Board from being blindsided, faculty members interested in attending public sessions should contact Dr. Kimberly Faust after messages the faculty to publicly announce an upcoming Board meeting. That way the Board knows who will be present and can prepare for an audience.

Dr. Ginger Williams suggested that we organize a process to ensure a certain number of faculty are present at the public sessions and maybe petition the Board to invite Dr. Belk to participate in executive sessions. Relatedly, a comment was made that FCUP was working to ensure the faculty are represented at each of the Board's subcommittee meetings.

Next, someone asked if the process for program refresh, development, or elimination would consider "Why people are coming to Winthrop?" In other words, students might enroll for one particular major, but migrate out to another program but remain on campus. Even though such students are no longer in the original area of study, it was that major that attracted them to the university. Thus, some wondered if the study would examine a student's choice of major entering the university and not just graduating majors. Dr. Belk did not have an answer for that question. However, he noted that several institutions that have participated in various iterations of the Delaware Study, so the question becomes how Winthrop will use the data it collects and analyzes.

With that, this portion of the conversation came to a close, though there will likely be a great deal more discussion as the process moves forward.

B. Ombuds Advisory Committee

- The committee needs a representative from the Faculty Conference.
- We must develop a process for how the representative will be chosen. Dr. Belk recommended hold a special election to fill the position. Dr. Peter Judge asked about the timeline since our next meeting would not be held until November. Therefore, due to those concerns, Dr. Koster motioned that the faculty chair appoint someone this year, noting that we could hold an election in the future. The motion was approved. All those interested, please email Dr. Belk.

III. **Report from the Provost/V.P. for Academic Affairs** **Adrienne McCormick**

- Record number of applications last year led to enrollment of 1,073 new first-year students in Fall 2019.
- This number started from a record number of applications last year: 6,102
- 20 to 25 percent of those applications were already in by this date last year
- We are up about 500 started (37 percent increase) and 500 submitted (50 percent increase) applications compared to this date last year.
- 2019-2020 "Wildly Important Goal" (WIG): Increase Fall-to-Fall retention for all degree-seeking students from 80.9 to 81.6 percent by Fall 2020.

- Team WIGS:
 - A. Identifying individual efforts that can help us move the dial on retention rates at all levels.
 - i. First-year retention WIGS:
 - 1. Advising efforts:
 - a. Adding resources in colleges and admissions
 - b. Fully leveraging DegreeWorks
 - 2. Post-LEAP pilot: targeted opt-in advising
 - ii. Policy revisions (such as S/U options)
 - iii. Course scheduling improvements
-
- Academic Affairs Restructuring
 - A. Position posted: Vice Provost for Student Success and Dean of University College
 - B. Drafts under development:
 - i. Vice Provost for Institutional Research and Effectiveness (Fall 2019)
 - ii. Dean, Dacus Library (Spring 2020)
 - iii. Assistant Provost, Grants and Sponsored Research Development (Spring 2020)
-
- Tenure and Promotion

Policy/procedure change implementations: **In effect as of August 2019:**

A2: Expedited review for tenure is taking place Fall 2019 for those eligible and hired after January 2019. For those eligible and recommended for hire in Fall 2020, the expedited review will take place during the hiring process this year.

Under final revision as part of policy approvals through Senior Leadership and Legal review:

A1: All promotion materials will go forward to the Provost, unless a candidate chooses to withdraw.

A3: portfolio review process for tenure and/or promotion will be focused exclusively on materials contained within the portfolio and on the recommendations of the various review bodies.

A4: candidates for tenure and/or promotion will be allowed to review the unit committee recommendation and have an option to respond to that recommendation prior to its consideration by the dean.

Policy/procedure change implementations:

A5: A committee will be charged with making final recommendations on whether or not to require inclusion of the pre-tenure review findings in the final dossier for tenure review.

Next Steps: Committee will be convened based on task force recommendations, with charge to make final implementation decisions.
-
- Post-tenure Professional Development:
 - Deans working on implementation at the college level

- One course release per eligible tenured faculty member on a rotation-basis
- Cannot impede progress of students
- Subject to budget approval
- Also working with FCUP on other faculty morale recommendations
- Budget Development
 - Working closely with CFO Justin Oates, Deans, and other ALC members to use new budget development spreadsheets
 - Waited for final September revenues to be identified rather than load partials
 - Fall 2019 Enrollment:
 - UG: lower headcount than projected; higher net revenues (due to financial aid optimization)
 - G: higher headcount than projected; 55%/45% revenue share with Wiley programs where we are seeing growth (will go to 50/50 in FY21)
- 2016 Academic Program Mix Report, 7 of 10 recommendations acted upon
- Comprehensive Academic Affairs policy review led by Tim Drueke
- First Day Inclusive Access Pilot
 - BIOL 213-214 Spring 2020
 - Contact Chelsea Havner with questions
 - Faculty must place orders with the bookstore for any textbooks used
 - They do price-matching, e-textbook ordering, and OER access.
 - Revenues feed back into scholarships

IV. Academic Council

Kelly Costner

Academic Council met on Friday, September 20, 2019. Its report consisted of 3 motions and three pieces of information. Had a report from the Committee on Undergraduate Curriculum, Laura Glasscock, Chair. The recommendations were that the council approved 1 new program and four program modifications. The Academic Council recommended as a motion that the faculty conference approve the program. The faculty then voted to do so. The faculty do not have to vote on program modifications. The committee presented 32 course action items that were approved at the CUC level and required no further action. The committee also presented 3 course actions items that were approved at the College Assembly level and required no further action. (See appendix for complete list of courses from Academic Council's report.)

General Education Actions, presented by Alice McLaine, Chair.

First Certification (Global, Historical, and Humanities & Arts) were approved unanimously by the council for VCOM 392, VCOM 392. NUTR 428 was given the oral certification. Faculty voted to approve this certification. General Education

Reviews for 2019-202 will be conducted for Physical Activity and Quantitative Skills, Ad hoc committees will be appointed by Chairs of Academic Council and General Education Curriculum Committee from within Academic Council.

V. Committee Reports

A. Rules Committee

Zach Abernathy

Presented bylaws changes from both the College of Business and the College of Education for the approval of the faculty conference. Those updated documents were unanimously approved.

B. Faculty Committee on University Priorities (FCUP)

Adolphus Belk, Jr.

- President Mahony and Provost McCormick visited the both Library and CVPA faculty assemblies on Friday, September 13.
- FCUP subcommittee meeting with the president and provost was held on Monday, September 16.
- Up next: More faculty assembly visits scheduled as follows:

Thursday, October 17

- University College, 11:00am

Friday, October 18

- College of Arts and Sciences, 2:00 – 2:30pm
- College of Business Administration, 2:45 – 3:15pm
- College of Education, 3:30 – 4:00pm

VI. Registrar, Office of Records and Registration

Gina Jones

- FERPA refresher — What is “Legitimate Educational Interest?”
- New S/U policy
- Interim grades due on Thursday, October 3, by 5pm.

VII. Unfinished Business

There was no unfinished business.

VIII. New Business

Tim Drueke

Mr. Drueke announced that they will be conducting a policy and procedures review and will be soliciting feedback. They will also be looking at the schedule of classes (meeting days and times and number of sections) to see if any changes would help with degree completion and retention. Both Drs. Michael Matthews and Belk asked if there would be a systematic, data-driven effort to solicit input from students to ensure that their voices were heard regarding scheduling. The use and timing of Common Time will also be reviewed.

IX. Announcements

A. Fresh Check Day

Rosie Hopkins-Campbell made an announcement about [Fresh Check Day](#) (an approved Global Cultural Event). Fresh Check Day will occur Thursday, October

24 from 9:00am through 12pm in the West Center. Fresh Check Day is a mental health check-in with college students. Students will have the opportunity to engage with interactive booths. It should take students about 45 minutes to visit all the booths. As faculty we can encourage students to attend/support students who attend, connect Fresh Check Day to class activity/syllabus, offer extra credit, if possible (can submit a photo of stamped participation card) and even attend Fresh Check Day.

B. Bachelor of Professional Studies (B.P.S.) Information Session

Dr. Scott Amundsen made an announcement about the Information Session on Tuesday, September 24, at 6:00pm they will be hosting to provide details and answer questions about the new Winthrop Bachelor of Professional Studies (B.P.S.) degree program. The B.P.S. is a part-time degree completion program designed specifically to meet the needs of adult students and working professionals. The B.P.S. program's inaugural class will start in spring 2020. The Information Session will be held in Room 114, DiGiorgio Campus Center.

C. McNair Scholar Program

Dr. Cheryl Fortner-Wood requested that we help the [McNair Program](#) recruit its next cohort of outstanding participants—specifically eligible, hardworking S.C. college sophomores or juniors (first-generation, low-income, and/or underrepresented racial or ethnic groups) interested in pursuing doctoral degrees. Please do not hesitate to encourage such students to look into McNair even if you are uncertain if they are eligible. Program staff will make that determination and every student will be encouraged to pursue graduate admissions resources. **Student applications are due by Friday, October 18. Letters of recommendation are due Friday, October 25.**

X. Adjournment

Report from Academic Council

Meeting held on Friday, September 20, 2019

Curriculum Action

Reported to Academic Council
by Committee on Undergraduate Curriculum
Laura Glasscock, Chair

Program Changes

New Program—approved by Academic Council

| Program | | Department | Action |
|----------------|--------------|-------------|--------------------|
| BA-DSCI | Data Science | Mathematics | New degree program |

...with comment added in Curriculum Application System indicating that AC approval was with understanding that shared management systems will be implemented.

4 program modifications (minors)—approved by Academic Council

| Program | | Department | Action |
|-------------------|---------------------------|---------------------------|---|
| MINOR-FILM | Film & Content Production | Mass Communication | Modify minor: Add MCOM 346, 360 and FILM 461, 462, 463, 464 to choices for 6 hours of minor electives. |
| MINOR-CMST | Communication Studies | Mass Communication | Modify minor: Add MCOM 304 to the Human Communication area of study. |
| MINOR-HUMA | Humanities | Interdisciplinary Studies | Modify minor: Under PHIL, change from "all courses except 220, 225, and 370 " to "PHIL – all courses except 220, 225, and 371 ." |
| MINOR-WRIT | Writing | English | Modify minor: To the minor core add WRIT 311 (when topic is appropriate) and WRIT 503; Clarify language regarding when courses can be used in the minor; Add WRIT 311 (when topic is appropriate), 431, 432, and 433 to the professional emphasis ; Remove MCOM 226, 241, 260, 302, 341, 370, BADM 180, 411, MGMT 365, IMCO 105, and DESF161/VCOM 261; add VCOM 262 in the professional emphasis. |

The following 32 course action items were approved at CUC level and require no further action:

| Course | Title | Action |
|----------------|-----------------------------------|---|
| BIOL370 | Undergraduate Research in Biology | New course |
| BIOL371 | Undergraduate Research in Biology | New course |
| BIOL470 | Undergraduate Research in Biology | New course |
| BIOL471 | Undergraduate Research in Biology | Modify course: Update catalog description; Change lab hours from zero to 3; Change prerequisite from "BIOL 203, 204, 205, and 206, OR BIOL 220, 221, 222 or 270, and 223 or 271; BIOL 300; HMXP 102; CHEM 105, 106, and 108; MATH 101, 150, or 151 or any MATH course with a MATH 150 or 151 prerequisite; students must have a minimum grade of C- or S in all of the listed BIOL courses taken and a minimum grade of C- or S in CHEM 105, 106, and 108 and a C- in HMXP 102" to "BIOL 220, 222 or 270, 221, 223 or 271, 300, and 316 or 317; or permission of instructor." |

| | | |
|----------------|-----------------------------------|---|
| BIOL472 | Undergraduate Research in Biology | Modify course: Update catalog description; Change lab hours from zero to 3; Change prerequisite from "BIOL 203, 204, 205, and 206, OR BIOL 220, 221, 222 or 270, and 223 or 271; BIOL 300; BIOL450H or 471; HMXP 102; CHEM 105, 106, and 108; MATH 101, 150, or 151 or any MATH course with a MATH 150 or 151 prerequisite; students must have a minimum grade of C- or S in all of the listed BIOL courses taken and a minimum grade of C- or S in CHEM 105, 106, and 108 and a C- in HMXP 102" to "BIOL 220, 222 or 270, 221, 223 or 271, 300, 316 or 317, and 471 or 450H; or permission of instructor." |
| BIOL513 | Organic Evolution | Modify course: Change prerequisite from "BIOL 203, 204, 205, 206, 300 (all with a C or better), and 317; CHEM 106 and 108" to "BIOL 203, 204, 205, and 206, OR BIOL 220, 221, 222 or 270, and 223 or 271; BIOL 300; HMXP 102; CHEM 105 & 108; MATH 101, 150, or 151 or any MATH course with a MATH 150 or 151 prereq; students must have a min. grade of C- in all of the listed BIOL courses taken and a min. grade of C- in CHEM 105 & 108 and a C- in HMXP 102 or ANTH 202 with permission of instructor OR Graduate Status" |

| | | |
|----------------|--------------------------------|------------|
| DSCI101 | Data Science Seminar | New course |
| DSCI201 | Introduction to Data Science | New course |
| DSCI301 | Time Series | New course |
| DSCI302 | Big Data | New course |
| DSCI350 | Special Topics in Data Science | New course |
| DSCI401 | Data Mining | New course |
| DSCI402 | Data Science Capstone | New course |

| | | |
|-----------------|--|------------|
| FILM461 | Film & Content Production Internship | New course |
| FILM462 | Film & Content Production Internship | New course |
| FILM463 | Film & Content Production Internship | New course |
| FILM464 | Film & Content Production Practicum | New course |
| GRNT470 | Undergraduate Research in Gerontology | New course |
| LEAD120T | Theory and Practice of Leadership for Think College Peer Mentors | New course |

| | | |
|-----------------|--|--|
| LEAD120T | Theory and Practice of Leadership for Think College Peer Mentors | New course |
| MATH104 | Trigonometry for Calculus | Modify course: Remove corequisite of MATH 201. |
| MCOM210 | Introduction to Sports Production | New course |
| MCOM211 | Live Production I | New course |
| MCOM212 | Live Production II | New course |
| MCOM230 | Foundations of Digital Media | New course |
| MCOM309 | Social Media & Promotion | New course |
| MCOM312 | Digital Sports Producing | New course |

| | | |
|-----------------|--|--|
| LEAD120T | Theory and Practice of Leadership for Think College Peer Mentors | New course |
| MATH104 | Trigonometry for Calculus | Modify course: Remove corequisite of MATH 201. |
| MCOM210 | Introduction to Sports Production | New course |
| MCOM211 | Live Production I | New course |
| MCOM212 | Live Production II | New course |
| MCOM230 | Foundations of Digital Media | New course |
| MCOM309 | Social Media & Promotion | New course |
| MCOM312 | Digital Sports Producing | New course |

| | | |
|----------------|------------------------------------|--|
| MCOM348 | Broadcast Performance & Production | Modify course: Change title from "Broadcast Performance" to "Broadcast Performance & Production;" Update description; Change lab hours from 1 to 2; Designate that course is offered in fall and spring; Change prerequisite from "C or better in both MCOM 241 and 346" to "C- or better in MCOM 241." |
| MCOM410 | Digital Sports Directing | New course |
| MCOM499 | Senior Portfolio | Modify course: Clarify that the course is 1 lab hour; Designate that course is offered in fall and spring; Change prerequisite from "Senior standing, 2.00 GPA, mass communication or integrated marketing communication major, and application for graduation in the semester the course is taken" to "Senior standing, 2.00 GPA, mass communication, integrated marketing communication, or digital information design major." |

| | | |
|----------------|---|--|
| NUTR423 | Food Science Principles | Modify course: Renumber from NUTR 523; Designate that course is offered in fall and spring; Update corequisite from NUTR 524 to NUTR 424; Change prerequisite from "Grade of C- or higher NUTR 231 and 232; CHEM 106/108 or equivalent; or permission of instructor" to "Grade of C- or higher NUTR 231 and 232; CHEM 105/108 or equivalent; or permission of instructor." |
| NUTR424 | Sensory and Objective Evaluation of Foods | Modify course: Renumber from NUTR 524; Designate that course is offered in fall and spring; Update corequisite from NUTR 523 to NUTR 423. |
| WRIT200 | Writing Topics & Trends | New course |

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

| Course | Title | Action |
|---------|---|--|
| ARTS101 | ARTS 101: 2D Design | Modify course: Change title from “Two-Dimensional Design” to “2D Design;” Update catalog description. |
| ARTS102 | 102. 3D Design | Modify course: Change title from “Three-Dimensional Design” to “3D Design;” Update catalog description. |
| NUTR226 | 226. Orientation to Nutrition and Dietetics | Modify course: Change title from “Orientation to Nutrition and Dietetics” to “Orientation to Dietetics.” |

General Education Actions

Reported to Academic Council
by General Education Curriculum Committee
Alice McLaine, Chair

First Certifications

Approved unanimously by the council

| | |
|----------------------------|---|
| Global | VCOM 392 Special Topics: X-Men: A Social History (Spring 2020) Comic Books Through the Ages—Silver Age (Spring 2020) Comic Books Through the Ages—Golden Age (Spring 2020) |
| Historical | |
| Humanities and Arts | <i>VCOM 392 is a special topics course. Only the sections/topics being offered for Spring 2020 were requested for Gen Ed approval.</i> <i>Faculty Conference vote not required.</i> |
| Oral | NUTR 428 Community and Cultural Nutrition <i>Faculty Conference vote required.</i> |

General Education Component Reviews (2019-2020)

- Physical Activity
- Quantitative Skills

Ad hoc committees will be appointed by Chairs of Academic Council and General Education Curriculum Committee from within Academic Council.

Rules Committee – Zach Abernathy

CBA Bylaws

Governance and Bylaws

A. BY-LAWS OF THE FACULTY ASSEMBLY OF THE COLLEGE OF BUSINESS ADMINISTRATION

Article I NAME

The name of this organization shall be the Faculty Assembly of the College of Business Administration.

Article II RESPONSIBILITIES

Section 1. The Faculty Assembly shall be responsible for: (1) its own organization and procedures as provided in these bylaws; (2) the academic programs, policies, and regulations of the College of Business Administration within the limitations prescribed by the Faculty Conference of Winthrop University; (3) such additional matters as shall be referred to it by the Faculty Conference of Winthrop University or by appropriate administrative officers of Winthrop University.

Section 2. The Faculty Assembly shall instruct subordinate committees, standing and select, and shall periodically review their major decisions.

Section 3. The Faculty Assembly shall be the principal legislative body of the College of Business Administration faculty. The minutes of its meetings shall be filed with the Secretary of the Faculty Conference, and its actions may be reviewed by the Faculty Conference or its subordinate bodies in accordance with the bylaws of the Faculty Conference of Winthrop University.

Article III MEMBERSHIP

Every member of the Faculty Conference who is appointed to the College of Business Administration shall be a member of the Faculty Assembly. If the eligibility of a person for membership is questioned, the Faculty Assembly shall be the judge of the qualifications of that person for membership in the Faculty Assembly.

Article IV OFFICERS

Section 1. The Chair of the Faculty Assembly shall be elected biennially by the Faculty Assembly, and shall be a full-time tenured faculty member. The election will be held in the spring semester preceding the beginning of the term in the following academic year. A vacancy in the office shall be filled by election of the Faculty Assembly for the unexpired term. No one shall serve more than two consecutive terms. The Chair will preside over Faculty Assembly meetings.

Section 2. The Vice Chair of the Faculty Assembly shall be elected biennially by the Faculty Assembly. The Vice Chair shall be the presiding officer when the Chair is absent or chooses not to preside. The election will be held in the spring semester preceding the beginning of the term in the following academic year. A vacancy in the office shall be filled by election of the Faculty Assembly.

Section 3. The Secretary of the Faculty Assembly shall be appointed by the Chair of the Faculty Assembly.

Section 4. The Parliamentarian of the Faculty Assembly shall be appointed by the Chair of the Faculty Assembly.

Article V MEETINGS

Section 1. The Chair of the Faculty Assembly shall determine a schedule of regular meetings, which shall be approved by the Faculty Assembly at its first meeting of the academic year. At least one meeting shall be held each semester, and special meetings shall be held at the call of the Chair of the Faculty Assembly, the CBA Dean, or twenty percent of the members of the Faculty Assembly.

Section 2. An agenda shall be prepared by the Chair of the Faculty Assembly in consultation with the Dean and distributed to Faculty Assembly no less than five working days before a meeting.

Section 3. The Chair of the Faculty Assembly and the Secretary will work with the Dean's office to maintain a web page of bylaws, officers, agendas, minutes, etc.

Article VI GRADUATE FACULTY

Section 1. The members of the Faculty Assembly of the College of Business Administration who have graduate faculty status shall be members of the Graduate Faculty of the College of Business Administration. The Chair of the Faculty Assembly shall serve as Chair of the College of Business Administration Graduate Faculty. The Graduate Faculty shall meet at the call of the Chair or any five members and shall operate as provided by the laws of the Graduate Faculty Assembly.

Section 2. The Vice Chair of the Graduate Faculty shall be elected biennially by the Graduate Faculty and shall be the presiding officer when the Chair is absent or chooses not to preside. The election will be held in the spring semester preceding the beginning of the term in the following academic year. A vacancy in the office shall be filled by election of the Graduate Faculty for the unexpired term.

Section 3. The Secretary of the Graduate Faculty Assembly shall be appointed by the Chair of the Graduate Faculty.

Section 4. The Parliamentarian of the Graduate Faculty shall be appointed by the Chair of the Graduate Faculty.

Article VII DEPARTMENTS - ADMINISTRATION

Section 1. The College of Business Administration shall consist of several departments. Each faculty member shall be assigned to a department. A chair shall be selected for each department. The department shall be the basic unit charged with developing and maintaining courses and programs to be offered by the College of Business Administration.

Section 2. Each Department Chair shall be appointed by the Dean. When a Chair vacancy occurs, the Dean may appoint a Search Committee to recruit and recommend a candidate for the position. Each Department Chair in the College of Business Administration shall be an academic leader, a productive scholar, and a middle manager that is able to work beside peers.

Article VIII COMMITTEES

There shall be nine standing committees within the Faculty Assembly. They will be:

Section 1. Personnel

Section 2. CSCI Petitions

Section 3. Curriculum and Assessment Committee

Section 4. Scholarship and Awards

Section 5. Graduate Programs Committee

Section 6. Strategic Planning Committee

Section 7. Library Committee

Section 8. Credentials Committee

Section 9. Petitions Committee

Ad hoc committees may be formed when deemed appropriate by the Dean or the Faculty Assembly. The College will also establish and maintain process committees to manage the continuous improvement efforts in all aspects of operation.

Section 1. The purpose of the Personnel Committee shall be to advise the Dean on matters of tenure and promotion. The Personnel Committee shall include a tenured faculty member elected by each department in the college and two members elected at large who must be tenured and be from different departments. The CBA representative to the University Personnel Committee will serve as an ex officio member of the CBA Personnel Committee.

The normal term of office of each department/college representative shall be two years. During the spring of each year, the Personnel Committee shall elect one of its continuing members to serve as Chair of the Committee for the next academic year.

Section 2. The CSCI Petitions Committee shall be composed of three members elected by the Computer Science faculty. This committee shall be responsible for reviewing student petitions for exceptions to the requirement for the B.S. in Computer Science. The Chair shall be appointed by the Chair of the Department of Computer Science and Quantitative Methods for a one-year term. The other two members from the department shall be elected for two-year terms in alternate years.

Section 3. The College of Business Administration Curriculum and Assessment Committee shall review and evaluate the merit of all changes and additions to undergraduate degree programs in the college and the sufficiency of supporting assessment data. In addition, the Committee will oversee policies for undergraduate assessment in the College of Business Administration, review assessment results, and report on the status of assessment to faculty. The committee shall present their recommendations to the school's Faculty Assembly for a vote by the Assembly. This Committee shall consist of one member elected from each department, the chair of the CBA Petitions Committee, and a Chair appointed by the dean. The normal term of office shall be two years. The dean will appoint an ex officio member of this committee (normally, the Associate Dean for Administration). The Director of Student Services serves as an ex officio nonvoting member of this committee.

Section 4. The Scholarship and Awards Committee shall be responsible for selecting students for College of Business scholarships and awards and recommending students for recognition by the Dean and the College of Business Administration. This committee shall consist of one member elected from each department and a Chair appointed by the dean. The normal term of office shall be two years. The dean will appoint an ex officio member of this committee (normally the Director of Student Services).

Section 5. The College of Business Administration Graduate Programs Committee provides general oversight of the Graduate Program and shall review and evaluate the merit of all changes and additions to graduate degree programs in the school and the sufficiency of supporting assessment data. In addition, the Committee will oversee policies for graduate assessment in the College of Business Administration, review assessment results, and report on the status of assessment to faculty. Finally, the Committee shall be responsible for reviewing student petitions for all graduate programs. The committee shall present their recommendations to the school's Faculty Assembly for a vote by the Assembly. This Committee shall consist of one member elected from each department and a Chair appointed by the dean. The normal term of office shall be two years. The dean will appoint an ex officio member of this committee (normally, the Associate Dean for Administration). The Director of Graduate Programs serves as an ex officio nonvoting member of this committee.

Section 6. The Strategic Planning Advisory Committee provides for faculty input regarding the development and implementation of strategic plans and policies for the College of Business.

Among its duties are developing and interpreting a strategic planning database, consulting with appropriate administrative personnel regarding strategic planning, reviewing the fit between the college's mission and the strategic plan, reviewing the fit between faculty professional development and the strategic plan, creating strategy-related task forces, participating in the planning and management of strategic planning retreats, working with Advisory Boards, and participating in other matters that impact faculty life. This committee will meet once per semester and will distribute agendas and minutes to faculty. Two faculty members will be elected by each department and one at-large member who represents interdisciplinary programs will be elected by the CBA Faculty Assembly. Department chairs will be excluded from service. Nonvoting administrative representatives may participate as ex-officio. Members will serve three-year terms. A chair will be elected by the committee from among the members on an annual basis.

Section 7. The Library Committee coordinates acquisitions and expenditures of the annual library allocation budget. The committee chair is also the CBA representative to the university wide library committee. Members are elected annually for 2-year terms with one representative from each department.

Section 8. The Credentials Committee is charged with evaluating the scholarly activity of faculty members for the purpose of faculty credentialing and the identification of scholarly activity quality. Faculty have the right to submit any intellectual contribution to the Credentials Committee that they believe has not been classified accurately in terms of quality by the current Personnel Policies and Procedures. In order to submit an intellectual contribution to the Credentials Committee, the faculty member must submit full evidence of peer review and additional evidence of outlet and article quality. If the majority of the Credentials Committee votes in favor of reclassification, a letter will be written for the faculty to include in their annual report and their tenure/promotion portfolio.

Faculty must submit their material for consideration by the Credentials Committee at least one month before the completion of their annual report. Evidence may be submitted for consideration before the submission of the intellectual contribution. In this case, a decision can be made conditional upon evidence of peer review, acceptance and publication. If a member of the Credentials Committee submits an intellectual contribution for consideration, that member must recuse him/herself and another Assistant/Associate Dean of the College of Business, identified by the Dean, will step in as a voting member of the Credentials Committee.

The membership of the committee will consist of the three department chairs, the Associate Dean charged with credentialing, and a tenured faculty member elected by the CBA faculty who is credentialed as Scholarly Academic. The Chair of the CBA Personnel Committee and the CBA representative to the University Personnel committee will serve ex-officio and non-voting.

Section 9. The CBA Petitions Committee shall be responsible for reviewing undergraduate student petitions regarding requirements for the B.S. in Business Administration and the B.A. in

Economics. This committee shall consist of one member elected from each department and shall elect its chair at the beginning of Fall semester each year. The normal term of office shall be two years. The dean will appoint an ex officio nonvoting member of this committee (normally the Director of Student Services).

Article IX PARLIAMENTARY AUTHORITY

The rules contained in the most recent edition of Robert's Rules of Order Newly Revised shall govern the Faculty Assembly and all committees or other entities created under the authority of these Bylaws in all cases to which they are applicable and in which they are not inconsistent with the relevant bylaws or special rules of order.

These Bylaws can be amended at any regular meeting of the Faculty Assembly by a two-thirds vote of members present and voting, provided that the proposed amendment has been placed on the agenda by vote of the Faculty Assembly at the previous meeting. Such an amendment shall become effective upon ratification by the Faculty Conference of Winthrop University.

Section 1. These Bylaws shall be operative beginning January 1, 1995, providing that they are first adopted by the Faculty Assembly and ratified by the Faculty Conference of Winthrop University.

Section 2. All programs, policies, and regulations previously operative in the area of responsibility of these Bylaws shall be valid and operative until changed.

(modified 9/2019)

will be updated when ratified

**Richard W. Riley
College Of Education
Bylaws**

ARTICLE I

NAME

The name of this organization shall be the Faculty Assembly of the Richard W. Riley College of Education. [Hereafter, the phrase Faculty Assembly shall refer to the Faculty Assembly of the Richard W. Riley College of Education.]

ARTICLE II

RESPONSIBILITIES

Section 1. The Faculty Assembly shall be responsible for:

- (1) its organization and procedures as established in these Bylaws;
- (2) the undergraduate and graduate academic programs, policies, and regulations of the Richard W. Riley College of Education within the limitations prescribed by the Faculty Conference and/or Graduate Faculty Assembly of Winthrop University;
- (3) such additional matters as shall be referred to it by the Faculty Conference and/or Graduate Faculty Assembly of Winthrop University, the President, the Chief Academic Officer, or the Dean of the Richard W. Riley College of Education.

Section 2. The Faculty Assembly shall create and instruct all subordinate committees, standing and select, and may periodically review their major decisions.

Section 3. The Faculty Assembly shall be the principal legislative body of the Richard W. Riley College of Education faculty. All actions of the Faculty Assembly shall be subject to review by the Dean of the Richard W. Riley College of Education in a timely manner not to exceed fifteen business days during the Fall and Spring semesters, exclusive of weekends and holidays. Thereupon, the Dean shall forward the review and the action of the Faculty Assembly to the next stage of the legislative process.

Section 4. The minutes shall be filed with the Secretary of the Faculty Conference, and the actions of the Faculty Assembly may be reviewed by the Faculty Conference or

its subordinate bodies in accordance with the Bylaws of the Faculty Conference of Winthrop University.

ARTICLE III

MEMBERSHIP

All full-time faculty members holding academic rank of instructor or higher in the Richard W. Riley College of Education shall be members of the Faculty Assembly.

ARTICLE IV

OFFICERS

Section 1. The presiding officer of the Faculty Assembly shall be titled Chair of the Faculty Assembly. The Chair shall be a full-time, tenured faculty member in the Richard W. Riley College of Education. [No administrator shall be eligible to be the Chair of the Faculty Assembly.]

Section 2. The Chair shall accede to service as presiding officer in the year following election as Vice-chair [with the exception of the first Chair, who shall be elected without first serving as Vice-chair].

Section 3. The Vice-chair shall serve as presiding officer in the absence of the Chair. In instances when neither officer is available, the Chair of the Richard W. Riley College of Education Rules Committee shall preside. The Vice-chair shall be charged with the formation of a committee concerned with social and benevolent matters, as needed.

Section 4. The Secretary of the Faculty Assembly shall be appointed by the Chair of the Faculty Assembly to serve a term concurrent with that of the Chair.

Section 5. The Parliamentarian of the Faculty Assembly shall be appointed by the Chair of the Faculty Assembly to serve a term concurrent with that of the Chair.

ARTICLE V

MEETINGS AND VOTING

Section 1. The Chair of the Faculty Assembly shall notify the Faculty Assembly of a schedule of regular meetings prior to its first meeting of the academic year. At least one meeting of the Faculty Assembly shall be held each semester.

Section 2. Special meetings shall be held at the call of the Chair or the Dean or upon the

request of ten percent of the Faculty Assembly. [The Vice-chair may call special meetings in the absence of the Chair.]

Section 3. The agenda for regular or special meetings of the Faculty Assembly shall be prepared by the Chair in consultation with the Dean. The agenda shall be distributed so that it is available to the membership of the Faculty Assembly no less than five working days before a meeting. [In the absence of the Chair, the Vice-chair in consultation with the Dean will prepare the agenda.]

Section 4. A list of Faculty Assembly members, based on eligibility set forth in Article III of these Bylaws, shall be composed by the Chair and presented to the Faculty Assembly at its first meeting of each Fall and Spring semester. If a person's membership is questioned, the Faculty Assembly shall determine eligibility.

Section 5. A quorum is required to conduct the business of the Faculty Assembly and shall consist of a simple majority of the eligible membership. The specific number required for a quorum shall be determined by the Chair at the beginning of each semester and shall be published in the agenda of the first meeting of the Fall and Spring semesters.

Section 6. When an item on the agenda requires a vote, approval by a simple majority of a duly established quorum shall constitute passage of an item, except in matters pertaining to revision of these Bylaws and/or other matters as defined under Roberts' Rules of Order. If attendance falls below the number required for a quorum, debate may continue, but the only motion in order shall be a motion to adjourn.

Section 7. Nothing in these Bylaws shall be construed as denying the Dean the right to place items on the agenda of any scheduled meeting, to present reports to the faculty at any scheduled meeting, or to be recognized on the same basis as any member of the Faculty Assembly to discuss matters brought before it at any scheduled meeting.

ARTICLE VI

DEPARTMENTS AND ADMINISTRATION

Section 1. The Richard W. Riley College of Education shall consist of academic, administrative, and service departments [e.g., Student Academic Services]. Any change in the organization of departments shall involve consultation with the Faculty Assembly. The Dean shall assign each faculty member to an academic department.

Section 2. Academic departments are responsible for developing and maintaining programs and courses offered by the Richard W. Riley College of Education. Approved

programs shall receive administrative support to maintain their integrity and continuance.

Section 3. The President of Winthrop University appoints the Chair or Director for each academic, administrative, or service department. Appointment is based upon the recommendation of the Chief Academic Officer and the Dean. The Chair shall be the presiding officer for all departmental business. An academic departmental chair shall be an academic leader, who is tenured or in a tenure-track position and who shall support and work with departmental colleagues. In the event of a vacancy, the Dean shall form a committee composed of members from the academic department and one Dean's appointee. The committee shall make recommendation(s) to the Dean to fill a departmental chair vacancy.

ARTICLE VII

COMMITTEES

Section 1. There shall be five governance standing committees of the Faculty Assembly and four accreditation standing committees. The Faculty Assembly standing committees are:

1. Curriculum Committee
2. Elections Committee
3. Faculty Development Committee

4. Promotion and Tenure Committee
5. Rules Committee

The accreditation standing committees are:

1. Dispositions Committee
2. Diversity Committee
3. Field Experience and Clinical Practice Committee
4. Unit Assessment Committee

The Faculty Assembly may create select committees or task forces upon request by its members or by the Faculty Conference, Graduate Faculty Assembly, the President, Chief Academic Officer, or Office of the Dean. Decisions of all select committees or task forces are subject to approval by the Faculty Assembly. No select committee or task force may be created to replace the responsibilities of standing committees as described in these Bylaws.

Section 2. Each standing committee shall develop its own procedures subject to review and approval by the Faculty Assembly. Procedures shall be consistent with all provisions of the Bylaws of the Richard W. Riley College of Education and those of the University. Each governance standing committee will elect its chair from its membership. A chair shall serve no more than one consecutive term as chair. All members of standing committees shall be elected to staggered terms as determined by the Elections Committee and must hold tenure or be in a regular tenure-track appointment. No one in an administrative position (including departmental chairs) may serve on the following committees: Promotion and Tenure and Faculty Development.

Faculty members on the accreditation standing committees are appointed by the Dean of the Richard W. Riley College of Education for staggered three-year terms. Individual three-year terms are renewable. The chair of each accreditation standing committee shall be a faculty member and shall be appointed by the Dean of the Richard W. College of Education. Chairs may serve multiple terms. Each accreditation committee will have one representative from the College of Arts and Sciences and one representative from the College of Visual and Performing Arts. Those representatives will be jointly appointed by the Dean of the Richard W. Riley College of Education and the Dean of the respective college. As appropriate, an accreditation standing committee will have at least one member representing school or agency partners. College administrators serving on accreditation committees do not have term limits.

Section 3. The purpose of the ***Promotion and Tenure Committee*** of the Richard W. Riley College of Education is to make recommendations to the Dean on all matters concerning promotion and tenure of faculty. The committee shall also be responsible to the Faculty Assembly for making recommendations concerning policies and procedures for appointments, reappointments, promotion, and tenure. Committee members dissenting from a majority recommendation may submit a minority report. If different members dissent in different ways, more than one minority report may be submitted. Any minority report will be sent with committee report.

The Promotion and Tenure Committee shall include a tenured faculty member elected by each academic department in the Richard W. Riley College of Education. One tenured, full-time faculty at-large member shall be elected by the Faculty Assembly to serve on the College Promotion and Tenure Committee. Subsequent to their election to the College Promotion and Tenure Committee, the Faculty Assembly shall elect one of these persons to serve as the College's representative to the University Personnel Committee.

A faculty member cannot serve on both the department and college promotion and tenure committees at the same time. However, if a departmental level review committee is unable to form a departmental committee that includes a sufficient number of tenured members from that department, simultaneous service of not

more than one member shall be permissible within the department committee and the college faculty assembly personnel committee only.

The term of office for each committee member shall be three years. During the Spring semester, the Promotion and Tenure Committee shall elect one of its continuing members to serve as chair for the next academic year.

Each academic department shall establish a departmental promotion and tenure committee responsible for reviewing departmental faculty applications for promotion and tenure and for making recommendations to the Department Chair and the Promotion and Tenure Committee. Each academic department shall elect five tenured faculty members from within the department, if possible; otherwise, the department shall elect tenured faculty members from outside the department but within the college. The committee shall select its own chair.

Section 4. The *Faculty Development Committee* shall be responsible for developing guidelines related to faculty requests for development funds from the Richard W. Riley College of Education, reviewing faculty requests for funds, and for recommending the disbursement of funds to the Dean. Each academic department will be responsible for the disbursement of faculty development funds allocated at the departmental level.

The Faculty Development Committee shall consist of one faculty member elected from each academic department and one at-large member elected by the Faculty Assembly, tenured or untenured. The term of office shall be two years. The committee shall elect its chair.

Section 5. The *Curriculum Committee* shall be responsible for reviewing all graduate and undergraduate curricular proposals and for making recommendations to the Faculty Assembly. Membership shall consist of one faculty member elected from each academic department and one at-large member, tenured or untenured, elected by the Faculty Assembly. The term of office for all members shall be two years. The committee shall elect its chair.

Section 6. The *Elections Committee* shall be responsible to the Faculty Assembly for the preparation, distribution, and recording of all ballots and other nomination and election materials, the conducting of elections, and certifying to the faculty all elections. The committee shall make recommendations to the Faculty Assembly on the methods for voting. The committee shall include one member from each department, elected by the Faculty Assembly. The term of office shall be two years. The committee shall elect its chair.

Section 7. The *Rules Committee* shall be responsible for recommending to the Faculty Assembly special rules of order and appropriate changes in the Bylaws of the Faculty Assembly and for reviewing guidelines or bylaws of all standing and select committees, task forces, or constituent assemblies of the Richard W. Riley

College of Education to determine consistency with these Bylaws. Membership shall consist of one member elected by each academic department and one at-large member elected by the Faculty Assembly. The term of office shall be two years. The committee shall elect its chair.

Section 8.

The *Unit Assessment Committee* shall be responsible for overseeing the system for data collection, analysis and evaluation, and for the use of data for program improvement for graduate and undergraduate programs in the Richard W. Riley College of Education. The committee is responsible for monitoring compliance with SACSCOC assessment standards for the College and all programs in the College, with CAEP Standards for the College, and with program accreditation standards. The committee will assist in preparation of the CAEP Institutional Report and other College and program accreditation reports as needed. The Unit Assessment Committee shall review all SACSCOC Program Assessment Template Plans and program continuous improvement plans and provide written feedback to program faculty on an annual basis. The Unit Assessment Committee also shall review aggregated unit data and provide written reviews to the Dean of the Richard W. Riley College of Education and other bodies as appropriate.

Membership shall consist of at least one faculty representative from each academic department, one faculty member representing graduate programs in the college, one faculty member representing undergraduate programs, one teacher education faculty representative from the College of Arts and Sciences, one teacher education faculty representative from the College of Visual and Performing Arts, one faculty member representing non-teacher education programs, and the following administrators from the College: CAEP Coordinator, Unit Assessment Coordinator, Director of Graduate Studies, Director of Student Academic Services, and chairs from each academic department. The committee can recommend additional members to the Dean of College of Education.

Section 9.

The *Field Experience and Clinical Practice Committee* shall be responsible for overseeing the design, implementation, and evaluation of clinical and field experiences for initial certification graduate and undergraduate programs. The committee will monitor compliance with CAEP Standards and will assist in preparation of the CAEP Institutional Report. The committee will also support compliance with other program accreditation requirements related to field experiences or clinical practice.

Membership shall consist of a minimum of two faculty representing initial teacher certification programs, two faculty members representing graduate programs involving clinical practice, one teacher education faculty member from the College of Arts and Sciences, one teacher education faculty member from the College of Visual and Performing Arts, one faculty member representing non-teacher education programs, and at least two representatives from school and/or agency partners. The CAEP Coordinator and the following College administrators from Student Academic Services shall hold membership on this committee:

Director of Student Academic Services, Coordinator of Supervision, and Coordinator of Field Placements. The committee can recommend additional members to the Dean of College of Education.

Section 10. The *Diversity Committee* shall be responsible for overseeing the Diversity Plan for the Richard W. Riley College of Education. The committee will support compliance with diversity standards and goals for all College of Education programs, including monitoring compliance with CAEP Standard Four, and assisting in preparation of the CAEP Institutional Report and other accreditation reports. This includes design, implementation and evaluation of curriculum and field experiences that address needs of diverse learners, as well as recruitment and retention of diverse faculty and students.

Membership shall consist of at least one faculty member from each academic department, one faculty member with expertise in working with diverse populations from the College of Arts and Sciences and one from the College Visual and Performing Arts, one faculty member representing non-teacher education programs and at least two representatives from school and/or agency partners. At least one faculty member should represent undergraduate programs and one graduate programs. The CAEP Coordinator and the Director of Student Academic Services shall serve on this committee. The committee can recommend additional members to the Dean of College of Education.

Section 11. The *Dispositions Committee* shall be responsible for overseeing the Dispositions system for the Richard W. Riley College of Education. The committee will provide oversight to the process and the materials used to collect dispositional data on preservice teacher development throughout the program. Specific annual tasks may include: reviewing relevant procedures and materials; analyzing data to share with faculty/clinical partners; and providing resources and support for faculty/clinical partners. Other tasks may include updating the materials and website and providing training for faculty/clinical partners.

Membership shall be appointed to consist of at least seven faculty that meet the following categories: One representative from the Department of Counseling, Leadership, and Educational Studies, one representative from the Education Core, one representative from the Department of Curriculum and Pedagogy, one representative from the College of Arts & Sciences Education faculty, one representative from the College of Visual & Performing Arts Education faculty, one ad hoc representative from the College of Education faculty, and one representative from school and/or agency partners. Faculty should be appointed from both undergraduate and graduate programs, and a faculty member may meet more than one of the above categories.

Members will serve a three-year term. The Dean of the College of Education will appoint the chair and College of Education faculty. The Dean of the College of Education and the Dean of the College of Arts and Sciences will appoint

education faculty from the College of Arts and Sciences. The Dean of the College of Education and the Dean of the College of Visual and Performing Arts will appoint education faculty from the College of Visual and Performing Arts. The committee will nominate a representative from a school and/or agency partner.

The following individuals will serve as ex-officio members and may be asked to participate when appropriate: Director of Field and Clinical Experiences, Director of Student Academic Services, Educators Services Coordinator, and/or Unit Assessment Coordinator.

Article VII, section 3, paragraph 2 amended and approved by Faculty Assembly on November 14, 2003.

Article VII, section 1, paragraph 1; section 2, paragraph 1 and 2; section 3, paragraph 1; section 8, 9, and 10 added to bylaws. Amended and approved by Faculty Assembly on March 5, 2010.

Article VII, section 3, paragraph 3 and 4 added. Amended and approved by Faculty Assembly on March 25, 2017.

ARTICLE VIII

AMENDMENTS

These Bylaws may be amended at any regular meeting of the Faculty Assembly by a two-thirds vote of members present and voting. A proposed amendment must first be reviewed by the Rules Committee. If the Rules Committee finds the proposed amendment consistent with the Bylaws, it then is placed for discussion on the agenda at the next regular Faculty Assembly meeting. A vote to approve or disapprove the amendment shall be taken at the following meeting of the Faculty Assembly. The Chair of the Rules Committee will present the approved amendment to the University Rules Committee for review.

ARTICLE IX

WAIVER PROCEDURES

In an emergency, two-thirds of the total faculty may vote to waive temporarily any procedure stipulated in these Bylaws.

ARTICLE X

RATIFICATION

These Bylaws shall become operative once approved by the Faculty Assembly, reviewed by the Rules Committee of the Faculty Conference of Winthrop University, and approved by the Chief Academic Officer as of _____.

Approved by the Faculty Assembly

_____ Date: _____
(Dean's Signature)

Reviewed by the University Rules Committee

_____ Date: _____
(Chair's Signature)

Approved by the Chief Academic Officer

_____ Date: _____
(Chief Academic Officer's Signature)

Richard W. Riley College of Education Curriculum Committee Bylaws

Section 1. Preamble

The Faculty of the Richard W. Riley College of Education believe that curriculum is central to the mission of the University. Such curriculum should originate from the faculty, be freely-debated, and its dispositions based on consensus. The Curriculum Committee is a representative body within the Richard W. Riley College of Education which reviews all undergraduate and graduate curriculum and program requirements and sends approved action forward for consideration by the Faculty Assembly, the Dean, and other bodies. The Committee will receive recommendations from an academic department and may offer recommendations related to the curriculum to the Faculty Assembly.

Section 2. Roles and Responsibilities

The Curriculum Committee will be responsible for three functions: (1) developing all procedures and policies regarding curricula, (2) reviewing all curricula proposals, and (3) making recommendations to the Faculty Assembly.

Section 3. Levels of Curriculum Review

In all matters related to academic program modification, creation of new academic programs, changes in academic program status, or the suspension of academic programs, a five-level review procedure applies. This procedure is designed to afford all proposed curriculum action a fair and thorough critique, and to clarify the process for curriculum review.

Level One

Curriculum action in the Richard W. Riley College of Education may be initiated by individual faculty members or by program areas. Whatever its origin, such action must be approved by the faculty in a department. When departmental approval has been secured, the proposed curriculum action and all required documentation are forwarded to the Richard W. Riley College of Education Curriculum Committee for Level Two review.

Level Two

The Richard W. Riley College of Education Curriculum Committee examines all Level One curriculum action. When the Curriculum Committee approves the proposed action, by a majority vote, it is forwarded to the Faculty Assembly of the College of Education for Level Three review. When the Curriculum Committee does not support proposed curriculum action, it returns the proposed action to the sponsoring department with an explanation for its decision. Under such circumstances, the department has three options: (1) It may withdraw the proposal; (2) It may revise it and, following departmental endorsement, resubmit for Level Two review; or (3) It may appeal the decision of the Curriculum

Committee to the Faculty Assembly. If a department elects the latter option, it must notify both the Chair of Faculty Assembly and the Chair of the College of Education Curriculum Committee of its intention to appeal and the proposed date of that appeal.

When an appeal of a Curriculum Committee decision is heard by the Faculty Assembly, both sides of the dispute are afforded an opportunity to present their cases. A simple majority of the Faculty Assembly will resolve the dispute. When a majority of the Faculty Assembly supports the decision of the Curriculum Committee, the proposed curriculum action is returned to the department with an explanation of the Faculty Assembly's action written by the Assembly's chair. Should a majority of the Faculty Assembly support the departmental appeal, the Chair of the Faculty Assembly will provide written notification of the Faculty Assembly's action to the Curriculum Committee, directing that it's Chair take appropriate action to move the proposed curriculum action forward for Level Three review.

Level Three

The Faculty Assembly is responsible for Level Three review of proposed curriculum action. When the Faculty Assembly approves the proposed curriculum action, by a majority vote, the proposal is forwarded to the Dean for Level Four review. When the Faculty Assembly does not approve the proposed curriculum action, the proposal does not move forward. If the sponsoring department elects to revise curriculum action rejected at this level, it must seek departmental approval of the revised action at Level One of this procedure.

Level Four

The Dean of the Richard W. Riley College of Education is responsible for review of proposed curriculum action at Level Four. When the Dean approves the proposed action, it is forwarded to the appropriate committee for Level Five review. If the Dean does not support the proposed curriculum action, the Dean must communicate an explanation of the disapproval to the Faculty Assembly within 30 days. A three-fourths vote by the total faculty will be sufficient to override the Dean's disapproval of any action of the Faculty Assembly [Article II, Section 3, College of Education By-Laws]. If the sponsoring department elects to revise curriculum action rejected at this level, it must seek departmental approval of the revised action at Level One of this procedure.

Level Five

Level Five review of proposed curriculum action is conducted by either the Educator Preparation Committee, Academic Council, and/or Graduate Council. When the proposed curriculum action pertains directly to the Teacher Education Program, it is reviewed by the Educator Preparation Committee under rules established by the University. If approved by the Educator Preparation Committee, the proposed curriculum action is forwarded to either Academic Council or Graduate Council, whichever is most appropriate under University guidelines. Proposed curriculum action that does not directly impact the Teacher Education Program is forwarded from the Dean of the Richard W. Riley College of

Education to either Academic Council or Graduate Council for additional review under University rules.

Section 4. Membership

The membership of the Curriculum Committee shall consist of one faculty member elected from each academic department and one at-large member elected by the Faculty Assembly, tenured or untenured. The term of office for all members shall be two years. The committee shall elect its chair.

Section 5. Length of Service

All elected and appointed members serve two-year terms. In the event a member cannot complete the term of office, the appropriate body elects or appoints a replacement for the unexpired term only.

Section 6. Chair

The Committee selects a Chair at the last meeting of each year from among its elected members. The Chair will have one vote.

Section 7. Vice Chair

The Committee annually selects one elected member to serve as the Vice Chair for the academic year.

Section 8. Meetings and Quorum

All meetings of the Committee are conducted according to Roberts Rules of Order and are open to all interested parties.

All meetings of the Curriculum Committee are open meetings. Faculty, department chairs, staff and students are welcome. Formal requests to be included on the agenda must be made to the chair one week prior to the meeting. The Curriculum Committee, through the chair, may invite faculty and/or chairs to attend meetings when specific curriculum action warrants further explanation. Meetings are announced no less than three working days prior to the dates of those meetings.

A quorum of the Curriculum Committee consists of the Chair or Vice Chair and a simple majority of members.

Section 9. Minutes

The minutes of the Curriculum Committee are officially recorded and circulated to all members, department chairs, and the Dean. The minutes will be posted on the Learning Management System.

Section 10. Support Staff

The Dean is responsible for providing support staff to the Curriculum Committee.

Section 11. Subcommittee

The Committee creates such ad-hoc committees as it deems appropriate.

Section 12. Reporting

The Committee reports at least once each semester to the Faculty Assembly. Copies of action approved by the Committee will be posted on the Learning Management System.

.

| |
|---|
| <p style="text-align: center;">Winthrop University Educator Preparation Committee By-Laws</p> |
|---|

Bylaws are located in the [Educator Preparation Committee](#) section of the Winthrop University Policies website


FCUP Report

- President Mahony and Provost McCormick visited the Library and CVPA faculty assemblies on Friday, September 13.
- FCUP subcommittee meeting with the president and provost on Monday, September 16.
- Up next: More visits – Friday, October 18
 - CAS, 2:00 – 2:30pm
 - CBA, 2:45 – 3:15pm
 - COE, 3:30 – 4:00pm

Reminders

- FERPA refresher — What is “Legitimate Educational Interest?”
- S/U policy reminder
- Interim grades due Thursday, October 3, by 5pm.

Announcements



THURSDAY • OCTOBER 24
9AM-12 NOON
West Center

What is Fresh Check Day?

- A mental health check-in with college students
- Engages students through interactive booths
- Value mental health as important as physical health

Why is Fresh Check Day Important?

- Suicide: 2nd leading cause of death among college students
- 18-24 years: Average onset for most mental health disorders
- Most students are often unaware of available resources
- Anxiety & Depression: Most prevalent among WU students who access Counseling Services

How can faculty help?

- Encourage students to attend/support students who attend
- Connect Fresh Check Day to class activity/syllabus
- Offer extra credit, if possible (can submit a photo of stamped participation card)
- Attend Fresh Check Day!!!