

# Winthrop University Faculty Conference

21 August 2020

2:00 p.m., Blackboard Collaborate Ultra

## Agenda

- I. Approval of Minutes for April 17, 2020 Faculty Conference
- II. Report from the Chair Adolphus Belk, Jr.
- III. Report from the Interim President George Hynd
- IV. Report from the Provost/Vice President for Academic Affairs Adrienne McCormick
- V. Academic Council Kelly Costner
- VI. Committee Reports  
A. Rules Committee Trent Kull
- VII. Update by the Diversity Council on Diversity, Equity, and Inclusion Workshops Jeannie Haubert
- VIII. Office of Computing and Information Technology Patrice Bruneau
- IX. Registrar, Office of Records and Registration Gina Jones
- X. Unfinished Business
- XI. New Business
- XII. Announcements
- XIII. Adjournment

# Winthrop University Faculty Conference

17 April 2020

2:00 p.m., Blackboard Collaborate Ultra

Minutes

(Note: A video recording of the meeting can be found [here](#).)

## I. Approval of Minutes

Faculty voted to approve the Minutes, as amended, from February 28, 2020 Faculty Conference.

## II. Report from the Chair

**Adolphus Belk, Jr.**

A. First, Dr. Belk acknowledged the passing of Mr. Jack West, son of Winthrop alumnae Lois Rhame West and South Carolina governor, and Dr. Ameda Avrill Manetta, former Associate Professor of Social Work.

B. Next, Dr. Belk offered just a few remarks as his Chair's Report was shared via email earlier in the week. (See full report in Appendix 1.) He noted that some students suffered unexpected financial troubles as a result of vacating the dorms due to the [COVID-19](#) threat. To that end, the Winthrop Foundation created [a special fund](#) (charity registration no: 237378001) "to help students who are faced with difficulties during the campus closure and move to remote instruction." When first shared there was approximately \$5,000 in the account, now it is over \$10,000. He urged faculty members to consider supporting this effort. Lastly, Dr. Belk asked if there were any questions, comments, or concerns relating to his report. Hearing none, he moved to the report from the interim president.

## III. Report from the Interim President

**George Hynd**

Dr. Hynd stated that he appreciated the opportunity to address the faculty at this time. He sincerely wished it was in-person and he regretted not having the chance to meet very many of us. This has been an extraordinarily difficult time in many ways. He congratulated the faculty and staff for rising to meet the challenges presented by these taxing circumstances.

Dr. Hynd then voiced his enthusiasm about being an Eagle—even during these hard times. He has followed the university for many years and now, as its interim president, he is very pleased with what he has learned about the institution and its students. When he thinks about the university, he thinks about transformations. Winthrop today is much different than the school that was founded in 1886. Of course, it started as a training school for women teachers and has since grown into an incredibly fine liberal arts and sciences institution that is also known for its programs in business administration and the visual and performing arts. Thus, Dr. Hynd feels truly blessed to be here.

Next, Dr. Hynd expressed gratitude to Winthrop's exceptional leadership team for pulling together to help navigate the last several weeks. He offered special thanks to Provost Adrienne McCormick, Vice President Justin Oates (Finance), Vice President of Lisa Cowart (Human Resources), Vice President Eduardo Prieto (Access and

Enrollment), Vice President Evan Bohnen (University Advancement), Vice President Ken Halpin (Athletics), and Vice President Sheila Higgs Burkhalter (Student Affairs). These are all outstanding individuals and have definitely burned the midnight oil helping us get through this challenging time.

### **Aspirations & Realities**

Having consulted with both the Board of Trustees and senior leadership, Dr. Hynd articulated a set of aspirations for the institution. They include:

- Meeting some of the new challenges faced by Winthrop.
- Providing new programs and health care for our students.
- Providing academic programs for our students that would help them secure new employment opportunities upon graduation.
- Making meaningful connections with the City of Rock Hill, Fort Mill Township, and other communities across the state and region.
- Refreshing our interactions with the South Carolina Commission on Higher Education ([CHE](#)), taking advantage of CHE resources, and connecting to the state legislature in ways that would benefit the university.
- Help develop a realistic and modifiable budget trajectory (3 to 5 years) based on the realities of Winthrop's current enrollment.
- To build a solid foundation for the next president to launch a comprehensive fundraising campaign. Dr. Hynd thinks we can all appreciate that philanthropy is probably more important than ever in these very challenging financial times.

### **Meeting the Unprecedented Impact of COVID-19**

Dr. Hynd was only in his office for 8 days before everyone had to move to working remotely. Thus, it has been hard not being physically on campus every day. Even so, he thinks this is our new reality until conditions improve.

#### **Remote Work and Instruction**

- The shift to working from home and/or providing remote instruction to students has made a significant impact on the university. Dr. Hynd knows everyone has questions about when we will return campus—a common concern across institutions of higher learning. Having regularly consulted with presidents at other South Carolina colleges and legislative leaders, Dr. Hynd reported that no one has a clear idea of exactly when we will be back. He added that Governor Henry McMaster has suggested to the legislature that they may reconvene sometime in mid-June or a little bit later we will be coming back to campus, perhaps in stages. The interim president also expressed hope that Winthrop will have an in-residence experience this fall. Some colleges are already considering whether or not and when they may make a decision about online instruction and remote working in the fall. The best thing we can do is stay tuned. It is clear that several things need to happen before the state and campus can reopen. One such thing is the availability of widespread COVID-19 testing. Once we have that, then we will have a better idea of the incidence of the virus,

and whether or not it is safe for people to begin to congregate—even with physical distancing.

#### Budget Impact

- COVID-19 has probably cost the university between \$5 million to \$7 million. This includes roughly \$2.4 million on refunds for housing, \$1.4 million on refunds or rebates to students for unused dining services, \$60,000 for parking refunds, and a net loss in Athletics of about \$500,000. The shift to remote learning and the associated technology infrastructure and future costs require an anticipated investment of \$750,000. In addition, the university must clean and sanitize its facilities to promote public health and safety—an estimated cost of \$250,000. Dr. Hynd also anticipates the potential loss in summer revenue to be \$500,000, though he hopes that is not the case. When you put all of that together, and keeping a reserve for other unanticipated expenses, that will likely total around \$6 million to \$7 million.
- Some good news is that working together with Sheila Higgs Burkhalter (Student Affairs) and Justin Oates (Finance), checks will soon be going out to the students for their refunds on their unused Housing and Dining. It is important to understand that there may also be budget implications for the renovations and repair work that was going to be scheduled for this summer and fall. We are still waiting to hear from the legislature regarding the status of those resources and what we might receive along that line.

#### The Coronavirus Aid, Relief, and Economic Security (CARES) Act

- The CARES Act was signed into law on March 27, 2020. It provided over \$2 trillion in economic relief to the states and the American people—including aid to higher education. Winthrop will receive \$5.4 million in all, fifty percent of which has now been applied. Dr. Hynd reported that approximately \$2.7 million of that is earmarked for the students. He stressed it is important to understand that we are not to use that money to reimburse ourselves for any expenses that we may have incurred because of the coronavirus. In that perspective, we received some guidance, though not nearly as much as the college presidents would have liked. Still, there is a preference to make sure that Pell eligible students are highlighted in our distribution of these resources, primarily for the reason that the \$5.4 million allocation comes on the basis of the number of Pell eligible students that we have. (Approximately 43 percent of Winthrop students are Pell eligible.) Therefore, Pell eligible undergraduate students will receive a check for \$736.42. Our other undergraduates will receive a check for \$436.42. Graduate students will also receive a check for \$436.42. The interim president emphasized that the checks are going out as fast as Winthrop can distribute them. That will totally extend the money that we have been provided to assist students impacted in multiple ways because of the move to remote instruction and having to leave campus. We can only imagine the incredible individual experiences that our

students are having. Hopefully these resources will help better manage the financial realities they have encountered this semester.

### Enrollments

- The university's budget is heavily based on enrollments. You may recall that the [Winthrop Plan](#) had a goal of growing the overall enrollment to 7,000 students by fall 2025 with a stretch goal of 7,500 students. Some hoped that figure might reach 10,000 students at some point. That objective might not be in reach. However, there is some good news on this front. Dr. Hynd congratulated Eduardo Prieto and his team in Access and Enrollment Management for creating incredible, inspirational videos to potential students. They have worked the phones, worked email, and really maintained contact with students who might register for classes next year. Furthermore, the Board of Trustees granted us permission to use test optional admissions for this summer 2020 as well as the 2020-2021 academic year. The interim president thinks this will help greatly because, as you are aware, the SAT and the ACT examinations were canceled for the prior two months, January and February. It is Dr. Hynd's understanding that the SAT will also be cancelled for June. They could move in the fall to online administration of the SAT or ACT, but that is yet to be determined. Even so, Winthrop will be test optional as will other institutions in South Carolina. And next year you will see more South Carolina colleges and universities move to test optional application and admission processes.
- There is also a bit of positive news on summer registrations. To date, our summer pre-registrations and registrations are up by 36 students. For fall registrations, based on early data, undergraduate and graduate combined are down about 170 students. We are hopeful that those numbers will improve as we move forward in the process of admitting students. As we travel further down the road, we will be able to reach out to those students and give them a much better indication as to whether or not they can come to college next fall and have the sort of experience that Winthrop provides undergraduate and graduate students.
- Furthermore, Dr. Hynd thinks it is really important to use this moment to think about moving on policies or practices that were long under consideration. One good example is the temporary shift to test optional admissions. Dr. Hynd thinks the Board made the right decision here and he is grateful for its support. That said, there is also twenty to thirty years' worth of research which suggests that standardized tests are not reliable predictors of student success—particularly for those from underrepresented populations. Stronger indicators include high school GPA and the particular kinds of classes that students completed in high school. Therefore, the short-term shift in admissions procedures now affords the university an opportunity to consider a long-term change.

## **Being Strategic in Transformational Times**

As we move forward, perhaps this summer and certainly through the fall, we can revisit the aspirations stated in the Winthrop Plan, evaluate our progress, explore other opportunities, and perhaps revise the Winthrop Plan based on the new realities of likely lower enrollments and the new financial plan. Dr. Hynd said that we are looking forward to the South Carolina legislature coming back in session and it can address a number of things, most especially a budget moving forward into the 2021 fiscal year and beyond.

It is important to note that we will likely continue to operate over the next month or so (or even longer) on a continuing resolution. As part of that continuing resolution, we are to assume that we will receive the same budget allocation as last year. The fact of the matter is, given the circumstances, we would be grateful to have the budget we had this past year. Therefore, it is important to be as frugal as possible in managing our resources. This has included moving forward with a hiring freeze. To date, about 36 jobs were frozen, including faculty and staff positions. Dr. Hynd appreciates the leadership's guidance on this front. We have made some very difficult decisions ahead, but we are going to continue to keep the needs of our students first and foremost in our consideration as we think about what to do with other positions that may open up in the near future.

Having said that, the hiring freeze has produced a savings of roughly \$2.2 million to Winthrop's bottom budget. Dr. Hynd also reported that Winthrop has instituted reasonable restrictions on expenditures at this point in time, with a limit of \$5,000 to our deans and vice presidents. Things above that level must come to the interim president for approval. Going forward, we need to sequester our resources because while we know we will get about \$2.6 million from the federal government as the other fifty percent of the CARES Act distribution, we do not know what restrictions will be placed on it in terms of our needs and our expenditures. Thus, we need to be very careful with our budget resources as we move forward.

## **Closing Remarks**

Dr. Hynd has certainly appreciated all the stories he has heard about Winthrop. He has learned about the challenges faced by our students and he is very sympathetic to them. He is also sympathetic to the professors, especially those who have not worked online before. So, we are all dealing with new opportunities for learning new ways of doing things. There truly is an Eagle spirit here! Furthermore, Dr. Hynd has heard from Winthrop alumni, members of the Board of Trustees, faculty, staff, and current students, and he knows we are all committed to making sure that we get through these unexpected and challenging times in a way that will uplift the university. He is looking forward to meeting each and every one of us in person once we are back on campus.

## **Questions and Comments for Dr. Hynd**

- Will furloughs be considered for faculty for next academic year? Dr. Hynd did say that furloughs have come up in the Zoom meetings. For some institutions,

furloughs will be necessary because it is an opportunity to conserve resources. In 2008-2009, Winthrop had a furlough program in accordance with state law, which at that time required all employees to take the same number of furlough days (9 in all). At the present time, though, furloughs are not a reality. The simple reason is that furlough programs must be authorized and approved by the state legislature. One thing that is concerning about the current furlough law is that everyone must be treated equally. Dr. Hynd has maintained that if furloughs are to be implemented, then we must have a trigger point, and looking at a categorical approach so that those making less money would have a shorter period of furlough and those with higher incomes would have a longer period of furlough. If we are going to move towards furloughs, then Dr. Hynd anticipates the conversation to become more serious in May or June when we have a better understanding about our financial picture.

- A comment was made that faculty have been working hard to move classes online, doing virtual advising, recruiting new students, etc. If something is going to be done, it has to be well thought out.
- Another comment was made that many people have expenses up to their level of income, so just because they are in a higher income bracket does not mean they can afford more furlough days. Dr. Belk did note that we appreciated Dr. Hynd's point about trying to find a way to make furloughs more equitable, if possible.
- Do we have a hard date by which we need to make a call about what fall 2020 instruction will look like? That decision has not been made at this time.
- Is the University considering proactively changing the schedule for classes to be online so that better long-term preparation can be made, and courses can be designed from the beginning to operate in the online only format? Dr. Hynd replied that we are putting money aside for professional development opportunities for our faculty to either develop new courses or retooling an existing courses to an online delivery. One of the expenses he did not mention earlier was that we have actually appropriated some monies for professional development for faculty to essentially work with a mentor in developing their online course.
- How might the budget freeze impact the allocation of funds from the salary class and compensation study and is there a timeline for allocating those funds? Dr. Hynd is very much in favor of moving forward in trying to address the faculty and staff compensation. However, we want to make sure we address all the data related to the evaluations that were done on all the different position. At a prior institution it cost about \$3 million to address those inequities in salaries and it had to be done over a two-year period. He unsure of what the amount is here, but he thinks we need to put that into the budget planning so that we do move on the issue and we may need to move forward on that through some kind of a stepwise process.
- Would it be possible to reconsolidate some of the administrative positions for salary saving? Anytime we have a vacancy we are going to be looking at if we can redistribute some of those responsibilities and duties.

- Are there any discussions of calendar adjustment? The answer was no, not that Dr. Hynd was aware.
- Are there any discussion about program cuts or RIFs (Reduction in Force), if so, what metrics are they using? The answer was no. In fact, the Board has approved new programs. There may be a possibility that they may let some people go so they can collect the unemployment insurance plus the \$600 checks per month for the next four months.
- A question was asked about being forced to take a tenure clock extension as a means a save money. Provost McCormick will address this more in her report, but Dr. Hynd briefly responded that it is important to maintain the normal process we have with regard to the tenure pathway. The Provost has worked with the Academic Council and others in making some accommodations and Dr. Hynd has reviewed those accommodations with the Provost and plans on endorsing them moving forward.

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

Below you will find a synopsis of policy changes, re-invented processes, and procedures reviewed but which will remain unchanged as a result of the shift to remote instruction:

**A. S/U policy change:** expanding options for students to select S/U grading for Spring 2020: <https://www.winthrop.edu/recandreg/su-spring2020.aspx>

**B. Remote Instruction Supports:** Many kudos to our brilliant team in [WOOL!](#)

- [Continuity of Instruction](#) website has been a valuable tool for faculty and is updated frequently.
- [Remote Instruction guidance](#) for students was also set up through WOOL.
- Material pick-up dates were arranged for students in the arts.
- Keyboards were supplied to piano students who had no instruments of their own.
- Accessibility supports were put in place to accommodate students in the new remote environment.
- Virtual counseling was set up through our partners in Health and Wellness.
- Maxient was deployed to track student concerns across the institution.

**C. Faculty/Staff/Student technology needs:** Laptops from Dacus Library, the College of Education ITC, and department laptop carts were distributed to students who needed them, and new MacBook's the campus purchased for general use were earmarked for students in art and design programs who needed them.

- IT also procured All-In-Ones from our labs to provide computers to many faculty and staff.
- A few hotspots were provided as well for a small number of students who needed WIFI access.



- Licenses were provided for key software so students/fac/staff could have home access.
- D. Remote tutoring supports:** The Writing Center, the Math Tutorial Center, and the Academic Success Center shifted seamlessly to online tutoring sessions and supports. Please continue to send your students for help. Even if students did not attend a seminar, they can reach out for help if they need support on navigating the challenges presented by the remote instruction period
- E. Grading for Spring 2020:** conferring grades of CR and UN instead of D and U to protect student GPAs and help them retain state scholarships:  
<https://www.winthrop.edu/recandreg/grading-spring2020.aspx>
- F. Adjustments to course withdrawal deadline:** No change. Students still have the option to file for a late withdrawal with extenuating circumstances, as always.
- G. Final exam schedule:** Removed time periods and clarified expectations that final work should occur in finals week, not the last week of classes. Final Exams are assigned a day only, not a date and time.
- H. Final grade deadline:** Monday, May 11, for all grades. More from Registrar Gina Jones later.
- I. Academic Standing:** No decisions have been made in this area yet, but ALC will discuss.
- Other schools are modifying probation/suspension recommendations. If students earn the grades to get off probation, they will be off probation. If they do not earn the grades to get off probation, some schools are extending the next decision-making step to the following full semester rather than recommending suspensions based on Spring 2020 performance.
- J. Student Course Evaluations:** will be implemented as usual, but inclusion in annual reports and pre-tenure, tenure, post-tenure, and promotion processes that will include data from Spring 2020 will be optional. The following accommodations for faculty are approved as a result of the move to remote instruction in Spring 2020:
- Inclusion of Spring 2020 student course evaluation data will be optional for faculty annual reports henceforth.
  - Inclusion of Spring 2020 student course evaluation data will be optional for pre-tenure, tenure, post-tenure, and promotion cases henceforth.
  - Training and guidance for Chairs and committee members on how to evaluate faculty performance as a result of the pandemic will be forthcoming.

- K. Tenure and Promotion reviews:** The University-level Faculty Personnel Committee has completed its review of all cases, and Provost McCormick has transmitted her recommendations to President Hynd. They are drafting letters, so that notifications will go to all faculty via email (with read receipt requests) and be followed by hard copy letters in future. These will be delivered before the May 15 deadline.
- L. Congratulations to the 2019-2020 Faculty Award Winners!** Interim President Hynd and Provost McCormick joined Tim Drueke, Jennie Rakestraw, and P.N. Saksena in Zoom- and Blackboard-bombing faculty recipients during department meetings. This was almost as much fun as unexpected classroom drop-ins! This year's awardees are as follows:
- **Distinguished Professor:** Brad Witzel, Professor of Special Education.
  - **Outstanding Junior Professor:** Crystal Glover, Assistant Professor, Early Childhood Education.
  - **Jane LaRoche Graduate Faculty Award:** Ariana Cordis, Associate Professor, Accounting.
- M. Commencement:** No decisions have been made, but a small group is weighing options for virtual celebrations this summer as well as a more traditional commencement plan for Fall 2020.
- N. Summer Sessions:** Courses in A, B, and C session were moved online; D session is currently proposed as campus-based.
- Streamlined sections of WOTC 101 and 102 commenced April 10 to support faculty shifting their courses to fully online modality. Faculty who complete the new section(s) of WOTC 101 and/or 102 and offer an online course for the first time in Summer Session 2020 on Blackboard will receive up to \$1000 in additional funding to reimburse professional development cost in AY 2020-2021.
  - Decisions about D session and Fall modalities will be made by Senior Leadership in consultation with CHE and with inputs from DHEC and the Governor's Office.
- O. Academic Policy Review:** continuing in ALC and in individual units as we continue to update policies to our new policy repository format and keep SACSCOC compliance review and report writing deadlines in mind.
- P. Faculty/Staff Searches and Hiring Freeze:** Senior Leadership reviewed all positions that were in the pipeline and reconsidered them on a case-by-case basis, to see if they were:
- Essential for immediate hire
  - Essential to resume, but held until operations return to normal
  - Recommended to be held until next year
  - Recommended to be held indefinitely

- Prior to the partial hiring freeze, Academic Affairs had completed 16 searches (8 faculty, 7 staff, 1 Dean)
- After review, the President and Provost McCormick approved to continue 10 searches (8 faculty, 3 staff, 1 Dean)
- Due to the freeze, Provost McCormick recommended holding 14 searches (8 faculty, 4 staff, 2 leadership):
  - Held for consideration when we resume (4 staff, 2 leadership)
  - Held for consideration next year (6 faculty positions)
  - Held indefinitely (2 faculty positions)
- Instructional hires are not frozen. We will continue to staff summer school and Fall with existing full-time faculty and the part-time adjuncts we need to meet enrollment demands.
- Exceptions to the partial hiring freeze may be requested through your Dean, the Provost, and CPA for crucial staff positions that maintain essential business processes.

**Q. Research Council Awards:** We had an unprecedented number of requests this year, and Provost McCormick worked to find additional funding before the virus hit and changed the playing field. After the virus, Provost McCormick asked the Research Council to review faculty research plans. Their recommendations are now ready, but Provost McCormick will have to weigh this expenditure in consultation with the CFO to ensure we have adequate funds to confirm the proposed awards.

**R. CHE collaborations:** Provost McCormick have worked with a team of other Provosts, CFOs, and Chiefs of Staff to align our planning around student fee reductions

- All SC institutions agreed, and a press release went out confirming that students would have unused portions of their residence hall, dining, and parking fees reduced pro-rata based on when we shifted to remote instruction.
- Any resulting balances are being refunded to students through direct deposit or mailed as refund checks.
- Some students and parents have questioned why tuition and fees were not refunded. Because instruction continued and fees are expended throughout classes, no institution in South Carolina refunded tuition or fees paid for Spring 2020.
- Basic CHE approval timelines were delayed, but a special session has been called for June to catch up on the backlog of new academic program proposals and program modifications that we submitted.

**S. Human Resources has been reinventing processes in the remote work environment.**

- Supervisors were able to assign students remote work, so that we could continue to provide income to those students who need it the most.

- Careful tracking of those in work status has taken place to ensure that those who could not work were eligible for paid leave and/or unemployment.
- New processes have been established Lisa Cowart and her team to monitor hiring exceptions and any required salary increases (due to change in status, promotion, etc.)
- We will return to our progress on the Classification and Compensation process very soon.

**T. Communications released from Finance and Business Affairs** on budget reviews using our new Budget versus Actual reporting formats. Meetings happened all week this week to review immediate spending needs, needs through April 30, and needs through June 30.

- The Budget freeze means that all expenditures must be approved by a Dean or Vice President.
- Expenditures of \$5,000 or more must also be approved by Finance and Business Affairs.

**U. The CARES Act** passes with relief funding for higher education. For details, see this discussion from the American Association of State Colleges and Universities: <https://www.aascu.org/AASCUAdvantage/Articles/COVID-19/>

- Justin Oates and his team in Finance and Business Affairs partnered with Grants and Sponsored Research to file our certificate with grants.gov to ensure disbursement of student and institutional relief funding.
- Award amounts were established using a rubric the DOE developed based on numbers of enrolled PELL recipients.
- Winthrop's allocation is \$5,382,130.
- \$2,691,035 of this will pass through Winthrop in direct assistance to students.
- Senior Leadership is just beginning conversations regarding the stipulations on using the remainder of these funds, as well as how to allocate the amount that must be awarded to students.

**V. Senior Leadership is working on decision timelines and scenario-planning.**

- Eduardo Prieto and his team have flipped their recruitment efforts into a virtual enterprise. Planning is well underway for the virtual Winthrop Day on April 26.
- Shelia Burkhalter and her team are working on plans for virtual orientation modules, should they be necessary. We want to ensure students have a strong orientation experience.
- We are making plans for potential future decision deadlines based on remaining unknowns regarding when social distancing requirements will end and watching advice from DHEC and CDC.
- We will communicate frequently regarding decisions about Summer Session D, online summer orientation planning, impacts on Fall 2020

enrollment, FY21 budget planning, and beyond.

**W. Senior Leadership is interested in ways we can work together to promote the Winthrop Spirit.** We all feel challenged by this remote work environment. We are literally isolated from one another. But we can and must think of ways to rebuild and reaffirm the community that defines Winthrop. Provost McCormick is happy to hear suggestions for what you'd like to see in this regard!

**Questions and Comments for Provost McCormick**

- If full-time or adjunct faculty start WOTC 101 or 102 before April 10<sup>th</sup> but after Spring Break, will they be included in the \$1,000 or \$700 compensation? Adjuncts who take WOTC 101 always receive the \$700 stipend and that is not time-bound. Adjuncts receive that one-time \$700 compensation after taking the course and offering their first online course. Any faculty member who is teaching a fully online course for the first time this summer is eligible for the \$1,000 profession development funds for the next fiscal year. If you have specific questions, please contact Drs. Jack DeRochi or Kimarie Whetstone.
- What amount of money owed by current students places a financial hold on their account which results in their ability to register for classes and what might we consider adjusting this in the context of COVID-19 to get as many students as possible registered and planning on returning in the fall? Provost McCormick is not sure of the answer but will add this to her list of questions and will follow-up. Justin Oates added that they are allowing students to still be able to register for classes with balances up to \$2,800.
- Approximately how much money are we saving by not using heating, air, etc. in our classrooms and residential halls? Provost McCormick is not sure of the exact number but knows they are monitoring all utility expenses.
- There was a question concerning the impact of COVID-19 with graduate assistantships. That question was redirected to Dean Jack DeRochi.

**V. Academic Council**

**Kelly Costner**

AC recommended approval of the following degree program actions:

BS-CYBR New degree program – approved by Faculty Conference

AC recommended approval of the following first certifications for courses to be included in the General Education curriculum:

First Certifications – approved by AC

HART	READ 590	Children's Literature
Oral	FREN 202	Intermediate French II
	FREN 220	Fairy Tales, Songs, and Comics
	SPAN 202	Intermediate Spanish II
SOCS	PLSC/MMST 316	LGBTQ Politics & Policy
Tech	CSCI 327	Soc Implications of Computing
GLOB/HART	ARTH 421	Medieval Pilgrimage
GLOB/HART/HIST	ARTH 358	Art & Architecture of the Islamic Worlds

ARTH 455  
VCOM 392

Museums, Monuments, & Cul Heritage  
Special Topics (for one topic only,  
offered in Spring 2021)

These courses were approved by Faculty Conference

Recognition for jobs well done:

- Laura Glasscock, Chair of Committee on Undergraduate Curriculum
- Alice McLaine, Chair of General Education Committee
- Gen Ed Component Review Committee for Physical Activity  
DeAnn Brame, Dustin Hoffman, Erin Hamel
- Gen Ed Component Review for Quantitative Skills  
Kristen Abernathy, Brad Witzel, Kristen Wonderlich
- Bylaws working group: Developed language to establish General  
Education Assessment Committee
- Alice Burmeister, Jennifer Disney, Wendy Sellers with special assistance  
from Gloria Jones

Please see the AC meeting minutes from Fri 04-03-2020 available at

[https://www.winthrop.edu/uploadedFiles/recandreg/CUI\\_AC/2020-april-ac-minutes.pdf](https://www.winthrop.edu/uploadedFiles/recandreg/CUI_AC/2020-april-ac-minutes.pdf)

for details on:

- Additional curriculum action (not requiring FC vote)
- Reports from subcommittees of AC
- Approval of Research or Creative Scholarship Course Attribute
- Approval of Spring 2020 Alternate Grading System (using CR, UN)

#### **VI. Committee Reports**

All committee reports were shared prior to the meeting via the Faculty Conference listserv.

#### **VII. Registrar, Office of Records and Registration**

**Gina Jones**

- All final grades will be due by 9 a.m. on Monday, May 11, 2020.
- Due to our not having commencement ceremonies on May 7 or May 9, there is no need to require grades early. Even so, early grades are most appreciated. We still need to award student degrees so we can mail diplomas the week of May 11.
- A list of graduating students will be sent by May 1.
- Because of the S/U deadline, grades will not be able to be turned on until April 29.

Provost McCormick added as a reminder to not conduct any final assessments during the last week of class.

#### **VIII. Unfinished Business**

There was no unfinished business.

**IX. New Business**

At this time, Zach Abernathy, Chair of Rules Committee, proposed an addition to the Academic Council Bylaws. The addition of the **General Education Assessment Committee**. This is just formalizing the work that is currently being done.

**X. Announcements**

Graduate Faculty Assembly is meeting in this same “room” immediately following Faculty Conference.

**XI. Adjournment**

The meeting was adjourned at 3:39pm.

Respectfully Submitted by,  
Tenisha L. Powell, Ph.D.  
Secretary, Faculty Conference  
Associate Professor of Early Childhood Education  
Winthrop University

**Appendix 1**  
**Winthrop University Faculty Conference**  
17 April 2020  
2:00 p.m., Blackboard Collaborate Ultra

**REPORT FROM THE CHAIR**

**I. “Winthrop Ever Stand”**

Much has changed since our last meeting. The interim president and provost will talk more about coronavirus ([COVID-19](#)) and the challenges it presents for Winthrop. For my part, I simply want to say three things.

First, **thank you** for everything you have done to confront this challenge. The COVID-19 threat radically altered both student advising and the delivery of what were intended to be face-to-face courses. In the space of about one week you shifted those activities to the remote environment—in some cases without much prior online training. Please continue to utilize tools such as the [Continuity of Instruction](#) and the [Online Teaching Resources](#) sites as you manage your courses for the remainder of the semester.

Next, the pandemic has produced personal and professional hardships, including lost opportunities for scholarly activity and professional development. Therefore, as Faculty Chair, I have raised concerns about what these disruptions mean for faculty work—particularly for tenure-track professors. Similarly, I have shared concerns about what all this might mean for spring 2020 student evaluations of teaching for all faculty. Trust that the university’s senior leadership and the Board of Trustees are aware of these issues.

Finally, this labor has placed all of us under considerable stress. Thus, as you take care of your families and tend to your Winthrop responsibilities **please remember to take care of yourselves**. Among other things, [the Centers for Disease Control \(CDC\) recommends](#) that we take breaks from watching, reading, or listening to news stories about the pandemic. In addition, it suggests we take care of our bodies, make time to unwind, and connect with people we trust to talk about our concerns or feelings. The CDC also advises that we tend to our mental health—especially if we have preexisting mental health conditions. These are the sorts of behaviors that will help us persevere.

**II. Report on the Board of Trustees Meetings and Teleconferences**

The Winthrop [Board of Trustees](#) held five meetings in March and April. They are summarized below.

**March 6, 2020: Committee on Finance Meeting, Thompson Conference Room**

- Executive session.
- Campus response plan regarding COVID-19.



- Update on information security planning.

**March 13, 2020: Full Board Meeting,<sup>1</sup> Gold Room, the DiGiorgio Campus Center**

- **Committee on Academic Quality**
  - Reviewed new undergraduate academic programs.
  - Reviewed Master of Arts in Teaching program proposal.
  - The committee voted to advance each program proposal to the full Board of Trustees for review and approval.
- **Full Board Meeting**
  - Report from the Committee on Academic Quality.
  - Report from the Chair of the Board.
  - Report from Dr. George Hynd, Interim President.
  - Report from Dr. Adrienne McCormick, Provost and Executive Vice President for Academic Affairs.
  - Executive session.<sup>2</sup>
- **Actions taken by the Board**
  - Approved [resolution](#) to establish Bachelor of Arts in Data Science.
  - Approved [resolution](#) to establish Bachelor of Science in Applied Software Development.
  - Approved [resolution](#) to establish Bachelor of Science in Educational Studies.
  - Approved [resolution](#) to expand Master of Arts in Teaching by adding Early Childhood Education, Elementary Education, Middle Level Education, and Special Education certification areas.

**March 20, 2020: Full Board Meeting via Teleconference**

- Recap of and update on university reactions to COVID-19.
- Executive session.

**March 30, 2020: Full Board Meeting via Teleconference**

- **Committee on Finance Meeting**
  - Update on university fiscal issues related to COVID-19.
  - Executive session.
  - Consideration of summer session 2020 tuition and fee schedule.
- **Full Board Meeting**
  - Update on university actions related to COVID-19.
  - Executive session.<sup>3</sup>
  - Consideration of summer session 2020 tuition and fee schedule.
- **Actions taken by the Board**

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<sup>1</sup> This meeting was originally intended to be a two-day retreat which was rescheduled from February. However, it was reorganized into an abbreviated session due to the evolving COVID-19 threat.

<sup>2</sup> Board of Trustees Chair Mr. Glenn McCall invited both the student and faculty representatives to participate in part of the executive session.

<sup>3</sup> Mr. McCall invited the student and faculty representatives to participate in part of the executive session.

- The Board voted unanimously to apply a reduced rate for 2020 summer session classes only—an additional 12 percent discount to all regular classes. As a result, Winthrop’s “summer tuition for in-state students already reflects a 20 percent discount as compared to fall and spring tuition.”
- “Tuition per credit hour for in-state students will drop from \$511 for undergraduates and \$513 for campus-based program graduate students to \$450 and \$451 respectively. Out-of-state students will see a per credit hour reduction from \$1,235 for undergraduates and \$1,234 for campus-based program graduates to \$1,087 and \$1,086 respectively.”
- “Out-of-state students pursuing certificate programs will pay \$850 per credit hour. Students already receiving specialized tuition discounts for their specific academic programs will continue to receive those same discounts.”

### **April 3 and 6, 2020: Full Board Meeting via Teleconference**

- **April 3**
  - Update on university actions related to COVID-19.
  - Executive session.<sup>4</sup>
  - Consideration of resolution to adopt a partial reduction in auxiliary fees for spring 2020.
  - Consideration of resolution to adjust admissions criteria for summer session 2020 and the 2020-21 academic year.
  - Consideration of authorizing a hiring freeze.
- **Actions taken by the Board**
  - **Account adjustments** (“refunds”):
    - “Any monies due as a result of fee adjustments will first be applied to unpaid bills in the student accounts.” Thus, students should see fee adjustments for residence hall, dining, and parking charges prorated from March 23 until the end of the semester. Meanwhile, “Winthrop could experience [a \\$7 million impact](#) on the university budget because of the coronavirus disruption, Interim President George Hynd told the Board of Trustees.”
  - **Hiring and budget freeze**:
    - The Board authorized an immediate, **temporary hiring freeze** effective April 3. It covers “certain vacant state-funded positions until further notice.” The **Committee on Personnel Actions** and Interim President **Hynd** will oversee the freeze.
    - Similarly, the Board granted Dr. Hynd permission to implement an immediate **budget freeze**, until further notice, “to reallocate needed funds toward technology and security needs related to online instruction, remote work, admissions,

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<sup>4</sup> Again, the student and faculty representatives participated in executive session.

- campus safety, and other needs at the discretion of the president.”
    - The Board agreed to resume the meeting on Monday, April 6 to further consider **suspending of ACT/SAT requirements** for the 2020-2021 admissions cycle. Some Trustees wanted more information about the proposed changes and their possible impact.
  - **April 6**
    - **Committee on Enrollment and Retention**
      - Consideration of resolution to adjust admissions criteria for summer session 2020 and the 2020-21 academic year.
    - **Full Board Meeting (resumed from April 3)**
      - Report from Committee on Enrollment and Retention.
      - Consideration of resolution to adjust admissions criteria for summer session 2020 and the 2020-21 academic year.
    - **Actions taken by the Board**
      - A majority of Board members, 11 in all, voted to temporarily suspend the requirement that applicants for summer session 2020 and academic year 2020-2021 provide **standardized test scores** to be considered for admission.
      - “Vice President for Access and Enrollment Management [Eduardo Prieto noted](#) this action will help some prospective students who are experiencing difficulties in completing standardized testing but who otherwise are viable candidates for admission for the summer and upcoming academic year. ‘It will give us the flexibility to evaluate admission based on alternative criteria, if necessary, for this limited timeframe.’”
      - “The remaining admissions criteria used to ensure a high-caliber, high-achieving student body at Winthrop will remain in place, subject to any future State of South Carolina directives. Prospective students will be evaluated with the same amount of due diligence that has served over time to uphold the university’s academic standards.”

### III. **In Memoriam: Mr. Jack West and Dr. Ameda Avrill Manetta**

**Mr. Jack West**, son of Winthrop alumnae Lois Rhame West and South Carolina governor John C. West, Sr., passed away on Wednesday, March 25, 2020. He died as a result of complications from coronavirus.

A legislative lobbyist based in Camden, Mr. West was a major Winthrop supporter, in general, and [the John C. West Forum on Politics and Policy](#), most especially. The West Forum relocated to Winthrop in 2008 and “seeks to promote leadership and educate students to become engaged and effective citizens of South Carolina.” Reflecting on Mr. West’s death, Interim President Hynd remarked, “The West family has provided notable leadership, resources and time

to this institution for decades. Jack continued the work at Winthrop started by his late parents, the late Governor John West and First Lady Lois West.”

He will be missed.

[Dr. Ameda Avrill Manetta](#), 73, passed away on Saturday, April 11, 2020 at her home. She was an Associate Professor of Social Work from 1998 to 2014 when she retired with Emeritus status.

In announcing the news to the Winthrop community, Provost McCormick wrote, “Dr. Manetta was a passionate teacher and advocate for research with students as her co-investigators. Her student mentorship resulted in a number of presentations to local, regional, and national audiences.” She further remarked, “Given her pivotal role in an important milestone in the department of Social Work’s development and the kindness for which she was known, the Social Work department and other members of the campus mourn the loss of a friend, mentor, and colleague.”

She loved to teach, she loved her students, and they loved her.

#### **IV. Concluding Remarks**

In closing, thank you for everything you do to help students succeed—especially in these harrowing times. This semester, maybe more than any other, students will remember how we treated them more than what we taught them. To that end, the Winthrop University Foundation created [a special fund](#) (charity registration no: 237378001) "to help students who are faced with difficulties during the campus closure and move to remote instruction." Please consider making a contribution.

Thank you, be safe, and be well.

Sincerely,

Adolphus G. Belk, Jr., Ph.D  
Chair, Faculty Conference  
Professor of Political Science and African American Studies  
Winthrop University

## Appendix 2

### **April Remix: Provost's Report to Faculty Conference: 17 April 2020**

**Submitted by: Adrienne McCormick**

First, some poetry: The poster on the right is the Academy of American Poets official poster for National Poetry Month 2020. The line of poetry is from “Remember,” an early poem by one of my favorite poets, Joy Harjo, who is currently serving as our national poet laureate: “Remember all is in motion, is growing, is you.”

Given how much is in motion right now, I thought it appropriate to take a few moments to dwell in poetry, reflect on April—a grueling month in a normal academic year—and celebrate the way poets have responded to April in the past as a bit of inspiration to keep you going.

Chaucer famously opened *The Canterbury Tales* with a story to inspire pilgrimage by invoking April as a time when the earth renews itself:

#### ***When April the sweet showers fall***

And pierce the drought of March to the root, and all  
The veins are bathed in liquor of such power  
As brings about the engendering of the flower...

In contrast, T.S. Eliot highlighted the cruelties of April's unstoppable renewal in “The Waste Land,” his epic poem written after the devastations of WWI:

#### ***April is the cruelest month***, breeding

Lilacs out of the dead land, mixing  
Memory and desire, stirring  
Dull roots with spring rain.

In a more celebratory vein, Mary Oliver's “Blossom,” one of my top-ten favorite poems of all time, portrays April as a time of opening and desire:

#### ***In April***

the ponds open  
like black blossoms,  
the moon  
swims in every one;  
there's fire  
everywhere: frogs shouting

their desire,  
their satisfaction. What  
we know: that time  
chops at us all like an iron  
hoe, that death  
is a state of paralysis. What  
we long for: joy

before death, nights  
in the swale - everything else  
can wait but not  
this thrust  
from the root  
of the body.



And I'll close with a clip from Patience Agbabi, whose brilliant remix of Chaucer, titled *Telling Tales*, takes us back to where we started, as so many poems do, but with a remix of the pilgrimage for 21<sup>st</sup> century poet pilgrims (check out her full reading [here](#)):

I got ink in my veins more than Caxton  
and it flows hand to mouth, here's a mouthfeast,  
verbal feats from the streets of the South-East  
**but my April**, she blooms every shire's end,  
*fit or vint, rich or skint, she inspires them*

from the grime to the clean-cut iambic,  
rime royale, rant or rap, get your slam kick  
on this Routemaster bus: get cerebral,  
Tabard Inn to Canterbury Cathedral,  
poet pilgrims competing for free picks,

Chaucer Tales, track by track, here's the remix  
from below-the-belt base to the topnotch;  
I won't stop all the clocks with a stopwatch  
when the tales overrun, run offensive,  
or run clean out of steam, they're authentic  
cos we're keeping it real, reminisce this:  
Chaucer Tales were an unfinished business.

Agbabi recasts Chaucer's competition for best tale as a poetry slam and emphasizes the abiding link between poetry and song by calling her work a remix, evoking the creative outflows and complexity of 21<sup>st</sup> century remix culture. **I know you all feel like your lives are a remix right now.** I hope you are finding ways to embrace the creative possibilities in this moment. Remember: learning is always "unfinished business." Since I last reported to you, much has happened. Here is a synopsis of policy changes, processes re-invented, and procedures reviewed but which will remain unchanged as a result of the shift to remote instruction:

**A. S/U policy change:** expanding options for students to select S/U grading for Spring 2020: <https://www.winthrop.edu/recandreg/su-spring2020.aspx>

**B. Remote Instruction Supports:** Many kudos to our brilliant team in WOOL!

- [Continuity of Instruction](#) website has been a valuable tool for faculty and is updated frequently.
- [Remote Instruction guidance](#) for students was also set up through WOOL.
- Material pick-up dates were arranged for students in the arts.
- Keyboards were supplied to piano students who had no instruments of their own.
- Accessibility supports were put in place to accommodate students in the new remote environment.
- Virtual counseling was set up through our partners in Health and Wellness.
- Maxient was deployed to track student concerns across the institution.

**C. Faculty/Staff/Student technology needs:** Laptops from Dacus Library, the College of Ed ITC, and department laptop carts were distributed to students who needed them, and new Macbooks the campus purchased for general use were earmarked for students in art and design programs who needed them.

- IT also procured All-In-Ones from our labs to provide computers to many faculty and staff.
- A few hotspots were provided as well for a small number of students who needed wifi access.
- Licenses were provided for key software so students/fac/staff could have home access.

**D. Remote tutoring supports:** Writing Center, Math Tutorial Center, and Academic Success Center shifted seamlessly to online tutoring sessions and supports. Please continue to send your students for help. Even if students did not attend a seminar, they can reach out for help if they need support on navigating the challenges presented by the remote instruction period

**E. Grading for Spring 2020: Winthrop will automatically confer grades of CR for D grades and UN for F and U grades to protect student GPAs and help**

students retain state scholarships. Exceptions will be made for veterans, who must receive the F to retain benefits. For information on this modification to grading, see: <https://www.winthrop.edu/recandreg/grading-spring2020.aspx>

**F. Adjustments to course withdrawal deadline:** We are extending the course withdrawal deadline to the last day of classes. This decision was made today and will apply to both undergraduate and graduate students. The Registrar will post FAQ guidance for students soon. Faculty are encouraged to announce this to their classes and to remind students that incompletes are also an option. Decisions should be weighed carefully.

**G. Final exam schedule:** Removed time periods and clarified expectations that final work should occur in finals week, not the last week of classes. Final Exams are assigned a day only, not a date and time.

**H. Final grade deadline:** Monday, May 11, for all grades. More from Registrar Gina Jones later.

**I. Academic Standing:** No decisions have been made in this area yet, but ALC will discuss.

- Other schools are modifying probation/suspension recommendations. If students earn the grades to get off probation, they will be off probation. If they do not earn the grades to get off probation, some schools are extending the next decision-making step to the following full semester rather than recommending suspensions based on Spring 2020 performance.

**J. Faculty Accommodations:** ALC is working with Academic Freedom, Tenure, and Promotion on recommendations in this area. ALC has decided that student course evaluations will be implemented as usual in Spring 2020, but inclusion in annual reports and pre-tenure, tenure, post-tenure, and promotion processes that will include data from Spring 2020 will be optional.

The following accommodations for faculty are approved as a result of the move to remote instruction in Spring 2020:

- Inclusion of Spring 2020 student course evaluation data will be optional for faculty annual reports henceforth.
- Inclusion of Spring 2020 student course evaluation data will be optional for pre-tenure, tenure, post-tenure, and promotion cases henceforth.
- Training and guidance for Chairs and committee members on how to evaluate faculty performance as a result of the pandemic will be forthcoming.



**K. Tenure and Promotion reviews:** The University-level Faculty Personnel Committee has completed its review of all cases, and I have transmitted my recommendations to President Hynd. We are drafting letters, so that notifications will go to all faculty via email (with read receipt requests) and be followed by hard copy letters in future. These will be delivered before the May 15 deadline.

**L. Congratulations to the 2019-2020 Faculty Award Winners!** President Hynd and I joined Tim Druke, Jennie Rakestraw, and PN Saksena in Zoom- and Blackboard bombing faculty recipients during department meetings. This was almost as much fun as unexpected classroom drop-ins! This year's awardees are:

- **Brad Witzel**, Professor, Special Education: **Distinguished Professor**
- **Crystal Glover**, Assistant Professor, Early Childhood Education: **Outstanding Junior Professor**
- **Ariana Cordis**, Associate Professor, Accounting: **Jane LaRoche Graduate Faculty Award**

**M. Commencement:** No decisions have been made, but a small group is weighing options for virtual celebrations this summer as well as a more traditional commencement plan for Fall 2020.

**N. Summer Sessions:** Courses in A-C sessions have been moved online; D currently proposed as campus-based.

- Streamlined sections of WOTC 101 and 102 commenced April 10 to support faculty shifting their courses to fully online modality. Faculty who complete the new section(s) of WOTC 101 and/or 102 and offer an online course for the first time in Summer Session 2020 on Blackboard will receive up to \$1000 in additional funding to reimburse professional development cost in AY 2020-2021.
- Decisions about D session and Fall modalities will be made by Senior Leadership in consultation with CHE and with inputs from DHEC and the Governor's Office.
- **Faculty who need to retrieve teaching materials from their offices for summer instructional planning will have two open windows next week. All buildings can be accessed for materials on Monday, April 20, and Tuesday, April 21, from 9 a.m. to 1 p.m.**

**O. Building Access:** The campus is closed to all but essential on-campus personnel. Facilities staff will commence fogging buildings in the near future. Schedules will be posted online. The fogging and cleaning cycles will protect staff members who are essential on-campus personnel.

- **After the open access, faculty and staff who need to access a building must request access through your Dean or unit head, who will request**

access through the Provost. Access approvals are communicated daily to Campus Police and Facilities, who monitor building access.

- **Some buildings will be locked down after fogging**, such as empty residence halls.

**P. Academic Policy Review:** continuing in ALC and in individual units as we continue to update policies to our new policy repository format and keep SACSCOC compliance review and report writing deadlines in mind.

**Q. Faculty/Staff Searches in Academic Affairs:** The Deans and I reviewed all positions that were in the pipeline and reconsidered them on a case-by-base basis, to see if they were:

- Essential for immediate hire
- Essential to resume, but held until operations return to normal
- Recommended to be held until next year
- Recommended to be held indefinitely
- Prior to the partial hiring freeze, Academic Affairs had completed 16 searches (8 faculty, 7 staff, 1 Dean)
- After review, the President and I approved to continue 10 searches (8 faculty, 3 staff, 1 Dean)
- Due to the hiring freeze, I recommended holding 14 searches (8 faculty, 4 staff, 2 leadership):
  - Held for consideration when we resume (4 staff, 2 leadership)
  - Held for consideration next year (6 faculty positions)
  - Held indefinitely (2 faculty positions)
- **Instructional hires are not frozen.** We will continue to staff summer school and Fall with existing full-time faculty and the part-time adjuncts we need to meet enrollment demands.
- Exceptions to the hiring freeze for staff may be requested through your Dean, the Provost, and CPA for crucial positions that maintain essential business processes.

**R. Budget Freeze:** Finance and Business Affairs has frozen and swept operating and travel accounts so that we can approve all expenditures through the rest of the fiscal year. Meetings are taking place to review immediate expenses, expenses through the end of April, and expenses through the end of June.

- **P-cards** have been and/or will be reactivated for those with Grant spending obligations and for other crucial positions in each college and unit. We are preparing a list to share with the CFO. Some have already had their cards returned to spending status.
- **Expense approval forms** have been provided for Deans and VPs to approve expenses for all essential business processes and bills we are

obligated to pay. Your Chairs and Deans are at work on year-end spending projections right now.

- **Deans and VPs authorize spending.** Any expenses of \$5000 or more must also be approved by Justin Oates or Amanda Maghsoud.

**S. CARES Act passes with relief funding for higher education.** For details, see this [the US Department of Education website:](#)

- Justin Oates and his team in Finance and Business Affairs partnered with Grants and Sponsored Research to file our certificate with grants.gov to ensure disbursement of student and institutional relief funding.
- Award amounts were established using a rubric the DOE developed based on numbers of enrolled PELL recipients.
- Winthrop's allocation is \$5,382,130.
- \$2,691,035 of this will pass through Winthrop in direct assistance to students.
- Announcements about student award amounts will be released very soon.
- Senior Leadership is just beginning conversations regarding the stipulations on using the remainder of these funds when they are released.

**T. Research Council Awards:** We had an unprecedented number of requests this year, and I worked to find additional funding before the virus hit and changed the playing field. After the virus, I asked the Research Council to review faculty research plans. Their recommendations are now ready, and will be coming out soon.

- I also have a small amount of funding for pedagogical developments that I have made available for the Deans to allocate when faculty request supports. I am committed to allocating those funds, and we are working to make this an equivalent process to Research Council funding in addition to CPE professional development next year.

**U. CHE collaborations:** I have worked with a team of other Provosts, CFOs, and Chiefs of Staff to align our planning around student fee reductions

- All SC institutions agreed, and a press release went out confirming that students would have unused portions of their residence hall, dining, and parking fees reduced pro-rata based on when we shifted to remote instruction.
- Any resulting balances are being refunded to students through direct deposit or mailed as refund checks.
- Some students and parents have questioned why tuition and fees were not refunded. Because instruction continued and fees are expended throughout classes, no institution in South Carolina refunded tuition or fees paid for Spring 2020.

- Basic CHE approval timelines were delayed, but a special session has been called for June to catch up on the backlog of new academic program proposals and program modifications that we submitted.

**V. Human Resources has been reinventing processes in the remote work environment.**

- Supervisors were able to assign students remote work, so that we could continue to provide income to those students who need it the most.
- Careful tracking of those in work status has taken place to ensure that those who could not work were eligible for paid leave and/or unemployment.
- New processes have been established Lisa Cowart and her team to monitor hiring exceptions and any required salary increases (due to change in status, promotion, etc.)
- We will return to our progress on the Classification and Compensation process very soon.

**W. Senior Leadership is working on decision timelines and ongoing scenario-planning.**

- Eduardo Prieto and his team have flipped their recruitment efforts into a virtual enterprise. Planning is well underway for the virtual Winthrop Day on April 26.
- Shelia Burkhalter and her team are working on plans for virtual orientation modules, should they be necessary. We want to ensure students have a strong orientation experience.
- We are making plans for potential future decision deadlines based on remaining unknowns regarding when social distancing requirements will end and watching advice from DHEC and CDC.
- We will communicate frequently regarding decisions about Summer Session D, online summer orientation planning, impacts on Fall 2020 enrollment, FY21 budget planning, and beyond.

**X. Senior Leadership is interested in ways we can work together to promote the Winthrop Spirit.** We all feel challenged by this remote work environment. We are literally isolated from one another. But we can and must think of ways to rebuild and reaffirm the community that defines Winthrop. I am happy to hear suggestions for what you'd like to see in this regard!

Thank you for reading this to the end, and for all of the hard work you are doing to keep learning in action for Winthrop students! This semester will go down in history, and your creativity and can-do spirit will be the heart of the story.

## Appendix 3

# Academic Council

*Brief Report to Faculty Conference*  
Friday, April 17, 2020

1

## Outline

1. **Motion AC1:** Curriculum Action for Degree Programs
2. **Motion AC2:** First Certifications for General Education
3. **Recognitions**
4. **Detailed report** availability

2

## Motion AC1

Academic Council recommends approval of the following **degree program** actions:

3

## Degree Program actions requiring vote:

Program	Title	Action
BS-CYBR	BS in Cybersecurity	New degree program

4

## Motion AC2

Academic Council recommends approval of the following **first certifications** for courses to be included in the **General Education** curriculum:

5

## General Education Actions requiring vote:

### First Certifications—approved by AC

CATEGORY/Component	Course	Course Title
<b>HART</b>	READ 590	Children’s Literature
<b>Oral</b>	FREN 202	Intermediate French II
	FREN 220	Fairy Tales, Songs, and Comics
	SPAN 202	Intermediate Spanish II
<b>SOCS</b>	PLSC/WMST 316	LGBTQ Politics & Policy
<b>Tech</b>	CSCI 327	Soc Implications of Computing

6

**General Education Actions requiring vote:  
(First Certifications, cont'd)**

CATEGORY/Component	Course	Course Title
GLOB/HART	ARTH 421	Medieval Pilgrimage
GLOB/HART/HIST	ARTH 358	Art and Architecture of the Islamic Worlds
	ARTH 455	Museums, Monuments, and Cultural Heritage
	VCOM 392	Special Topics <i>(for one topic only, to be offered in Spring 2021)</i>

7

**Recognitions—for jobs well done!**

*Our curriculum heroes:*

**Laura Glasscock**, Chair of Committee on Undergraduate Curriculum

**Alice McLaine**, Chair of General Education Committee

*Both completing their 3-year terms on Academic Council!*

8

**Recognitions—for jobs well done!**

**Gen Ed Component Review Committee for *Physical Activity***

**DeAnn Brame, Dustin Hoffman, Erin Hamel**

**Gen Ed Component Review Committee for *Quantitative Skills***

**Kristen Abernathy, Brad Witzel, Kristen Wonderlich**

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## Recognitions—for jobs well done!

Bylaws working group: Developed language to establish  
General Education Assessment Committee:

Alice Burmeister, Jennifer Disney, Wendy Sellers  
*with special assistance from*  
Gloria Jones

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## Recognitions—for jobs well done!

AC terms ending in 2020		
Name	Representing	Elected/Appointed
Jennifer Disney	CAS	Elected (FC)
Laura Glasscock	CAS	Elected (College FA)
Alice McLaine	COE	Elected (College FA)
Larry Stevens	CBA	Appointed (VPAA)
Kristen Wonderlich	CVPA	Elected (College FA)
Imani Belton	Students	Appointed (CSL)

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## Detailed report

Please see the AC meeting minutes from Fri 04-03-2020 available at [https://www.winthrop.edu/uploadedFiles/recandreg/CUI\\_AC/2020-april-ac-minutes.pdf](https://www.winthrop.edu/uploadedFiles/recandreg/CUI_AC/2020-april-ac-minutes.pdf)

for details on:

- Additional **curriculum** action (not requiring FC vote)
- Reports from **subcommittees** of AC
- Approval of **Research or Creative Scholarship Course Attribute**
- Approval of **Spring 2020 Alternate Grading System** (using CR, UN)

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## Appendix 4: Committee Reports

### Academic Freedom, Tenure, and Promotion Committee Report – 2019-2020 Academic Year

**To:** Winthrop University Faculty Conference  
**From:** Academic Freedom, Tenure, and Promotion Committee  
**cc:** Dr. Adolphus Belk, Jr., Chair, Faculty Conference  
**Date:** April 14, 2020  
**Re:** Report on activity for the 2019 – 2020 academic year

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On April 9, 2020, Provost McCormick emailed a draft document titled:

#### **Pre-tenure, Tenure, and Promotion Review Accommodations for Faculty: AY 2020-2021 Annual Report Accommodations for Faculty: AY 2019-2020**

to all members of the Academic Freedom, Tenure, and Promotion Committee (AFTP). The Provost requested AFTP review this document and supply feedback to the Provost by Wednesday, April 15.

Members of AFTP emailed their individual feedback to the AFTP Chair who consolidated those comments, included them on the draft, redistributed the new draft to AFTP for further comment, and then forwarded the final version to the Provost by the requested date.

Respectfully,  
Dr. Frank B. Pullano  
Chair, Academic Freedom, Tenure, and Promotion

## Academic Integrity Committee Report – 2019-2020 Academic Year

The Academic Integrity Committee met twice during the 2019-2020 academic year. This is the first year this committee has been in operation. The members of this committee are:

Julia McCallum	Elected, CVPA	2022
Adrienne Edwards	Elected, CoE	2022
Emily Deinert	Elected, Library	2021
Vacant	Elected, UC	2021
Jennifer Schafer	Elected, CAS	2020
Jane Thomas	Elected, CBA	2020
Miranda Knight	Student Life	ExOfficio
Erica Rothkopf	Athletics	ExOfficio
LeAnn Lowrey	International Center	ExOfficio
Dominique Cain	Student	Appointed

The committee is developing a Faculty Academic Integrity Survey. The purpose of this survey will be to collect data from faculty about their knowledge of Winthrop's academic integrity policies and desired support in this area. The survey will be distributed at the beginning of the 2020-2021 academic year.

Respectfully submitted,

Julia McCallum  
Academic Integrity Committee Chair  
Department of Music

## **Committee on Undergraduate Curriculum Report – 2019-2020 Academic Year**

To: Dr. Adolphus Belk, Chair, Faculty Conference  
From: Dr. Laura Glasscock, Chair, CUC  
Re: 2019-2020 Report on activity

Dr. Belk,

CUC met on September 13, 2019, November 22, 2019, and February 7, 2020. CUC held the fourth meeting on March 27, 2020, via email due to the COVID19 restrictions. Committee members included Laura Glasscock, Kristen Abernathy, Min Mize, Adriana Cordis, Justin Isenhour, and Amanda Hiner. Tim Drueke, Gina Jones, and secretary, Kara Traverse also attended all meetings. During the 2019-2020 academic year, CUC approved 33 programs (degree), 26 programs (minor), and 276 courses.

Respectfully submitted,  
Laura Glasscock

## **Faculty Committee on University Priorities Report – 2019-2020 Academic Year**

For FCUP, FY 2019 – 2020 has been subdivided into three distinct timeframes due to the events of the year. Each event encouraged the committee to adjust their direction and focus. The three timeframes are as follows:

- June 2019 – December 2019 – Business as usual with the transition to a new Provost
- December 2019 – early March 2020 – Departure of President Mahony
- March 2020 – present – Coronavirus

The following report on committee activity is divided into the three distinct timeframes

### **June 2019 – December 2019**

- FCUP worked with the Faculty Conference chair and the college assemblies to facilitate meetings with the President and Provost at each college assembly in Fall 2019.
- FCUP met with President Mahony and Provost McCormick in the fall to discuss the following items:
  1. IT – There are concerns regarding quality of IT service and ability to staff IT. Andrew Besmer attended as a guest to help provide more details regarding these concerns. In addition, during the CAS meeting with the President and Provost, a concern was expressed about being able to hire and retain IT staff.
  2. Administrative Evaluations – There are concerns regarding the process, purpose and inputs (who provides input into evaluations as well as what is measured/metrics) for chairs, deans, associate deans, as well as other administrators.
  3. Student Needs – There are concerns regarding the increased needs of students both during class time as well as outside the classroom regarding mental health, behavioral concerns, and food insecurity, as well as the faculty response to such needs.
  4. Training and TLC – There are concerns about a lack of proactive training regarding critical faculty responsibilities (e.g. Degreeworks and Interfolio recently) and training to address the increased student needs in the classroom, as well as the functioning/purpose of the new Center for Professional Excellence. The concern includes the lack of coherence around the Center for Professional Excellence.
  5. Schedule change – There are concerns about the MWF schedule and adjusting/eliminating common time.
  6. Comp and classification study – There are concerns about what is included in the study and how it is being communicated to faculty as there appears to be quite a bit of confusion.
  7. Retention – There are concerns regarding what information we have and our understanding about why students are leaving (see item 4 above), as well as how we can leverage prior successes (e.g. Trio) across campus.

### **December 2019 – early March 2020**

The departure of President Mahony and hiring of interim President Hynd created several concerns for faculty. In response, FCUP presented a proposal that was voted on and approved by Faculty Conference in February 2020. The proposal included a set of four requests of the Board of Trustees. The proposal is included below:

For each statement below, the Board of Trustees refers to the Winthrop University Board of Trustees.

- We request that the Faculty Representative to the Board of Trustees deliver oral reports to the full Board of Trustees, rather than written reports.
- We request that, whenever possible, the Board of Trustees hold board meetings at Winthrop University, so that the Faculty and Student representatives to the Board of Trustees, as well as faculty, staff and Winthrop community members, can easily attend.
- We request that the Faculty Representative to the Board of Trustees be a member of the Search Committee for the next President of Winthrop University, as well as the Search Committees for all future executive officers of Winthrop University.
- We request that, whenever possible and appropriate, the Board of Trustees invite the Faculty Representative to the Board of Trustees to participate in Executive Sessions of the Board of Trustees.

### **March 2020 – present**

With the university moving to 100% online instruction during the last several weeks of the semester as a result of the coronavirus pandemic, many activities are currently in flux. FCUP has a meeting scheduled at the end of April to discuss faculty concerns regarding this fluid situation with President Hynd and Provost McCormick.

A complete report will be posted on the Faculty Conference Website at the end of summer once all FCUP activities have been completed for the academic year.

### **2019 – 2020 FCUP Committee Members**

Patricia Ballard – Dacus Library

Adolphus Belk – Chair, Faculty Conference

Marguerite Doman – Chair FCOL

Shawna Helf – College of Education

Malayka Klimchak – Graduate School

Michael Matthews – College of Business Administration

Ronald Parks – College of Visual and Performing Arts

Frank Pullano – University College

Ginger Williams – College of Arts and Sciences

Respectfully submitted by Malayka Klimchak, FCUP Chair

## Rules Committee Report – 2019-2020 Academic Year

April 8, 2020

This committee shall be responsible for calling special meetings of the Faculty Conference, for determining the meeting agenda when it deems such meetings appropriate, for inviting guests to meetings of the Faculty Conference, for recommending to the Faculty Conference special rules of order and appropriate changes in these *Bylaws*, for updating these *Bylaws* on the Faculty Conference website following any approved changes, for reviewing bylaws and amendments to bylaws of constituent assemblies to determine whether they are consistent with these *Bylaws*, and for reviewing the agendas of all special meetings called by other appropriate parties. (<https://apps.winthrop.edu/policyrepository/Policy/FullPolicy?PID=320>)

This year, the committee has reviewed and approved changes to the College of Business Administration, College of Education, University College, and Graduate Faculty Assembly bylaws, as well as the proposed addition of a standing committee on General Education Assessment to Academic Council. We changed the elections for this committee to a by-college rather than at-large format to improve the committee's ability to understand the context surrounding each college's proposed bylaws changes, and we submitted a transition plan to the Faculty Personnel Committee to help guide the elections over the next few years toward achieving this balanced representation. We finalized the updating of all recent changes to the Faculty Conference bylaws online, and continue to work with units across campus to ensure the latest changes to policies appear online.

I would like to thank the members of this committee for their significant dedication and hard work this year:

Tracy Griggs, CBA	Elected (FC) 2020
Trent Kull, CAS	Elected (FC) 2021
Anna Romanova, CBA	Elected (FC) 2021
Arran Hamm, CAS	Elected (FC) 2022
Jay Hanna, CAS	Elected (FC) 2022

On behalf of the Rules Committee,

Zach Abernathy, PhD  
Chair, Rules Committee  
Associate Professor of Mathematics

## **Undergraduate Petitions Committee Report – 2019-2020 Academic Year**

To: Dr. Adolphus Belk, Chair, Faculty Conference  
From: Dr. Jason Chung, Chair, Undergraduate Petitions Committee  
Re: Report for AY2019-2020

Dr. Belk,

The Undergraduate Petitions Committee has no report that was significant in 2019-20 academic year. The committee reviewed 72 petitions (as of April 13, 2020). Meetings were held and planning to be held every month (including summer).

Respectfully submitted,  
Jason Chung

**Report of the Task Force on Tenure and Promotion Protocols**

**Submitted by Michael Lipscomb, Chair, to Faculty Conference April 17, 2020**

*The Task Force on Tenure and Promotion protocols is charged with reviewing all policies and practices related to the Tenure and Promotion protocols at Winthrop University, including those associated with pre-tenure and post-tenure review. The Task Force is also charged with making recommendations for what it deems to be appropriate changes, if any, to those protocols (and any associated policies and practices) to Faculty Conference and other relevant governing bodies.*

*The Task Force has been guided by a commitment to building upon Winthrop’s culture of supporting candidates’ ability to successfully achieve tenure and promotion. At the same time, the Task Force has remained committed to the right of the faculty to participate in meaningful ways regarding decisions related to tenure and promotion, including being able to make recommendations about these decisions.*

*Note: All policy recommendations approved by Faculty Conference have been subjected to review by the University’s legal counsel, approved by the President, and approved by the Board of Trustees.*

	<b>Recommendations</b>	<b>Notes</b>
<b>A.</b>	<b>Items that would entail change in policy language approved by Faculty Conference.</b>	
A1.	In the review of a candidate’s portfolio for promotion, the dean's recommendation and all materials are submitted to the Chief Academic Officer. At this point, the dean notifies the candidate of the recommendation and discusses with the faculty member strengths and weaknesses identified in the review process. Also, at this point, the candidate may choose to withdraw the promotion application.	Unanimously approved by Faculty Conference, April 19, 2019. The policy has been reviewed by the University’s legal counsel, approved by the President, and approved by the Board of Trustees. The policy is currently being enacted by the Provost’s office and is operative during the 2019 - 2020 academic year.
A2.	Offers of employment may be made with tenure attached for deans, chairs, and faculty who have earned tenure at another accredited institution. Recommendations regarding tenure will be reviewed by a subset of the University Personnel Committee, with additional members to be determined when appropriate. The make-up of this review committee will be determined by the Provost in consultation with the Chair of the University Personnel Committee. This committee will	Unanimously approved by Faculty Conference, April 19, 2019. The policy has been reviewed by the University’s legal counsel, approved by the President, and approved by the Board of Trustees. The policy is currently being



	<p>make a recommendation regarding tenure to the Provost, who will then make a recommendation to the President.</p>	<p>enacted by the Provost's office and is operative during the 2019 -2020 academic year.</p> <p>Upper-level administrators have been hired with tenure attached to their faculty position, and there is no standing policy that forbids this practice for any faculty hire. This recommendation would formally recognize that tenure may be attached to a faculty hiring and provide guidelines for what should be required.</p>
<p>A3.</p>	<p>The Task Force recommends that the 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.</p>	<p>Unanimously approved by Faculty Conference, April 19, 2019. The policy has been reviewed by the University's legal counsel, approved by the President, and approved by the Board of Trustees. The policy is currently being enacted by the Provost's office and is operative during the 2019 - 2020 academic year.</p> <p>This recommendation should be understood in relation to recommendations A5 (all candidates for tenure must include the Pre-tenure review committee letter and accompanying letters from the chair and dean in the candidate's tenure and promotion portfolio) and B4 (which prompts chairs and deans to explicitly comment on a candidate's performance on a yearly basis). Taken</p>

		<p>together, recommendations A5 and B4 would help ensure that portfolios present a complete record of a candidate's work, preventing candidates from excluding information that may be relevant to the review process. Furthermore, in regard to these kinds of concerns about the completeness of the portfolio, the Task Force also notes that there is already a process through which personnel committees may request additional information not included by the candidate in their portfolio submission.</p>
<p>A4.</p>	<p>The Task Force recommends that 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. Candidates will not see the numerical breakdown of the committee's vote, and candidates will be provided with a copy of the committee letter (or letters if there is a dissenting opinion that cannot be integrated into the majority's recommendation) that redacts committee members' signatures. A candidate who wishes to write a response letter is required to inform the dean in writing of the candidate's intention to respond within 48 hours of receiving the unit committee's letter(s). A candidate will have six business days from the receipt of the unit committee's letter to write and submit a response letter to the dean. Letters received after this time period will not be considered.</p> <p>The response letter shall not exceed 1000 words. The response letter is to be a direct response to issues raised by the unit committee letter(s) in order to clarify the candidate's original portfolio submission. No evidence of activities completed after the submission of the portfolio is permitted in the candidate's response letter in any circumstances (any evidence of a completed activity must be added to the</p>	<p>Unanimously approved by Faculty Conference, April 19, 2019. The policy has been reviewed by the University's legal counsel, approved by the President, and approved by the Board of Trustees. The policy is currently being enacted by the Provost's office and is operative during the 2019 - 2020 academic year.</p> <p>If this recommendation is approved, the Task Force recommends that the process be subject to periodic review and feedback from members of personnel committees and faculty in order to evaluate its efficacy. The university-level Faculty Personnel Committee will be responsible for conducting these reviews.</p>

	<p>portfolio prior to the chair’s letter being sent to the unit committee). The candidate’s response letter must be included with all other evaluation letters.</p>	
<p>A5.</p>	<p>The Task Force recommends that candidates for tenure must include their pre-tenure review committee letter and the associated letters from the chair and dean in their tenure portfolio. If the candidate has responded to the pre-tenure review letters at the time of that review, the candidate’s response must be included in the portfolio. This will only apply to faculty members hired for tenure-track positions after the effective date of this policy, or to those currently in tenure-track positions who have not yet completed their pre-tenure review.</p> <p>The policy language related to this recommended change would explicitly state that the purpose of the pre-tenure review is primarily diagnostic, not summative, and that it is geared towards helping a candidate make improvements towards a successful tenure decision.</p> <p>A pre-tenure review shall be conducted in the third year for faculty hired with no credit for prior service. For faculty hired with one or two years of credit toward tenure, the review will take place in the second year of employment at Winthrop. If a faculty member is hired with three years’ credit toward tenure, a pre-tenure review will ordinarily not be conducted unless the review is requested by the faculty member or required by the Chair or Dean. The pre-tenure review will be conducted by the appropriate committee as specified by the academic unit. Both the department chair and dean will write responses to the committee’s review. This review shall be completed and the results will be given to the faculty member no later than May 15. Results of this review shall be discussed with the candidate in a conference with the department chair and the dean.</p>	<p>Based on a recommendation from the Task Force on Tenure and Promotion Protocols (see Appendix I) and discussion at the April 19, 2019 Faculty Conference meeting, Faculty Conference voted that the recommendation regarding modifications to the reporting requirements associated with pre-tenure review be considered more fully by a new committee formed for that purpose. Faculty Conference moved that this recommendation be considered in more depth by this new committee (see recommendation C3 below).</p> <p>It was agreed that a committee would be formed to consider this recommendation more fully. That committee would be put together by Chair of Faculty Conference and the Provost.</p> <p>The committee is charged with reviewing the recommendation submitted to Faculty Conference, to consider possible emendations to the recommendation, and to make (a potentially revised) recommendation or set of recommendations to Faculty Conference. Any</p>

		<p>recommendation from this committee must be approved by Faculty Conference before it can become policy.</p> <p>The committee is comprised of the following faculty:</p> <p>Adolphus Belk, Chair (Chair of Faculty Conference)</p> <p>Ginger Williams (CAS; former Chair of Academic Freedom, Tenure, and Promotion Committee)</p> <p>Dwight Dimaculangan (CAS, Chair of Biology Department)</p> <p>Lisa Johnson (COE, Associate Dean)</p> <p>Peter Judge (CAS, Chair of the Department of Philosophy and Religious Studies)</p> <p>Melissa Carsten (COBA)</p> <p>Alice Burmeister (CVPA)</p> <p>Jackie McFadden (Library)</p> <p>Scott Werts, (CAS, former Faculty Personnel Chair)</p> <p>Adrienne McCormick (Provost; ex officio)</p> <p>This recommendation should be understood in connection to recommendations B1 (requiring enhanced training for chairs and deans on how to write annual reports and pre-tenure review letters) and B3 (providing recurring opportunities for faculty</p>
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		<p>training in how to best build their record for tenure and promotion and how to make the case for tenure and promotion in the presentation of their portfolios). This recommendation should also be considered in relation to recommendation A3 (requiring that the portfolio review process for tenure and/or promotion should focus exclusively on materials contained within the portfolio), providing assurance that candidates' portfolios fully represent their record. The Task Force believes that this requirement will provide evaluators with an important part of a candidate's probationary record to contextualize conflicting assertions contained in that record. The Task Force believes that the inclusion of the pre-tenure review and supporting materials can provide corroborating evidence to support claims being made by candidates and/or evaluators about feedback that candidates have received during their probationary period. The Task Force also agrees with faculty feedback received on this recommendation that if a candidate has responded effectively to constructive feedback contained in a pre-tenure review, and if those responses have been properly</p>
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		<p>documented in the candidate's annual reports, that response would provide evidence supportive of a positive determination in favor of tenure.</p> <p>Furthermore, the Task Force recognizes that chairs and deans already have the prerogative of commenting on pre-tenure reviews in their annual reports and that, in fact, they have a responsibility to do so if they determine that such a review is relevant to their evaluation of a faculty member. The Task Force believes that, given that the pre-tenure review can be brought into the portfolio in this indirect way, it makes sense to require the inclusion of the document and accompanying letters from chairs and deans to avoid confusions or the potential for misrepresentations.</p> <p>If this recommendation is approved, the Task Force recommends that the process be subject to periodic review and feedback from members of personnel committees and faculty in order to evaluate its efficacy. The university-level Faculty Personnel Committee will be responsible for conducting these reviews.</p>
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<b>B.</b>	<b>Items that fall within the purview of administrative oversight (and which thus require no action by Faculty Conference). These recommendations have been accepted by and are being implemented by the Provost's office.</b>	
B1.	The Task Force has recommended requiring enhanced training for chairs and deans on how to write annual reports and pre-tenure review letters. Chairs will receive training in how to successfully mentor faculty in how to best build their record for tenure and promotion and how to make the case for tenure and promotion in their pre-tenure, tenure, promotion, and post-tenure portfolios. We also recommend continuing and enhancing the training of all personnel committee members on an annual basis.	The Provost's office will focus on implementing these dimensions of the training plan during the 2020 – 2021 academic year.
B2.	The Task Force has recommended that comments from deans and chairs on annual reports be made available to candidates at least 30 days prior to the due date for candidate portfolios. This requirement is meant to protect candidates, and the failure of chairs or deans to provide feedback by this deadline are grounds for an adjustment to the deadlines that candidates are expected to meet. In any such case, the failure of chairs or deans to meet such a deadline will not negatively impact the evaluation of a candidate's portfolio. The Vice Provost for Academic Affairs will serve as the contact in the Provost's office for Faculty should these circumstances arise.	The Provost's office will enforce this recommendation during the 2020 -2021 cycle.
B3.	The Task Force has recommended that faculty will be provided recurring opportunities for training in how to best build their record for tenure and promotion and how to make the case for tenure and promotion in the presentation of their portfolios. These opportunities will be jointly overseen by the Provost's office and the Deans of all academic units.	This training is already underway, and the Provost's office will continue to add appropriate layers to this training moving forward.
B4.	The Task Force has recommended that a section will be added to annual reports that prompts chairs and deans to explicitly comment on the performance of tenure-track and promotion-track candidates related to expectations for student intellectual development, scholarly activity, professional stewardship, and academic responsibility. Chairs and Deans should also comment in annual reports on the overall performance of tenure-track and promotion-track faculty, accounting for how these faculty contribute to	The Provost's office will work with the Deans of the various colleges and the library to implement this recommendation during the 2020 -2021 cycle.

	<p>Winthrop’s mission in terms of the balanced totality of their work. The prompts on annual reports have traditionally been determined by collaboration between chairs and deans. Therefore, deans, under the direction of the Provost’s office, will be tasked with creating and implementing prompt(s) in accord with this recommendation in Faculty 180 as appropriate to the practices and expectations of their academic units.</p>	
B5.	<p>The Task Force has recommended that there should be a review of Efficiency/Timeline Concerns.</p>	<p>The administration, at the direction of the Provost’s office, will continue to review these concerns, particularly given the passage of another layer of responses to unit-level evaluations (see A4 above).</p> <p>It is noted that the move to an electronic system for submissions has helped create a more streamlined process for evaluators, allowing different faculty members access to the portfolio from remote locations and at the same time as other committee members.</p>
B6.	<p>The Task Force has recommended a continuing commitment to confidentiality throughout the Tenure and Promotion processes.</p>	<p>The Provost’s office will continue to require annual directed training related to the expectation of confidentiality, and faculty participating in the evaluation of tenure and/or promotion portfolios will continue to be required to sign confidentiality agreements.</p>
B7.	<p>The Task Force recommends the following policy on how to deal with late submissions of portfolios from candidates: portfolios are due by posted dates; any exception must be approved by the Provost. Exceptions may include, but are</p>	<p>The Provost’s office will continue to enforce this recommendation.</p>



	not limited to, debilitating illness or the death of a family member.	
B8.	The Task Force recommends that the Provost’s office provide guidelines related to the faculty review of chairs. Specifically, the Task Force strongly recommends that chairs should not see evaluations from faculty until after they have submitted their comments on annual reports.	The oversight of chairs has traditionally been the purview of their deans, and they will implement the prohibition on chairs seeing faculty evaluations prior to submitting their comments on faculty members’ annual reports. Furthermore, the Provost’s office has agreed to provide general guidelines related to the faculty review of chairs.
B9.	The Task Force has recommended that the Provost’s office will review the University’s family leave policies and will clarify policy language as needed to reflect the administration’s commitment to these practices as they apply to exceptions to tenure and promotion timelines (i.e. clock stops).	The Provost will review this policy to make sure that it remains consonant with Winthrop’s commitment to supporting a parent-friendly work environment.
B10.	The Task Force has recommended that the University should provide a presumptive statement in the Policy Repository/Faculty Manual affirming the role that shared governance should play in processes of changing college-level requirements for tenure and promotion. A presumptive statement in the Policy Repository/Faculty Manual would express the expectation that shared governance would guide any such changes related to processes related to college-level changes of requirements for tenure and promotion. When accreditation requirements come into conflict with the resolution of disputes related to such changes, particularly when those requirements demand immediate rather than delayed changes, there is an expectation that appropriate processes of shared governance will be pursued as soon as possible to bring faculty concerns to bear on those changes within the parameters of accreditation requirements.	The Provost’s office will work in conjunction with the University Rules committee to properly place this statement in the Policy Repository/Faculty Manual.
B11.	The Task Force recommends a review of what counts as scholarship for purposes of tenure and promotion. The Task Force believes that these determinations should be left up to the different colleges and the library. However, the Task	The Provost’s office will charge the Deans to facilitate a review of what counts as scholarship for the purpose of tenure and promotion at

	Force recognizes a need for addressing questions related to predatory journals.	the college level, and it will oversee an ongoing three-year rotation for these reviews.
B12.	The Task Force recommends prohibiting hiring new faculty above the rank earned at previous institutions (see A2 above) from “Tenure: Conditions and Procedures” policy to a separate recruitment policy.	At the direction of the Provost’s Office, the Rules Committee will add this change to the policy on hiring Faculty and Unclassified Administrators.
<b>C.</b>	<b>Items that require more in depth consideration by another committee/task force</b>	
C1.	The Task Force recommends a review the role of student evaluations in the consideration of tenure and/or promotion in light of a range of concerns, including but not limited to strong scientific evidence of implicit and explicit biases in student responses and concerns about response rates for electronic evaluations. The Task Force recommends that these evaluations should already be understood as one piece of evidence in a broader teaching portfolio that can include, but is not limited to, a candidate’s self-reflections, chair evaluations, and peer evaluations.	The Provost’s office will together a working group to conduct this review during the 2020 -2021 academic year, depending on work-load realities.
C2.	The Task Force recommends reviewing and refining promotion protocols/processes/standards for non-tenure track (FTE occupying) faculty.	The Academic Leadership Council will undertake this review during the 2020 - 2021 academic year.
C3.	Recommendation from Task Force A5 to be reconsidered by an Ad Hoc Committee on Pre-Tenure Review.	Based on a recommendation from the Task Force on Tenure and Promotion Protocols and discussion at the April 19, 2019 Faculty Conference meeting, Faculty Conference voted that the recommendation regarding modifications to the reporting requirements associated with pre-tenure review be considered more fully by a new committee formed for that purpose. Faculty Conference moved

		<p>that this recommendation be considered in more depth by this new committee.</p> <p>It was agreed that a committee would be formed to consider this recommendation more fully. That committee would be put together by Chair of Faculty Conference and the Provost.</p> <p>The committee is charged with reviewing the recommendation submitted to Faculty Conference, to consider possible emendations to the recommendation, and to make (a potentially revised) recommendation or set of recommendations to Faculty Conference. Any recommendation from this committee must be approved by Faculty Conference before it can become policy.</p> <p>The committee is comprised of the following faculty:</p> <p>Adolphus Belk, Chair (Chair of Faculty Conference)</p> <p>Ginger Williams (CAS; former Chair of Academic Freedom, Tenure, and Promotion Committee)</p> <p>Dwight Dimaculangan (CAS, Chair of Biology Department)</p> <p>Lisa Johnson (COE, Associate Dean)</p> <p>Peter Judge (CAS, Chair of the Department of</p>
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		<p>Philosophy and Religious Studies)</p> <p>Melissa Carsten (COBA)</p> <p>Alice Burmeister (CVPA)</p> <p>Jackie McFadden (Library)</p> <p>Scott Werts, (CAS, former Faculty Personnel Chair)</p> <p>Adrienne McCormick (Provost; ex officio)</p>
C4.	The Task Force recommends adding the periodic review outlined in A4 above to the responsibility of the University Personnel Committee (working in concert with the Provost's Office) in the Faculty Conference bylaws.	The Provost's office will charge the University Personnel Committee to perform this review during the 2020 – 2021 academic year.
C5.	The Task Force recommends creating clearer criteria for distinguishing the difference between Professional Stewardship and Academic Responsibility.	<p>This recommendation will be reviewed by the University Personnel Committee during the 2020-2021 academic year.</p> <p>The Task Force offers the following suggested language for distinguishing criteria for determining if an activity should be considered Professional Stewardship:</p> <p>If the activity meets any of the three criteria (if these questions can be answered with a “yes”), it should be considered Professional Stewardship: 1) did the activity take a significant, extended amount of time or effort over more than one meeting? or 2) did the activity require a faculty</p>

		member's academic experience/expertise? or 3) did the activity require the faculty members' professional experience/expertise?
<b>D.</b>	<b>Recommended Policy Change Already Approved by Faculty Conference</b>	
D1.	The proposed policy revision of the Post-Tenure Review Policy was presented, after vetting by the Rules Committee, to Faculty Conference at the September 28th, 2018 Faculty Conference assembly. The Faculty Conference voted to put the proposed revision on the agenda for a vote at the November 30th, 2018 Faculty Conference assembly. At the November 30th, 2018 Faculty Conference assembly, the faculty voted unanimously to approve this policy change.	At the November 30th, 2018 Faculty Conference assembly, the faculty voted unanimously to approve this policy change. The policy has been reviewed by the University's legal counsel, approved by the President, and approved by the Board of Trustees. The policy became operative during the spring 2020 semester; it is currently being enacted by the Provost's office and is operative during the 2019 - 2020 academic year.