

**Winthrop University Faculty Conference**  
**April 23, 2004**  
**2:00 pm**  
**Barnes Recital Hall**

At 2:00 p.m., Dr. Marilyn Smith, Chair of Faculty Conference, called the meeting to order.

**I. Approval of Minutes from April 2, 2004 Faculty Conference**

The minutes of the April 2, 2004 Faculty Conference were approved.

**II. Welcome and report from the Board of Trustees**

Dr. Smith presented her report from the Board of Trustees meeting on April 16, 2004. She stated that the Academic Affairs Committee began with a report from Dr. Moore, who stated that the two major issues facing the institution are decreasing state support and increasing accountability as well as delivering the new general education program while maintaining excellence in the academic departments. The Academic Affairs Committee was then briefed on our new Commencement Participation Policy, the Graduate Program Review, the campus Academic Integrity Surveys of students and faculty, the Faculty Recruitment website, and the update of the proposed Masters of Social Work.

The academic units then gave updates from their respective areas. Arts and Sciences reported increases in participation and recognitions in undergraduate research, increases in grants, and efforts to improve the recruiting of minority faculty. The College of Business shared that it has completed a major revision of its Executive MBA program. Also, some of the business students had participated in the Students in Free Enterprise competition, winning Rookie of the Year and Second Runner Up in the division. The Richard W. Riley College of Education noted that it had 58 Teaching Fellows this year, and 53 students had received scholarships. It was also reported that the College of Education will be hosting NCATE Examiner Training next year. Mark Herring, Dean of the Library, reported that he is working with others to form a statewide consortium of academic libraries to provide more services with fewer funds. Brien Lewis, Dean of University College, gave a report that included each of the components of University College, as well as the Common Book Project. The College of Visual and Performing Arts noted that it has increased music applications through tours and recruitment, and the Jazz Ensemble has received national recognition. Also, the MAAA had 18 students enter in the fall. The committee meeting ended with snippets from *The House of Bernarda Alba*. A Research Council Grant was used for the initial part of the production, and the production represents cooperation between Theatre, Music, and Modern Languages.

Dr. Smith then reported that at the meeting of the Board of Trustees, the Finance Committee approved a resolution to approve a loan up to \$5.5 million to finance the Energy Performance Contract Project. The Finance Committee also reviewed the Athletic Department's audit and commended the good report. The University Relations Committee was briefed on how the Development Office is being restructured; it also

received reports on the academic performance of student athletes, and met new coaching staff. It was also updated on current year admissions and the REACH Mentor Program.

In her report to the Board, Dr. Smith addressed several items. She stated that all revised programs incorporating the new general education requirements have been approved, noting that the Office of Academic Affairs has developed policies for grandfathering the general education requirements for transfer students and Academic Council has approved a policy and review process for transferring general education courses that have a writing component. Also, she shared with the Board that the Graduate Program Review should be seen as an important step for the graduate program, since before this revision began there seemed to be no systematic process to improve the graduate programs. She also invited the Board of Trustees to join faculty today for the celebration of the completion of the program revisions. She also described the recent efforts of the Faculty Concerns Committee, and reported that Faculty Conference had approved a revision to the Honors Program.

The Student Representative to the Board reported on three items at the meeting: the Council will continue to work with university personnel in designing the Campus Center, encouraging voter registration will continue to be an issue, and the Council is studying the best events and venues for homecoming.

In his report to the Board, Dr. DiGiorgio focused on financial issues first, with an overview of the budget woes and a possible tuition cap. He also noted the possible salary increases of two to three percent. Next, the President reported that preliminary results in the Performance Funding process show the university once again “Substantially Exceeds Standards.” He concluded by noting that the leadership of the Commission on Higher Education and the university presidents had met recently to try to move forward with developing a replacement system for Performance Funding.

### **III. Report from the President**

Dr. DiGiorgio did not attend today’s Faculty Conference; however, Dr. Smith reminded faculty of the email that he had sent.

### **IV. Report from the Vice President for Academic Affairs**

Vice President Tom Moore began with some general announcements: deadlines for grades, supportive comments for the consortium system of academic libraries that Dean Herring had shared with the Board, and an invitation to faculty to attend the Retiree and Faculty/Staff award ceremony. He then shared that it had been a busy yet interesting year that had resulted in a major accomplishment of general education reform. He commended those groups who had been particularly involved in that process: the Gen Ed committee, CUI, Teacher Education Committee, and Academic Council. Dr. Moore stated that we are now faced with “moving into the house that we have built,” an experience that he thinks will be an opportunity for us to define ourselves as a school and to impact student retention. He also summarized the common experience that the program establishes for students. The first semester of Writing 101 and ACAD 101 of starting where the students are will provide a foundation for GNED 102, and a move to

CRTW 201 will develop students' critical thinking and argumentative skills even further. With this kind of system, Dr. Moore asserted that we can advertise ourselves to students (at last count, there were 12,700 prospective students for the class of 2006) as being committed to engaging in the curricular and co-curricular life of the institution. Students will also see that education is not just about skills, as the information will be engaging, personal, and intentionally developmental. He stressed that the president is committed to providing the resources and support needed but not at the expense of disciplinary programs; Dr. Moore stated that the belief is that this new program will enhance rather than undermine disciplinary programs. Careful planning will also take place within the administrative units as priorities will be discussed at the Deans' Retreat. Overall, he thinks that "we have built a nice house" and that we have the potential for a vibrant house. Dr. Moore ended his comments by reminding faculty that he views his job as being about enabling faculty to complete their jobs well.

## **V. Committee Reports**

Dr. Smith explained the reporting process from committees. While any committee chair can report at Faculty Conference, Dr. Smith regularly emails chairs of the standing committees of Faculty Conference, Academic Council, and Academic Council subcommittees to determine if chairs need to share items with Faculty Conference. At least one report—oral or written—needs to be made during the year.

Dr. Koster, Chair of Academic Council, began the committee reports. She said that she would not read Academic Council's Annual Report since Dr. Moore had already covered most of the highlights, but she provided a written copy to be archived in the Minutes. She began by reiterating Dr. Moore's thanks to the members of the Gen Ed Committee, the Teacher Education Committee, CUI, and Tim Drueke for their work on the general education reform process. She then shared information from the April 16 meeting. CUI reported three changes that did not require Academic Council action (or a vote of Faculty Conference):

- Drop SCIE201A, which has not been offered since 2001 and has been replaced by BIOL 150/151.
- Change the course description for SCIE 222 (the Yellowstone trip) to make clear that it no longer includes a Geology component, just life sciences.
- Change the prerequisite for PSYC 302 (Experimental Psychology) from PSYC 301 to PSYC 301 with a C or better to ensure that students are prepared for upper-division courses.

Academic Council also discussed cultural events. Dr. Koster noted that since Faculty Conference revised the definition of what constitutes a cultural event last year, there have been some questions about how the new definition is working. In particular, there has been some question about how we define "universal" in "events of universal interest." She also stated that the cultural events web page may need to be revised and that we may need to clarify certain "unwritten assumptions" about cultural events. A concern exists that events of a partisan, sectarian, or very timely nature need be considered from a consistent perspective, and that there was a need for clearer guidance for event sponsors about what "extra information" the committee needs to consider an application. And, because the membership of the committee turns over almost every year, there was a

concern raised about whether the committee should be appointed with staggered terms to preserve “institutional memory” and consistency, or even if Academic Council should recommend to the President that this become an elected committee rather than an appointed one. After discussion, Academic Council appointed a working group of Dr. Peter Judge, Dr. John Bird, Dr. Michael Lipscomb, and Annie-Laurie Wheat to review recent practices of the Cultural Events committee and to come forward next fall with recommendations for Academic Council to act on. Dr. Koster invited faculty to send questions, suggestions, or concerns about the issue to these four individuals. She also invited previous members of the Cultural Events committee to share with the working group their experiences with written/unwritten requirements as these practices are clarified and codified.

Academic Council also examined a proposal from the Grade Group, intended to “fix” changes in the list of courses approved for GNED categories to match the date of each catalog so that advising for students and approval of transfer courses can be consistent. The new proposal asks that all changes for the following year’s catalog be started into the approval process by the first Friday in November so that such changes can be approved and distributed to advisors and students by the Registrar in advance of spring semester advising and pre-registration. The proposal Academic Council brought to Faculty Conference is the following:

To amend the Program Review and Curriculum Revision processes described in Chapter II of the Faculty Manual be refined, so that the courses that satisfy requirements in the General Education areas be approved or removed by academic year according to the schedule outlined below.

<b><u>Approval of Courses for the General Education Program</u></b>	<b><u>Deadline</u></b>
Deadline for department chairs and deans to submit course changes (approval or removal) to the General Education Committee.	First Friday in November
General Education Committee approval of general education course changes	End of fall semester
Academic Council approval of general education course changes	First meeting of spring semester
Faculty Conference notification of general education course changes	First meeting of spring semester
Departments and colleges complete schedule of course offerings for following fall	Mid-February
Course schedule for the following fall goes to press	End of February

The proposal was approved unanimously. Finally, Dr. Koster announced that Dr. Frank Pullano will be chair of Academic Council for 2004-2005. After she completed her report, Dr. Moore publicly thanked Dr. Koster for her leadership of Academic Council this year.

Dr. Kathy Lyon, Chair of the Honors Committee, explained the changes noted in the Committee's Report. She stated that the Honors program has been inclusive in the past and without much structure; these changes will raise standards and provide more structure to the program. She also noted that one perk for Honors students would be designated Residency Hall accommodations.

Dr. John Robbins, Chair of the Rules Committee, brought forth a proposal to Faculty Conference that deals with changing four sections in Appendix I. Before explaining the changes, Dr. Robbins commended Barbara Scranton for her work on streamlining the wording of the bylaws. The suggested changes are noted below:

**CHANGE ONE:**

**APPENDIX I: FACULTY GOVERNANCE Page 77**

**Article VII - Committees**

*(Note: Section 1 proposed change parallels wording stated and proposed on Page 91. See below)*

*Section 1 ADD: (See also Chapter II, p. 11, Committees Statement)*

***ADD: Membership in the Winthrop Faculty Conference for at least one year is required for election to any standing committee of Faculty Conference.***

Membership on standing committees shall be for staggered three-year terms as determined by regulations established by the Faculty Conference, and vacancies shall be filled by election for the remainder of the unexpired term ***ADD:(see Elections, Appendix I, General Committee Rules, p. 91).*** ***ADD: A member of a standing committee of Faculty Conference who has served a complete term may not succeed him/herself. For purposes of committee membership, Deans, Associate Deans and Assistant Deans are Administrative Officers. In non-academic units, people with "dean" in their titles are Administrative Officers.***  
(Amended by Faculty Conference 4-25-97, \_\_\_\_\_ 04)

**CHANGE TWO:**

**APPENDIX I: FACULTY GOVERNANCE Page 83**

*(Note: This adds wording to specify location of application form*

**The Graduate Faculty Assembly Bylaws**

**Article III - Membership**

Upon recommendation of the Graduate Council, the Assembly shall establish from time to time the generally recognized criteria for membership in graduate faculties. ***ADD: The application form with stated criteria is available in the Graduate Office.*** The academic deans shall nominate for membership in the Assembly those persons who qualify under those criteria and the Chief Academic Officer (of the University) shall be responsible for reviewing appointments for conformity with the established criteria. If the eligibility of a person for membership is questioned, the Assembly shall be the judge of the qualifications

of that person for membership. Performance of limited graduate duties on a temporary basis does not in itself constitute eligibility for membership in the Assembly. (Amended 4-09-81, \_\_\_\_\_ 04)

**CHANGE THREE:**

**APPENDIX I: FACULTY GOVERNANCE Page 84**

*(Note: This changes wording to what exists)*

**The Graduate Faculty Assembly Bylaws**

**Article VI - Graduate Council**

**Section 3** The Chair of the Graduate Council shall be elected by the voting members of the Graduate Council, from the voting members of the Graduate Council, and shall have served on the Council at least one year. The Chief Academic Officer **ADD: or designee** shall serve as a member, without vote. . . .

**CHANGE FOUR:**

**APPENDIX I: FACULTY GOVERNANCE Page 91**

*(Note: This adds wording to Conditions for Service to parallel wording on page 77, and clarifies data under Elections)*

**General Committee Rules**

**Conditions for Service**

**ADD: Membership in the Winthrop faculty for at least one year is required for election to any standing committee of Faculty Conference.** Membership on standing committees shall be for staggered three-year terms as determined by regulations established by the Faculty Conference. When a vacancy occurs prior to the end of a full term, it shall be filled by election for the remainder of the unexpired term (see Elections below). **ADD: A member of a standing committee of Faculty Conference** who has served a complete term **ADD: may not succeed him/herself.** For purposes of committee membership, Deans, Associate Deans and Assistant Deans are Administrative Officers. In non-academic units, people with “dean” in their titles are Administrative Officers. **(Amended by Faculty Conference 4-25-97, \_\_\_\_\_ 04)**

**Elections**

Regular elections by the Faculty Conference of members of all standing committees created by the Faculty Conference shall take place at the March meeting of the Faculty Conference. Special elections to fill vacancies shall take place as soon as practicable after such vacancies occur. When a member of a committee created by the Faculty Conference enters on leave of absence **ADD:(i.e., medical, unpaid or sabbatical),** a committee vacancy is thereby created **ADD: (unless the member requests to serve while on sabbatical or unpaid leave).** **When a vacancy occurs prior to the end of a full term, it shall be filled by election for the remainder of the unexpired term. (Amended by Faculty Conference \_\_\_\_\_ 04)** The Committee on Faculty Personnel shall nominate **at least** two eligible candidates for each vacancy, and additional nominations may be made by any member of the Faculty Conference. A majority of the votes cast shall be required to elect. When more than one person is to be elected to a council

or committee and the terms are staggered, the longer terms shall be given to the persons receiving the greater number of votes.

Dr. Robbins clarified that Faculty Conference was voting today to put this item on the agenda for the first Faculty Conference of the academic year in August. The proposal was unanimously approved. Dr. Robbins concluded by thanking his committee members, in particular Dr. Eddie Lee and Dr. David LeTourneau, who are rotating off. He also welcomed new members Beth Costner and Mabaye Dia. Dr. Robbins then gave the committee's annual report. He noted that he was re-elected as chair for next year before summarizing this past year's work. In addition to today's report and proposal, the group had brought two amendments that Faculty Conference had approved: 1) to add that the Director of General Education should serve as a nonvoting ex officio member to the General Education committee and 2) to change the amendment from the Committee on Faculty Personnel to add the statement that all committee members should be tenured.

Annie-Laurie Wheat, Chair of the Cultural Events Committee, reported that the committee meets monthly to consider requests and student petitions. Approximately 120 requests have come in each semester. Approximately 247 cultural events have been reviewed from petitions.

Dr. Alice Burmeister, Chair of the Task Force on Academic Integrity, stated that the group's surveys have been distributed through departments for faculty to complete. Once the results are collected, they will be compared to the student results. She thanked members of the Task Force and the Council of Student Leaders as well as Joseph Prus for their work on this project.

Dr. Martha Spears, Chair of the Research Council, announced that the group had given out \$125,000 to support faculty research.

Dr. Smith announced that the election of committee chairs had already taken place for this coming year. This is a change from the previous method of electing chairs after the last meeting of Faculty Conference.

Dr. Dwight Dimaculangan spoke on behalf of Susan Silverman, the current chair of Budget Priorities, to see if there were any questions about the committee's report. He also noted that the committee is still determining its purpose, and that it had one more meeting for the year scheduled with Dr. Moore.

Dr. Smith concluded by thanking committee chairs for their work this past year.

#### **VI. Old Business**

There was no old business.

#### **VII. New Business**

There was no new business.

**VIII. Announcements**

Dr. Jennifer Solomon noted the Common Book Project focusing on *Into the Wild*.

Dr. Kathy Lyon invited faculty to the Honors Thesis Colloquium.

Dr. Dwight Dimaculangan announced that Graduate Faculty Assembly would meet after today's Faculty Conference.

**IX. Adjournment**

The meeting was adjourned at 3:05 p.m.

Respectfully submitted,

Dr. Kelly L. Richardson  
Faculty Conference Secretary