**FACULTY SENATE MEETING MINUTES**

**North Carolina A&T State University**

**101 Academic Classroom Building**

**Tuesday, April 23, 2019**

**3:00 p.m.**

**Dr. Julius Harp, Chair Presiding**

**Senate Members Present:** Mohd Anwar, Phoebe Archibade, Leila Beni, Narayan Bhattarai, Robert Cobb, Jr., Steven Culver, Nicole Dobbins, Yewande Fasina, Bonnie Fields, Galen Foresman, Elizabeth Hopfer, Abebe Kebede, Hyung Kim, Julius Harp, Luba Kurkalova, Anna Lee, Daniel Limbrick, Deanna McQuitty, Ahmed Megri, Mahour Mellat-Parast, Gregory Meyerson, Kenrett Moore, William Randle, Thomas Redd, Philip Rubio, Katherine Silton, Tobin Walton, Jacqueline Williams, Danielle Winchester, Alexander Yap.

**Departments Not Represented:**  Management; Computational Science and Engineering; Mechanical Engineering; Counseling; Criminal Justice; Journalism and Mass Communication; Visual and Performing Arts; Biology; Computer Systems Technology; Nanoengineering; Graduate College.

The meeting was called to order by Chair Julius Harp at 3:05pm.

**Roll Call**

**Approval of the March Faculty Senate Minutes**

* It was moved and properly seconded to approve the March minutes.
* Senators approved the minutes by unanimous vote. There were no corrections or additions.

**Statement from the Chair Dr. Julius Harp**

* Dr. Harp requested a moment of silence for Dr. Kenneth Flurchick, from Computational Science and Engineering, who passed away earlier this semester.
* The Executive Committee met on April 16. Highlights from the meeting include:
  + Twenty-five faculty collaborated on an Office Hours policy draft. Unfortunately, the Board of Governors recently indicated that current policies in place are considered suitable. Dr. Harp intends to push further to represent the faculty’s stance on the Office Hours policy. Additional department opinions can be forwarded to Dr. Harp, Dr. Foresman, and cc: Ms. Ingram. Senator Limbrick has asked if he can have the word document that can be used to submit tracked changes.
  + Dr. Harp has requested annual reports from all standing committee chairs.
  + Dr. Harp and Dr. Foresman will continue to connect with Human Resources to develop strategies to respond to the results of the Faculty Engagement Survey.
  + Several senators have expressed a general need for a salary equity committee; this is a recurring request. The Executive Committee would like to develop a standing committee that will focus on salary equity on a regular basis. The Executive Committee would like to charge the Welfare Committee with identifying individuals to serve on this committee.
  + The Welfare Committee will need a new chair for the upcoming academic year. Dr. Harp has asked the committee to initiate the process for identifying a new chair.

**Nominating Committee Report Dr. Bonnie Fields**

* Dr. Fields presented the nominations for the following offices:
  + For the position of Vice-Chair, Dr. Galen Foresman was nominated from the committee.
    - Nominations were requested from the floor. Hearing none, nominations were closed.
  + For the position of Secretary, Dr. Elizabeth Newcomb Hopfer was nominated from the committee.
    - Nominations were requested from the floor. Hearing none, nominations were closed.
  + For the positions of Faculty Assembly Delegates, Dr. Anna Lee and Dr. Nicole Dobbins are on the ballot.
    - It was properly moved and seconded to confirm these two nominations.
    - Nominations were requested from the floor. Hearing none, nominations were closed.
    - Several questions were posed about Faculty Assembly:
      * How long are terms of service? *2 years*
      * How many delegates does A&T have? *4 total*
      * Are alternates allowed to vote? *No*
  + For the positions of Faculty Assembly Alternates, Dr. John Roop and Dr. George Stone are on the ballot.
    - It was properly moved and seconded to confirm these two nominations.
    - Nominations were requested from the floor. Hearing none, nominations were closed.
* Dr. Fields presented the nominations for the Hearing and Reconsideration Committee and the Faculty Grievance Committee for 2019-2020. Colleges who have not yet submitted names for 2019-2020 will determine their representatives at end-of-year meetings. These recommendations will be brought forth for Senate confirmation in the Fall 2019 meeting.
  + It was moved and properly seconded to confirm the recommendations presented today; they were unanimously confirmed by the Senate body.
* Dr. Fields presented the final election results. The officers for the upcoming year include:
  + Chair – Dr. Julius Harp
  + Vice-Chair – Dr. Galen Foresman
  + Secretary – Dr. Elizabeth Newcomb
  + Faculty Assembly Delegates – Dr. Julius Harp, Dr. Galen Foresman, Dr. Anna Lee, and Dr. Nicole Dobbins
  + Faculty Assembly Alternates – Dr. Deana Melton, Dr. Reza Tahergorabi, Dr. John Roop, and Dr. George Stone.

**New Programs and Curricula Committee Report Dr. Galen Foresman**

* Due to the loss of quorum at the March Senate meeting, March curriculum revisions were not approved. Dr. Foresman reminded senators of the revisions from the March meeting and called for approval. It was moved and properly seconded to approve the March packets; they were unanimously approved by the Senate body.
* At the April 9, 2019 New Programs and Curricula Committee meeting, the committee reviewed 20 packets from: Natural Resources and Environmental Design; Economics; Management; College of Agriculture and Environmental Sciences (new PhD program); College of Science and Technology (revised PhD program); Family and Consumer Sciences; Nanoengineering; Mathematics; Biology; Chemical, Biological, and Bio Engineering.
  + Question about NANO 771: Why does the title include *Introduction*? Representatives from the college indicated that this is the first of a 2-part course and is considered introductory for master’s level students.
  + Question about CHEN 121 and CHEN 226: Senator Redd questioned if there were concerns from Computational Science and Engineering given the titles. A senator from the college in question responded that current titles are reflective of the internal college discussions surrounding the proposed changes.
  + It was moved and properly seconded to approve the April packets; they were unanimously approved by the Senate body.

**Educational Policy Committee Report Dr. Zachary Denton**

* Because the Senate was unable to approve the new teaching instrument at the March meeting. No additional corrections or comments were received since the March meeting.
* Senator Limbrick asked for a summary of the changes.
  + Dr. Denton shared that the main motivation is to shorten the evaluation instrument, make it more general to apply for face-to-face and distance learning, and to reduce redundancy.
  + Key questions added asked about the grade students expect to earn, extent of student effort in the course, and whether the structure and design of the course were appropriate for the delivery platform.
* Senator Redd asked if these are teaching or course evaluations? His concern is that phrasing of questions at the first part of the survey indicate that we are evaluating the instructor; the second part looks more like an evaluation of the course.
  + Dr. Denton said that they should be tied together.
* Dr. Harp asked if this is an ongoing process and if faculty could continue to provide input.
  + Dr. Denton said that the administration would like the survey to be fixed at the end of this semester, but that this process is not complete. Dr. Denton has talked with Dr. Jost about much more extensive review moving forward.
* Senator Randle asked about how would this instrument be used to evaluate courses that are team-taught?
  + Dr. Denton said that he had not considered this issue, but would expect the process to be the same as what is used now for team-taught courses.
* Senator Culver suggested that the scaling of – disagree, tend to disagree, neither agree nor disagree, tend to agree, agree – be modified, since students often don’t distinguish between full disagreement/agreement and “tend-to.”
  + Dr. Denton said that he would consider this recommendation.
* Senator Lind asked if the surveys can be randomized and reverse scaled in their presentation to students?
  + Dr. Denton said that he will communicate this recommendation to the Provost’s office.
* One senator asked if we could change the wording of Number 11 to include how much time spent rather than how much effort?
* Senator Dobbins asked if we approve this today what is the next step?
  + Dr. Denton said that the next step is for the instrument to be submitted to Dr. Jost’s office.
  + Senator Dobbins would like to see something that confirms that faculty have reviewed the instrument fully, provided comments, and that there is a sense of overall approval of the questions and format.
* Senator Limbrick asked if the university has any say about the questions?
  + Because Dr. Jost requested that the instrument go through the Educational Policy committee, it is assumed that the university wants faculty involvement.
* Senator Randle asked if question 6 could be changed to reflect our previous discussions about office hours – more about availability.
  + Dr. Denton will consider this recommendation
* Senator Williams asked if this instrument will be the only instrument to be used for online and face-to-face? There was general concern that the same instrument might not be appropriate for two different delivery modes.
  + Dr. Denton said that it is his understanding that the same instrument will be used for both delivery modes.
* Senator Redd moved to table this issue until the first meeting of the Fall semester.
  + Senator Limbrick asked if Dr. Denton could send additional revisions; we will share these revisions with our departments.

**Faculty Handbook Committee Report Dr. Bonnie Fields**

* The committee met April 18, 2019 and solidified a master review calendar for 2019-2020 to set up a continual review process.
* The committee also reviewed the UNC Code changes brought forth by Provost McEwen and Legal Counsel in the March meeting. Changes were approved by the Board of Governors, and changes to the A&T Handbook will be forthcoming at the August meeting.
* Dr. Fields brought forth one revision of the Faculty Handbook.
  + 5.1.6 currently reads that the Committees of Faculty Grievances and Hearing and Reconsideration shall consist of 7 faculty members. The Faculty Handbook committee is recommending a change to 9 members, to ensure representation from each college. It was moved and properly seconded to approve this change. Discussion:
    - Senator Cobb asked if it is possible to change the language: rather than specifying a number of members, could we simply include language that membership should reflect university organization. Discussion ensued, which showed the designation of colleges/units to be more difficult than first thought. After discussion, senators agreed to move forward with the designation of 9 members.
    - It was unanimously approved.

**Faculty Welfare Committee Report**

* No report

**Academic Calendar Committee Report**

* No report

**Constitution Committee Report Dr. Robert Cobb**

* The Committee is considering the issue of senator elections for departments that do not have faculty meeting the criteria in the Constitution. Dr. Cobb will submit his recommendations in his annual report, which can be handled further by the committee in 2019-2020.

**Presentation of QEP Co-Chairs Dr. Muktha Jost**

* Dr. Jost introduced the co-chairs of QEP: Dr. Thomas Redd and Dr. Stephanie Kelly. The QEP plan will be submitted as part of our SACS reaffirmation process. In May 2020, the co-chairs will submit the plan to the Board of Trustees. In Fall 2021, the plan will be implemented on campus.
* Background of the QEP focus for this cycle: The Provost’s office did a survey in Fall 2019 at various college meetings and with students to gather information. Institutional data for math performance was also evaluated. The SACS Steering Committee has identified communication and math as two areas of focus for the QEP.
* Dr. Kelly and Dr. Redd are looking at institutional data, particularly in the area of math. They are looking at attendance, space between math in curricula, current math department endeavors. They want to ensure that the QEP involves the entire campus and integrates across departments.
  + As they investigate the data further, strategies/steps will be identified. Communication might include interpersonal, written, oral, etc.; Mathematics might include general analytical reasoning, not simply raw algebra skills. There may be a connection between communication/mathematics that hasn’t been linked on campus before.

The meeting adjourned at 4:50pm.

Dr. Elizabeth Newcomb Hopfer

Secretary