



NORTH CAROLINA CENTRAL UNIVERSITY
Faculty Senate Meeting
Friday, September 2, 2011 – 2221 Mary Townes

MINUTES

Those present:

Senators and Alternates: Art: Achameleh Debela; Biology: Amal Abu-Shakra.; Chemistry: XX; Criminal Justice: XX ; English & Mass Communication: Brett Chambers; Tom Smythe; Envir., Earth/Geosp. Sciences: XX; Health Education: xx; History: Terry Mosley; Human Sciences: Wadeah Beyah; Library & Information Sciences: Robert Ballard; Deborah Swain; Math & Computer Sciences: Xinyu Huang; Hayk Melikyan; R. N. Uma; Modern Foreign Languages: Claudia Becker; Lina Cofresi; Music: Candace Bailey; Nursing: Ernestine Lassiter; Physical Education & Recreation: Arcelia Jeffreys; Beverly Allen; Physics: Marvin Wu; Political Science: XX ; Public Administration: Dohyeong Kim; Psychology: Sandra Waters; Sociology: Sandra Rogers; Robert Wortham; School of Business: Lionel Thomas; Aditya Sharma; School of Education: Nancy Reese-Durham; Masila Mutisya; Sandra Jackson; School of Law: Reginald Mombrun; Shepard Library: Hafsa Murad; Yan Wang; Social Work: Larry Williams; Theatre: Stephanie Howard; BRITE/Pharmaceutical Sciences: Al Williams

Ex-Officio Members: Debbie Thomas, Associate Provost; Jim Harper, Interim Assoc. Dean of College of Liber Arts; Bernice Johnson, Asst Vice Chancellor Academic Services; Keith Pigues, Dean of School of Business; Shawn Stewart, Asst. Vice Chancellor/Res, Eval, Plan; Elwood Robinson, Dean of College of Behav and Soc Sciences; Ontario Wooden, Dean of Univ College; Cecelia Steppe-Jones, Dean of School of Education; Abdul Mohammed, Dean of School of Business

Guests: George Wilson, Criminal Justice; Vinston Goldman, Psychology/Faculty Assembly; Vicki Lamb, *ad hoc* Faculty Handbook Committee Chair; John Smith, Director of Information Technology; Jesse Mann, Physical Education & Recreation; Gary Bowr, Student Affairs/OSRR; David Kroll, Pharm Sci/BRITE Chair; Kimberly Pfeiffer-McGhee, Extended Studies; Janice Dargan, Sociology; Breylon Smith, Dominique Thompson and Keren Campbell, Grad Student Assoc; Muhmud Mansaray, Research, Eval, and Planning; Daphne Richardson, Chair of Staff Senate; Harvey Hinton, School of Ed/Curriculum; Wendy Rountree, Interim Director, Faculty Prof Dev; Gregory Cole, Chair, Biology; David Green, School of Law; Prince Bull, School of Ed; E. Joyce Roland, Nursing; Jeanette Barker, Director, Institutional Effectiveness; Theodosia Shields, Director of Library Services; John Clamp, Biology; Minnie Sangster, Former Chair of Senate/Executive Committee

- I. Call to order:** Prof. Sandra Rogers, Chair, called the meeting to order at 2:09 p.m. Roster for signing in passed around then at front of room. Agenda, Minutes from April and Announcements handouts available.
- II. Announcements:** (send Senate announcements to Dr. Claudia Becker, Vice-Chair, at cbecker@ncsu.edu by 10/4 (November 4 preferred new deadline) for next meeting)
1. Let's Make a Difference Day – 9/17
 2. Fall Convocation – 9/30
 3. General Faculty Meeting – 10/14
 4. Founder's Day Convocation – 10/28
 5. Art Exhibit: "Cash Crop" by Stephen Hayes in Art Museum through 10/30
 6. International Festival – 9/29
 7. German-American Day including Oktoberfest 10/5
 8. National German Week 10/1 thru 10/10
 9. Faculty Senate will meet 10/7, 2:00pm, location TBA.

- III. The Oath of Office** was administered by Prof. David Green, School of Law to
- A. Executive Committee:
 - Chair: Prof. Sandra Rogers
 - Vice-Chair: Dr. Claudia Becker
 - Secretary: Dr. Deborah Swain
 - Parliamentarian: Dr. Dohyeong Kim
 - B. Senators and Alternates (copies of oath and signature sheets provided to Senators and Alternates to sign)
- IV. Approval of Minutes of April 1, 2011:** After verifying there was a quorum present (following presentations and greetings from Graduate Student Association and Staff Senate), minutes were discussed. It was moved by Dr. Amal Abu-Shakra, seconded by Dr. Nancy Reese-Durham, and approved unanimously to accept with changes (to correct attendees list) that the April minutes as distributed in print and presented by Dr. Deborah Swain, Secretary.
- V. NCCU Graduate Student Association:**
- A. President Breylon Smith addressed the Senate noting it was the first time he remembered the GSA being invited and stating that “it means a great deal to us.” He listed how faculty could help graduate students and graduate students help the faculty: (1) more research and publication opportunities for graduate students who want to support and not compete with faculty; (2) a seat at the table as shown today so GSA on the agenda; (3) graduate student support is there including mentoring undergraduates and encouraging them to get two degrees as part of the “new normal.” (He plans to graduate in December but the GSA will be available to work with faculty.)
 - B. Ms. Dominique Thompson (Outreach) provided a handout and described the Albert Schweitzer Fellowship program. Applicants need a faculty mentor, partner with a community organization, work for one year addressing health-related needs in an underserved area, and receive \$3000 stipend. With Dr. Laverne Reed, she asked faculty to encourage participation.
 - C. Ms. Keren Campbell (Fellowships and Scholarships) asked faculty to encourage students to seek a Ph.D. by sharing how they achieved doctorate goals. In addition, she requested support with upcoming fundraising events, such as a raffle. The GSA office is in Suite 114 of Taylor and questions can be emailed to nccugsa@gmail.com. She thanked the Senate for having the GSA representatives there.
- VI. NCCU Student Government Association (Undergraduate Officers):** Prof. Rogers announced that the SGA representatives had a scheduling conflict due to the first football game of the season out of town, but would be rescheduled.
- VII. NCCU Staff Senate:** Ms. Daphne Richardson, Chair of the Staff Senate, spoke noting it was the first time she had been invited and thanked the Chair. She invited the faculty to work together with the staff on projects. She would be recruiting 25 team captains for projects such as cleaning and beautification. To volunteer, send email to her or Prof. Rogers. Ms. Richardson is also serving with Mr. Johnnie Southerland as co-chair for the fundraising campaign and would be recruiting captains. Last year over \$32,000 was raised. Finally she invited everyone to join staff and faculty at the Eagle

Hour “Come Together” starting at 5:30pm at the Time Out on Miami Blvd. (Prof. Rogers encouraged faculty to attend and take advantage to chance for discussions with staff.)

VIII. Division of Student Affairs: Mr. Gary Brown, Assistant Dean of Students, addressed the Senate and presented slides summarizing the current transition to a student rights and responsibilities model. There will be continued support of the judicial system, and as Mr. Brown noted, “this year we can help you on behavior issues.” The code of conduct covers issues such as cheating, plagiarism and fabrication. Mr. Brown also asked for help with how his office receives notice of possible misconduct. He requested support from the faculty and asked that email be sent to studentrights@ncu.edu or to him about misconduct. When asked about how faculty sends notice, it was suggested that faculty read the Student Handbook. There is a new student code of conduct to be included in the Student Handbook. He described how his office is striving for “creative collaboration.” If faculty would like to invite them, the Dean of Students can be proactive and come to a class with presentations on issues, including digital imprints. (Please give office two weeks notice.)

Mr. Brown asked the Faculty Senate to *choose a faculty representative* to be on the University Committee on Student Conduct. (Prof. Rogers and the Executive Committee will make recommendation.) During Q&A, Dr. Jesse Mann asked if the representative needed to be a Senator. The response from Mr. Brown was no. Dr. Sangster asked for a definition of “reprimanded” and was told how the Dean of Students office needs to know the background, track students who may repeat alleged misconduct, and educate the students. Responding to other questions, Mr. Brown explained that new changes to student code are to make students more responsible (see Academic Code in the Student Handbook). He also noted that his office would be willing to hear of any suggestions from Dr. Claudia Becker and others about exchange students.

IX. Administrative Update: Representing Academic Affairs Vice-Provost Bernice Johnson first addressed the Faculty Senate and welcomed everyone back for the new school year. Recognizing that faculty are the largest group in Academic Affairs, she asked everyone to take their role as a Senator seriously. She stated how “faculty and students hold the key to value in the institution” and noted how “this institution values very much what you bring.” Academic Affairs will work to provide resources, Dr. Johnson recommended that faculty put all expectations clearly in syllabi as we are all aware of the new Academic Progression Policy and requirements.

Then Provost Debbie Thomas joined the meeting and described how she had been meeting with the children of Dr. Denise Travis, who passed away this summer attending a meeting at Yale University. As visitors to campus, they found NCCU exceptional, and Dr. Thomas emphasized to the Senate that fact and how NCCU gives one the chance to serve. First, her door is open to meet with anyone, and temporarily her office is on the third floor of the new School of Nursing (contact Ms. Selena Mumford to schedule a meeting). Secondly, she recognized the new leadership announced over the summer that is experienced, wise and ready to serve, including Dr. Johnson in Academic Affairs; Dr. Chanta Haywood in the School of Graduate Studies; Dr. Ontario Wooden, Dean of the University College; Dr. Betty Dennis, new Dean of the School of Nursing; Dr. Kenneth Deese, new Dean of the School of Business; and Dr. Wendy Rountree, Interim Director of the Center for Professional Development. Issues that she will be working on this year as part of Continuous Quality Improvement include: (1) process to self-evaluation of programs to look at programs that might be

enhanced and improved before UNC General Administration (GA) does it for us; (2) budget realignment and facts to show impacts from budget cuts; (3) making concrete policies and processes so Senators and others can access policies online, noting as an example, contractual obligations for all faculty to attend events such as the University Conference in August and not to leave early; (4) supporting Dr. Haywood and efforts to have the Ph.D. in Integrated Biosciences approved, which will give the University leverage for more opportunities; (5) support of extended learning and online services and training for effective delivery of online courses, which would mean faculty commitment to take training to be ready when drastic shifts might occur towards online learning saving the costs of bricks and mortars and giving faculty chances to work from home (see Ms. Kimberly Pfeiffer-McGhee for opportunities); (6) faculty professional development and working on best practices in teaching and learning; and (7) continued emphasis on three words: communication, collaboration, and collegiality, noting that the third may not be in the Faculty Handbook, but it is a core value that will enhance overall our employment experiences. She thanked the Senate and encouraged members of the faculty to see her knowing that she will listen and they will be heard.

- X. Faculty Handbook:** Dr. Vicki Lamb, past chair of the ad hoc Faculty Handbook Committee, informed the Senate that the Handbook was available on the intranet (to view go through MyEOL to <http://www.nccu.edu/facultyandstaff/facultysenate/handbookDraft/>). We are waiting for final approval on tenure changes from UNC Legal Affairs. The changes since previous meeting and approval included: 1) how applicants for promotion or tenure would be informed at each stage and can ask for reconsideration (with decision information included in portfolio) as they go through the process, and 2) requests for early tenure/promotion cannot be made until after 4 years minimum as Associate Professor and 3 years minimum as Assistant Professor.

Dean Cecilia Steppe-Jones asked for clarification from Vice-Provost Bernice Johnson if it was policy or practice not to approve tenure to Assistant Professors; Dr. Johnson replied that it was the practice of past two Provosts and not a policy. Attorney Melissa Jackson commented that it is up to the Provost and not the office of Legal Affairs.

Dr. Lamb noted that the new process is in effect for promotion and tenure applicants this year. Prof. Rogers thanked Dr. Lamb and her committee for their service calling the new handbook a milestone. Rogers said she will be appointing members to the new Faculty Handbook Committee and invited senators to send her questions or come see her in the Faculty Senate Office in Taylor.

- XI. Student Registration Update:** Ms. Joyce Kovalik, University Registrar's Office, spoke to the Senate and provided a handout. Registration figure as of meeting was 8425. Ms. Kovalik recognized that quite a few students had been dismissed because of the new 1.9 GPA requirement, but that there is an appeals process recognizing extenuating circumstances. Final rosters will be available Sept. 7. Banner system will show "Y" if validated and "N" if validation process is not complete. September 8 is the last day to challenge enrollment. As required by the Department of Education, faculty should note the first day of attendance using printed rolls (option will be in Banner soon). Also, in case of withdrawal, the last day of attendance should be noted. If there are excessive absences or undergraduate student stops attending, an NW should be posted by October 19. (In response to question from Dr. John Clamp, Ms. Kovalik said that deadline would be extended a week in case Banner was not operative.) After that date, the grade would be an NF for undergraduates (graduate students have until the last day of classes to withdraw). Ms. Kovalik encouraged faculty to use early

warning option September 16 if D or F expected; midterm grades October 7 will wipe out early warning grades. However, faculty must put NW grades in as final grades at the end of the semester.

When Dr. Becker asked about special accommodations for military personnel, Ms. Kovalik noted that concerns about active service students being late for classes was new to her but could be discussed. In response to other questions, Ms. Kovalik responded that the exam schedule would be prepared soon, and that any student not on roll attending after Monday, September 5, should be vetted and to let Registrar's Office know especially if any claimed financial aid was being processed. Dr. Becker thanked Ms. Kovalik and recognized her and Registrar Jerome Goodwin for all the work they and their office does.

XII. University College Update: Dean Ontario Wooden thanked the faculty for all they have done to get the year started. There are 1280 Freshmen plus over 500 transfer students enrolled. He announced that assignments have been completed for Advisors in the University College, including more who are academic advisors for the Colleges of Liberal Arts, Behavior and Social Sciences, and Science and Technology. Over the summer his office worked with upper level, academic advisors who were able to meet with students during Orientations. Advisors and public relations have let students know about tutors and supplemental education personnel. He asked faculty to communicate if a class is cancelled as students have come to the University College when it happens. Also, if there are changes to requirements in a curriculum, he assumed they would be approved by the Academic Planning Council and communicated to University College and others. Dr. Wooden stressed the early warning and mid-term procedures to warn students of academic problems noting that dismissed students would say that they did not know they were in trouble. Everyone would be asked to support mentoring program.

In response to questions, he noted that the Grades First System was available for use and campaign from last year to use it would be continued but faculty must use Banner for early grade warnings and mid-term grades. He would send to department chairs information about setting up meetings to recruit majors noting that Criminal Justice and Athletic training had already scheduled "meet and greet" events. The advisors in the University College works with academic advisors to help upper level students (juniors and seniors) when asked by students as Dean Wooden noted and offered the observation that not all advising is being done. In discussion it was noted that students are assigned faculty advisors but students may still need help, and areas such as Criminal Justice with about 800 majors may be overwhelmed. Dr. Wooden said that University College advisors as well as academic advisors help when asked with course and career advising. Dean Elwood Robinson, College of Behavior and Social Sciences, acknowledged that academic advisors can be overwhelmed with 50-60 advisees and recognized assistance from the University College where advisors follow-up and track student progress. Dr. John Clamp requested consideration in areas such as Biology for individual advising and not blanket approach; he would like to meet more with freshmen advisees but found only a few showed up unless required to meet to get PIN numbers for registration. Dean Wooden recommended investigating successful approaches used by Dr. Yolanda Banks. Faculty asked about transition period during the summer when advising was needed, and Dean Wooden explained that he communicated through department chairs about summer events.

[It was moved by Dr. Becker, seconded by Dr. Hayk Melikyan, and approved by voice vote to extend the meeting 15 minutes.]

When Dr. Winston Goldman asked about online advising, it was noted that there is not a formal system yet for documenting such but should be considered (options for online office hours are available with Distance Education tools; see Ms. Pfeiffer-McGhee). Provost Thomas reminded faculty that there is a 10 hour minimum per week for office hours (note: or equivalent to number of hours taught per week). These are important contact hours. On the issue of meeting with parents, Dean Wooden noted that there is a federal law preventing disclosure of information to parents without student consent. Students do sign a contract allowing parents to meet with teachers, but Provost Thomas advised faculty to use legal university forms from the Registrar's Office to obtain student permission.

- XIII. Faculty Senate Committees:** Prof. Rogers noted there were no reports from old committees and asked chairs to hold information until the next Faculty Senate. She will be checking with old chairs and appointing new chairs and members to the existing standing committees (Academic Policies; Campus Relations and Welfare; Committee on Committees; Faculty Research and Development; Governance; Honorary Degrees, Memorials, and Special Awards; Nominating; and Faculty Handbook). Dr. Robert Ballard asked for clarification that there was no time limit on recommending *Emeritus* status to retired professors. Prof. Brett Chambers noted that handbook was referred to when considering recommendations that were sent from departments (see section 4.7 of handbook.)

Prof. Rogers noted that there is a “new normal” and encouraged the Senate to proceed using education, training, and understanding of what is expected. Faculty has a job to do and it includes letting students know they are branded as Eagles to succeed. Class time is important, and office hours should not be fictitious. She would strive as chair to help address inequities among departments, to support faculty feeling valued and happy, and to make the work environment a place you are glad to come to each day. Prof. Rogers noted that the Faculty Senate office suite is 105-107 Taylor, and there will be open houses there this year and a suggestion box installed. Faculty and guests are invited to use the newly cleaned space and to make coffee (contributing to cost voluntarily).

[It was moved by Dr. Becker, seconded by Dr. Lina Cofresi, and approved by voice vote to extend the meeting 5 minutes.]

- XIV. New Business:** In addition to the existing standing committees, Prof. Rogers introduced proposal from May, 2010 Faculty Workshop that three new committees be formed: Beautification, International Affairs, and Intellectual Climate. After discussion and clarification of procedures, it was moved by Dr. Beverly Allen, seconded by Dr. Becker and approved by voice vote that the proposal be sent to the Governance Committee to review and follow procedures to update by-laws (and the Faculty Handbook).
- XV. Adjournment:** It was moved by Dr. Sandra Waters and seconded by Dr. Swain that the meeting adjourn. Prof. Rogers adjourned the meeting at 4:27pm.

Respectfully submitted,

D. E. Swain

Deborah E. Swain, Ph.D.
Secretary, Faculty Senate and Member of Executive Committee
Associate Professor, School of Library and Information Sciences