



James E. Shepard, Founder

Faculty Senate Office

## North Carolina Central University Faculty Senate Meeting

### AGENDA

Friday, November 11, 2011  
2:00 PM, Mary Townes Science Complex

- I. Call to Order: Prof. Sandra Rogers, Faculty Senate Chair
- II. Announcements – (see handout)
- III. Approval of Minutes of October 7, 2011
- IV. Administrative Update -
  - a. Chancellor Charlie Nelms
  - b. Provost Debbie Thomas
- V. UNC Faculty Assembly Report – Dr. George Wilson/Prof. David Green
- VI. Student Disability Services – Ms. Kesha Lee, Director
- VII. “Shepard Library & YOU: Quick Tips for Teaching and Research Success.”  
– Dr. Theodosia Shields, Director of Library Services
- VIII. New Business
  - a. Faculty Senate Committees
  - b. Faculty Senate Update
- IX. Adjournment



James E. Shepard, Founder

**Minutes of the NCCU Faculty Senate Meeting, Friday, November 11, 2011 at 2:00 PM, 2221 Mary Townes Science Complex**

**Present:** College of Behavioral & Social Sciences: Criminal Justice - Tonya Hall (S), Lorna Grant (S); Human Sciences - Wadeah Beyah (S); Physical Education & Recreation – Beverly Allen (S); Public Administration – Dohyeong Kim (S), Patricia Wigfall (S); Psychology – Dwayne Brandon (S), Sandra Waters (S); Sociology – Robert Wortham (S); Social Work – Larry Williams (S); College of Liberal Arts: Art – Achameleh Debela (S); English and Mass Communication – John Prince (S), Charmaine McKissick-Melton (A), History – Terry Mosley (S); Modern Foreign Language – Claudia Becker (S); Music – Tim Holley for B. Tymas (A); College of Science & Technology: Biology – Mildred Pointer (A), Antonio Baines (S); Chemistry – Somnath Mukhopadhyay (S); Math & Computer Sci – Gaolin Milledge (S), Hayk Melikyan (S), Ravanasamudram Uma (S); School of Education: Nancy Reese-Durham (S), Sandra Jackson (A); School of Law: April Dawson (S); School of Library & Information: Robert Ballard (S), Eun-Young Yoo (A); J.E. Shepard Library: Doris Sigl (S)

**Ex-Officio Members and Guests:** Shawn Stewart, Asst. VC, IR, Effect. Plan; Abdul Mohammed, Dean CST; Elwood Robinson, Dean, CBSS; Ontario Wooden, Dean, University College; Kimberly McGhee, Director, Extended Studies; Theodosia Shields, Director, Library; Minnie Sangster, Interim Chair, Mod for Lang; Mahmud Mansaray, Res Asst, Res, Eval Plan; Carlton Wilson, Dean, CLA; John Smith (CIO-IT); Gertrude Jackson, Social Work; Sean Kimbro, Director BBRI; Emmanuel Oritsejafor, Political Science; George Wilson, Criminal Justice; Keshia Lee, Student Disability Services; W. Russell Robinson, English; Irene Owens, Dean SLS; Bernice Johnson, Associate Vice-Chancellor; Janice Harper, Assistant Vice Chancellor; Frances Graham, A VC; Jerome Goodwin, University Registrar

- I. **Call to Order:** The meeting was called to order by Prof. Sandra Rogers, Faculty Senate Chair, at 2:04 PM. Since a quorum could not be established at that time, it was decided that the Minutes from the October Meeting - that had been sent to senators and alternates via email - would be approved at a later time during today's meeting as soon as a quorum would be established. Dr. Claudia Becker - Vice-Chair of the NCCU Faculty Senate – is taking the minutes for today's meeting due to the fact that NCCU Faculty Senate Secretary, Dr. Deborah Swain has a conflict today.
- II. **Announcements:** Prof. Rogers distributed a paper-handout with 9 (nine) announcements that are relevant to NCCU faculty. It was compiled by Dr. Claudia Becker -- with the assistance from Ms. Rosalind Coleman and Prof. Sandra Rogers.

**[Please paste “Faculty Senate Announcements November 11, 2011” here!]**

Professor Rogers stressed the Number 1 of the Announcements by CLA Dean, Carlton Wilson which asks faculty to volunteer as servers at the Chancellor's Reception on December 9<sup>th</sup>, 2011.

- III. **Administrative Update:** Professor Rogers announced that Chancellor Nelms could not be here today because of his Board-of-Governors (BoG) commitment; also, Provost Debbie Thomas had not yet arrived. Therefore, Associate Vice-Chancellor Bernice Johnson was asked to provide her report to the NCCU Faculty Senate. Dr. Johnson thanked everyone in the NCCU Family for sending cards and saying comforting messages to her in her time of grief; she stated that she had lost her Mother and a Brother-in-Law recently. Dr. Johnson prefaced her report to the NCCU Senate by stating that Provost Thomas was away today; therefore, she would give the report. First off, she thanked the NCCU Faculty for what their hard work. She reminded the NCCU Faculty of six (6) important matters: 1. To let their students know where they are in terms of their grade in each class; 2. To Monitor carefully students' progress, especially now with the 2.0 Academic Progression Policy being in place; 3. To respond to "Grades First"- requests to provide counselors and academic advisors with crucial information; 4. To fill out "Student Success Plans" – which should be filled out for each student for in order to make sure that all NCCU students are academically on track. 5. All faculty should be aware that the Final Exam Schedule is not to be changed by Faculty; this can only be done with the permission of the Provost's Office. 6. All grades (for non-graduating students) are due by December 15<sup>th</sup>, 2011; the last day of class is: December 5<sup>th</sup>, 2011; December 6<sup>th</sup> is Reading Day: Nothing – not even student club meetings should be scheduled on that day. Dr. Johnson promised that she would send an updated calendar with important dates/deadlines to the NCCU Senate's Office to be distributed to all NCCU Faculty. This will include an update on the dates for graduating seniors: November 28<sup>th</sup> is the last day of class for graduating seniors. In sum, Dr. Johnson stressed that from now on timelines are very important. Furthermore, Dr. Johnson commented on the program reports that were forwarded to her Committee; two (2) reports have not yet come in. She stated that those reports would be carefully looked at by her Committee. She also commented on the quality of the reports received so far: It appeared to her that the question of why not to cut a particular program was not really addressed. She needed information on student success efforts, the overall quality of a program in terms of former students being accepted to graduate school, choosing successful careers or interesting jobs or public office, and being admitted to professional programs. Dr. Johnson announced the members of the Committee: Carlton Wilson, Ontario Wooden, Shawn Stewart, Pauletta Bracy, Wendell Davis, Frances

Graham, Kimberly Phifer-McGhee, and Sandra Rogers. All recommendations of what programs to be cut will be made and communicated before the Winter Break. Dr. Johnson continued her presentation by announcing the members of the Faculty Portfolio Review Committee; they are: James Shoaf (Chair), Deborah Swain (Secretary), James Beckwith, Cristina Cabral, Agatha Caroo, Jarvis Hall, Raghavan Iyengar, Andy Li, and Nancy Reese. This important committee will review all P&T portfolios at P&T consideration according to Dr. Johnson. Dr. Johnson also provided the Senate with a synopsis of the Chancellor's Chat with Students last Tuesday, November 8, 2011. Some of the questions posed to the Chancellor were: Why do faculty cancel classes?, Why don't we have a "green" campus?, Why do some academic units have money to operate and get things done and others do not? . A full catalogue of the questions to the Chancellor is available in the report from Dr. Johnson which was handed over to Dr. Becker during the meeting. The Chancellor answered to students by stressing to take advantage of internships, service learning opportunities, to recruit more international students, and to recruit ethnically more diverse students to Central in the future. Dr. Johnson also reported on UNC-President Ross' remarks in his inauguration speech: He emphasized that we must move to "a shared services model" and recruit more non-traditional students (including members of the military). Dr. Johnson concluded her presentation by asking the NCCU Senators/Faculty to make sure that students have positive learning experiences. A question was asked about the status of the CUTL. Dr. Johnson mentioned that it was now under the Associate Vice-Chancellor, her, supervision.

IV. **Quorum:** At 2:28 PM, a quorum could not be established: 19 were present. Therefore, the minutes from October 2011 could not be approved yet.

V. **UNC Faculty Assembly Report:** Dr. George Wilson/Professor David Green

Dr. George Wilson gave his report on the UNC Faculty Assembly he attended on November 4<sup>th</sup>, 2011. The Faculty Assembly was asked to examine the current 1. Satisfactory Academic Progress (AP) Policy, 2. The Drop/add and Early Withdrawal Policy, and 3. The Repeat and Replacement Policy. Dr. Wilson also left a paper copy of a survey that compared Good Academic Standing/ SAP / Academic Eligibility Policies with Dr. Becker. Dr. Wilson reported that after discussions in each group the Assembly reconvened to discuss the issues. Several issues of the policies were raised; however, no policy decisions were made. The issues will be reviewed and revised for possible revisions at the next assembly meeting. Some of the issues were as follows:

**Drop/Add and Early Withdrawal Policy:**

1. How long should the drop/add last (2 weeks?)
2. How long should a student be enrolled in a course before being dropped?
3. Should withdrawals be considered attempted or earned hours?

There was also a discussion about grades for withdrawal and if they should count as attempted hours. There was an agreement that a person's documented course that withdraws from the university full-time or part-time due to extenuating circumstances should not be counted as attempted hours. However, no consensus was reached about other grades for dropping or withdrawal because of the different policies at different universities.

**Repeat and Replacement Policy:**

Dr. George Wilson reported that the general agreement was that there should be a limit of the number of repeat and replacement courses. Some faculty members stated that students at their university could drop a class with a grade of B in order to maintain a 4.0 GPA. Several other schools – including NCCU – have a policy that stated only classes with D's and F's could be repeated. There was a consensus that all repeat courses must appear on the transcript.

**Satisfactory Progress Policy:**

Dr. George Wilson reported that the discussion revolved around supportive services for students below a 2.0 GPA. It was also mentioned that some schools will have a slight decrease in enrollment when the 2.0 GPA at 60 hours is implemented in the Fall. The consensus of the Assembly is that if university-wide policies are made, there should be flexibility within the policies for each university. Dr. George Wilson concluded that NCCU is ahead of many of our sister institutions with regards to the policy above. We do have an "Attempted Hours Policy," a "Repeat Policy," and a "Satisfactory Progress Policy."

Dr. George Wilson also spoke about Safety Issues on campuses which were discussed at the meeting: It was suggested that a common response system to emergencies should be implemented on all campuses.

Dr. Johnson stated that the 140-attempted hours and the 168 hours withdrawal rules were state-advised. Professor asked Dr. Wilson to send an electronic copy of his report to the NCCU Faculty Senate Office. Professor Rogers stated that the Faculty Senate Office has no budget, copying therefore is a major issue. Hopefully this can be resolved at a later date.

**VI. Student Disability Services – Ms. Kesha Lee, Director**

Ms. Lee gave a presentation on serving and supporting ALL students on our campus. She asked all Senators/Alternates to take the information back to her departments because no one does not want to be working not respecting and complying with Federal Regulations. Ms. Lee offered to send an electronic copy of her presentation to the NCCU Faculty Senate Office; she also distributed brochures from her office. Ms. Lee explained that the policy from 1990 was expanded in 2008; this means that more students can qualify. Also more student conditions are now included in the spectrum of qualifying learning disabilities/conditions. Ms. Lee stated that letters from her office that are sent out after students come to her are **NOT** retroactive. Furthermore, students need to come to her office every semester in order to receive a letter with a statement for the professor. Please call or email Ms. Lee if you need her office to proctor exams etc. for self-declared students. She recommended -- in order to avoid lawsuits -- to follow the plan outlined on the letter provided. She also provided input of how to encourage students to see her by saying: "Have you spoken to Ms. Lee yet?" Please focus on the resources that are provided through her office. Ms. Lee mentioned that a workshop was held after the Spring Break in the "Lunch & Learn Series"; Dr. Becker as the Chair of the NCCU Faculty Senate Faculty Research and Professional Development Committee suggested that another workshop could be held in the Spring Semester on January 20<sup>th</sup>, 2012 from 2:30 to 3:30 focusing on "Including ALL." Ms. Lee agreed to this date and said she would be available for a presentation.

- VII.** At 3:20 PM, there were not yet enough senators and alternates to establish a quorum in order to approve the minutes from the October Meeting. The actual count was: 24 senators and alternates. Professor Rogers stated that it was a serious issue if senators and alternates did not attend our senate meetings; she suggested that a letter for not serving should be placed into faculty's files. It was also stated that perhaps due to the fact that today's meeting was moved from November 4<sup>th</sup> to November 11<sup>th</sup> because of the UNC Faculty Meeting on November 4, 2011 some senators were unable to attend.

**VIII. "Shepard Library & YOU: Quick Tips for Teaching and Research Success"**

Dr. Theodosia Shields, Director of NCCU Library Services, gave a PowerPoint Presentation to the Senate in which she offered to faculty valuable resources to be used in teaching and research activities. She promised to forward the entire presentation to the NCCU Faculty Senate Office so it could be forwarded to the entire NCCU faculty. She thanked her staff for working on this new resource which can be accessed through the Shepard Library Homepage. Highlights were offering links to: “EndNote,” “Citation Machine,” “Journal Finder,” and the possibility for electronic reserves. Dr. Shields mentioned that if a faculty dropped off a desk copy of a textbook, a scanned version of the text could be accessed by all students of the course in which they are enrolled. An online-subscription to the “Chronicle of Higher Education” is also available to all NCCU Faculty. The Interlibrary Loan process was also explained in detail; moreover, the concept of LibGuides – available through Blackboard – that were created for specific areas of studies by Dr. Shields’ staff. A question was asked why so many important journals were no longer or not at all available for NCCU faculty. Concerns were also expressed how the Library would be able to support the research for the soon-to-be approved Ph.D. program. Dr. Shields extension is: X5233 and her email is: <tshields@ncu.edu>.

**IX. New Business:**

- Dr. Ballard asked a question of why a freshman is able to enroll in a graduate course. A lively discussion revolved around advising issues; it was suggested that this issue be put on a future agenda of the NCCU Senate for the December meeting. It was suggested by Professor Rogers, Dr. Debela, and Dr. Becker that various constituencies on Campus - including the Transfer Office – should be invited to this meeting. Professor Rogers announced that if anyone had a major issue or concern, they should send their comment or question to the NCCU Faculty Senate Office.
- Furthermore, Professor Rogers announced that she was trying to move the Spring NCCU Faculty Senate meetings to the Miller Morgan Building, but approval must be received first.
- Dr. Mutisya made a presentation on the Academy of Process Education ([www.processeducation.org](http://www.processeducation.org)); he stated that there was a deal available for NCCU faculty to join this professional organization at a reduced membership rate. He encouraged faculty to join and revive the Process Education Movement on Campus. He also announced that there was an annual conference by the same organization at SUNY Cortland. Dr. Janice Harper, Professor Rogers, and Dr. Becker encouraged everyone to consider this excellent opportunity to be more knowledgeable in

assessing and evaluating what we do in the classroom and taking control over classroom teaching and learning.

- The issue of the Indirect Costs of grants was also brought up and needs to be discussed further in future meetings.
- The possibility of offering a workshop on Portfolios needs to be discussed as well in future.
- a. Faculty Senate Committees:** Professor Rogers announced the chairs and members of all Committees and Standing Committees. A list with the names of chairs and members was distributed. She explained that she tried to keep the chairs from last year if possible to ensure stability. She asked all committees to meet in the coming week, elect a secretary, use the NCCU Faculty Senate Conference room in the Taylor Education Building for meetings, and follow the template to complete the minutes. The issue of the three (3) new NCCU Faculty Senate Committees was brought up by Dr. Debela. Dr. Sangster stated that in none of the minutes from last year's faculty senate meetings it was mentioned that those three (3) committees were approved by the Senate. However, one recalled that in the workshop at the end of the Spring Semester the formation of those three committees was discussed and possibly voted on.

**b. Faculty Senate Update**

**X. Adjournment:**

The meeting was adjourned at 4:15 PM.

Respectfully submitted by Dr. Claudia Becker – Vice-Chair of the NCCU Faculty Senate

- Acting Recording Secretary for the NCCU Senate, the November 11, 2011 Meeting .