



James E. Shepard, Founder

Faculty Senate Office

## North Carolina Central University Faculty Senate Meeting

### AGENDA

Friday, November 2, 2012  
2:00 PM, Criminal Justice Bldg. Auditorium

- I. Call to Order: Prof. Sandra Rogers, Faculty Senate Chair
- II. Announcements and Distributed Notes– (via email)
- III. Approval of Minutes of October 5, 2012
- IV. Administrative Update – Associate Provost Bernice Johnson
- V. Disability Services – Ms. Keisha Lee (5 min. presentation)
- VI. Lady Eagles Development Mentoring Program – Miss NCCU 2012 -2013  
Harmony Cross (5 min.)
- VII. Student Ratings Report – Ms. Sylvia Seward (5 min)
- VIII. UNC Faculty Assembly Report – Dr. George Wilson/Prof. David Green
- IX. Enrollment Management Committee Update – Dr. Deborah Swain
- X. Senate Standing Committee Reports:
  - a. Academic Policies
  - b. Campus Relations & Welfare
  - c. Faculty Handbook
  - d. Governance
  - e. Faculty Research & Development
  - f. Honorary Degrees, Memorials and Special Awards
  - g. Committee on Committees
  - h. Chancellor Search Committee Update – Chair Rogers
- XI. New Business
- XII. Adjournment



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**NORTH CAROLINA CENTRAL UNIVERSITY  
Faculty Senate Meeting**

**Friday, November 2, 2012 – Criminal Justice Auditorium**

**MINUTES**

**Those Present:** Associate Provost: Bernice Johnson; Associate Vice Chancellor: Frances Graham; Dean CAS: Carlton Wilson; Director of Office of Extended Studies: Kimberly Phifer-McGhee; Assistant Director of Student Disability: Birshari Cox; Associate Dean of University College: Jennifer Schum; Director of TEP: Dorothy Singleton; Director of QEP: Donald Barringer; Director of Faculty Professional Development: Sarah Reives

**Senator & Alternates: Criminal Justice:** Lorna Grant; **Public Health Education:** Belinda Jones; **Human Sciences:** Wadeah Beyah; Toya Daye-Green; Bridget Perry; **Physical Education & Recreation:** Hsin-Yi Liu; Andrea Woodson-Smith; Beverly Allen; **Public Administration:** Dohyeong Kim; **Psychology:** Pamela Martin; Vinston Goldman; **Sociology:** Robert Wortham; Sandra Rogers; **Social Work:** Larry Williams; **Biology:** Amal Abu-Shakra; **Chemistry:** Somnath Mukhopadhyay; **Department of Language & Literature:** Marco Polo Hernandez-Cuevas; **History:** Terry Mosley; Jarvis Hargrove; **Math & Physics:** Alade Tokuta; Gaolin Milledge; Igor Bondarev; **Environmental Earth and Geospatial Science:** John Bang; **Mass Communication:** Brett Chambers; William Robinson; **School of Business:** Kofi Amoateng; Judy Land; **School of Education:** Masila Mutisya; Peggy Whiting; Grace Hao; Nancy Reese-Durham; **Nursing:** Marcella Atwater; **School of Law:** Kevin Foy; Kia Vernon; **School of Library & Information Sciences:** Deborah Swain; Gabriel Peterson

**Guest:** Sylvia Seward; Janice Dargan; Dogoni Cisse; George Wilson; Minnie Sangster

- I. **Call to order:** Prof. Sandra Rogers, Faculty Senate Chair, called the meeting to order at 2:02 p.m. She stated that there are many things happening on campus with this being Homecoming Weekend. She shared that we had the largest group of Golden Eagles (Class of 1962) inducted today at the Founders' Day Services. She stated that Associate Provost Johnson would be joining us a little late because she was presently at the luncheon with the group. She stated that we would be omitting the Lady Eagles Development Mentoring Program presentation by Miss NCCU 2012 because of her involvement with Homecoming activities. It would be rescheduled

for our December meeting. She stated that we would be moving things around on the agenda for this meeting.

**II. Announcements:** Announcements were provided in email.

**III. Approval of Minutes October 5, 2012:** Minutes prepared by Dr. Nancy Reese-Durham, Senate Secretary, were distributed electronically before the meeting. When quorum of 26 was reached, it was moved by Kia Vernon and seconded by Dr. Robert Wortham to accept minutes. Minutes were approved (all ayes; no nays or abstentions).

**IV. Enrollment Management Committee Update – Dr. Deborah Swain**

Dr. Swain shared information from the October 12<sup>th</sup> and October 26<sup>th</sup> meeting of the Enrollment and Retention Task Force Update. The group is co- chaired by Ms. Sharon Oliver (Dir. Financial Aid) and Associate Vice Chancellor Frances Graham. She stated that the group has looked at the NCCU Mission to prepare students academically and professionally. Ms. Claudia Hager-Odem (Vice Chancellor for Finance and Process) presented the enrollment model. She emphasized credit hours and how NCCU positions itself during this time. NCCU will be “held harmless” – at least until 2014 if we don’t make our enrollment projections. Reversion processes refer to how a budget will change in Oct and Jan, April or June. She stated that the good news is that our distance education enrollments are up and in our recent registration we were able to meet our projections. Dr. Swain was asked by the Faculty Senate to ask the task force about remedial classes. The task force will be creating an 8-10 page document of best practices for retention. There was also a discussion about Extended Studies and that our online and distance education courses should be adult friendly, accessible and no more than three clicks away. Other ideas discussed by the task force were - having accelerated classes, credit for life and life worth options, competency based credit, and holding classes in remote locations (i.e., in the Research Triangle Area). The next meeting is scheduled for Nov. 9<sup>th</sup>. (See Appendices A and B)

Prof. Rogers thanked Dr. Swain for her report and stated that as Chair she would continue to send information to faculty as she receives it. She stated that she is trying to be transparent so that faculty will be aware of all of the things that are happening.

**V. Administrative Update – Associate Provost Bernice Johnson**

Dr. Johnson thanked all for attending the Founder’s Day program and that she had just left the Sheraton Hotel where the Golden Eagles were being inducted into the Shepard Society. She shared information about the academic searches for the Dean, Behavioral and Social Sciences; Director, Office of Faculty Professional Development (advertisement will begin in March for this position); Director, Health Careers (Dr. Charles McClinton, former director, is now at MIT. The search for this position will begin before the end of this semester), and Executive Assistant /AVCAA (position vacant since December 2011) are underway.

She discussed three UNC-GA reports:

- **Participation in Strategic Directions for UNC-System-Information on Academic Advising** There has been a lack of participation of HBCUs. The University College, College of Arts and Sciences and College of Behavior and Social Sciences are participating with her in completing the required 5 questions form.
- **Information on Academic Quality**—We are looking at indicators that will determine academic quality on our campus.
- **Four Professional Workshops have been held this year:**
  - Flipping the Classroom
  - Civility in the Classroom
  - Conflict Resolution, and
  - E-Portfolio Development – Since the Tenure and professional development portfolios would be submitted electronically next year – (June and/or July next year) the Professional Development workshops would help with this.

As of the meeting day, we had 8,604 students enrolled. In terms of academic progression, she discussed the common student academic progression form and the discipline specific student success plan. She stated that each area must have a plan for each student - undergraduate and graduate. She also stated that all students must be assigned in Banner to an academic advisor by the fourth week of classes . Each student should be connected to a faculty member by the end of the 4<sup>th</sup> week of each semester. There will be an electronic master list showing the name of the academic advisor for each student.

Dr. George Wilson asked about the advisor for the students in the University College who have declared a major. Dr. Johnson stated that the advisors in the University College take care of the 3,000 students (Freshmen and sophomores). The junior and senior level students who have declared a major should have advisees in their respective departments. Prof. Rogers asked if we could have a workshop that would help us with this process and help us put the information in banner. Dr. Johnson stated that it would not be a problem to have this completed. She stated that since we now have a full-time Interim Director of Professional Development, Sarah Reeves, she would be available to come to the departments as needed. There are plans to get assigned to the office 12 faculty members (perhaps Faculty Fellows or Coordinators) who will assist with the professional development workshops in the Office of Faculty Professional Development.

Associate Provost Johnson reminded the faculty of several items.

- All textbook orders are now due in December. They were originally due in October. We were only at 77% and need to be at 95%.
- The Homecoming Motivational Taskforce was scheduled for Nov. 1-2. She asked that we try to work more with it next year.
- The International MOUs – decision on moratorium would be made by the end of November. She stated that she had presented a report of the investigation to the Chancellor and he is looking at the evaluation of those completed and hopefully we would know about lifting the moratorium by the end of November.
- The Department Chairs' Compensation and Terms document had been revised and discussed with the Chairs. In 1987 and 1994 the Faculty Senate and Board of Trustees approved a policy for the rotation of Department Chairs. She stated that deans would have a lot to do with the appointments and change of chairs. The Office of Provost has input too. There would be two classes of department chairs - 10 months and 12 months terms. She stated that there might be a faculty coordinator to take care of summer duties for \$1,000. Compensation for 10 months chairs may decide to work in the summer for \$2000.00 (\$1000 per month). Ten months Chairs and faculty who teach in the summer will be compensated for teaching. Compensation for a faculty coordinator would be 1/9 of current base added to salary up to \$10,000 - \$15,000 for a stipend added. All details have been worked out for the Department Chairperson working for 12 months.

Dr. George Wilson shared several concerns about chairs and compensation of chairs: 1) some departments are small and do not have enough tenured people to have rotation of chairs; 2) faculty should have some input in the evaluation of chairs yearly and 3) the stipend of the department should depend on the evaluation from faculty. Dr. Johnson stated that evaluation is a part of new chairs by faculty and Deans. Dr. Wilson commented that some faculty may be afraid to honestly evaluate a chair and he wanted to make sure that they could respond without retaliation. Dr. Johnson stated that the assessment process would be fair. The Deans will share with the faculty the entire policy about the Compensation and rotation of Chairs.

Dr. Sangster asked if the decision had been made that chairs would continue to receive sick leave and vacation. Dr. Johnson explained that 10 months chairs would not receive sick leave or vacation but 12 months chairs would receive sick leave and vacation. If a chair has already received 240 hours or more of leave, he or she will be awarded leave pay upon leaving the institution but would not be awarded leave pay if the decision was made to go back into the

classroom. Dr. George Wilson commented that some 12 months employees work like they are on a 9 months schedule and that some employees on a 12 months contract who should work for at least 20 hours a week are not here in the summer. Dr. Johnson stated that the assessment would take care of this issue as well.

Lastly, Dr. Johnson discussed the sophomore survey of 2010 and academic advising. She stated that North Carolina Central University leads all universities in the UNC System in scores on the 2010 sophomore survey for items related to academic advising. She stated that from 87% to 92.5% of sophomores were very satisfied or satisfied with academic advising at NCCU. She stated that this is mainly from students from the University College but we want this from students all over the university.

Dr. Johnson shared the charts of the advisement forms that we should be using. All forms should have the three areas of 1) academic program Policy, 2) information about tuition surcharge, and 3) excessive hours. All students should receive this form at the beginning of the program. Both advisor and advisee would sign the form. She stated that she would send a sample. The university-wide form should be used. Both advisor and advisee should sign form.

Dr. Johnson stated that the Board of Trustees would receive information about the Tenure and Promotion recommendations. We are on time this year and won't need to pay employees extra. Each person was notified at each step of the way if there was a negative decision. Only positive recommendations would be presented to the Board of Trustees.

## **VI. Disability Services**

In the absence of Ms. Keisha Lee (Director, Student Disability Services) Ms. Meshara Cox shared a handout on "Testing and Accommodations Reminders" (**See Appendix C**). She stated that their office could accommodate only 5 students for testing purposes. She explained that testing could be scheduled in the faculty member's area as well but that faculty must provide the accommodations addressed in the letter. Test instructions are always needed. She reminded faculty that there should be make up time for tests. Lastly, she stated that the disability form should be signed by both the student and faculty member and should be delivered to the Student Disability Office. Prof. Rogers asked that if there were other questions to please contact Ms. Lee.

## **VII. Student Ratings Report – Ms. Sylvia Seward (Office of Research, Evaluation and Planning)**

Ms. Seward stated that the student ratings of instruction (SRI) evaluations would begin next week. The site will open on Sun., Nov. 4<sup>th</sup> for the Law School and for other students on Wed., Nov. 7<sup>th</sup>. The evaluations will close on Wed., Nov. 28<sup>th</sup> for Law School students and on Mon., Dec. 3<sup>rd</sup> for the rest of the campus. The research office will send out emails to the students with logon information to complete the evaluation. She stated that one way to increase responses is to put the information in the syllabus. Dr. Goldman inquired about the correlation of grades and rates of responses. Ms. Seward stated that weekly results are sent to faculty as feedback. In this way the faculty member can determine their standing in relation to the department average. One faculty member asked about whether the evaluation tells whether the faculty member is a good teacher or not. The faculty member and Dean should discuss the SRIs.

She explained that there are plans to revamp the student ratings of instruction. The consistency of the questions with other UNC schools was asked. She explained that the questions are based on NCCU. Dr. George Wilson stated that the SRI should not be used for assessment. The Peer Evaluation should be used for tenure and promotion. He stated that the peer evaluation and Chair evaluation is a better indicator of how the faculty is teaching. Prof. Rogers stated that we are completing peer evaluations this fall and are moving in this direction. We would send this feedback to the Academic Policy Committee that will begin to work with this SRI report that in turn will help us be better at what we do.

#### **VIII. UNC Faculty Assembly Report – Dr. George Wilson**

Dr. George Wilson reported on the October 26<sup>th</sup> Faculty Assembly meeting. He stated that all faculty members are invited to come to the Faculty Assembly to see what is going on. He discussed the committee composed of HBCU and HMIs. Dr. Wilson reminded us of the 2014 rule that will change the admission standards of GPA being 2.5 and SAT (800). He stated that the group accepted President Ross' recommendation of giving the flexibility to the Chancellor to admit students who do not meet the GPA 2.5 and SAT of 800 requirements after analyzing student success. In some instances a student may not have the SAT score of 800 but may have the GPA score to be admitted. The Chancellor must show that the change doesn't impact graduation. This flexibility would help HBCUs.

He discussed the creation of the UNC Strategic Directions committee. A faculty Advisory committee has been created to work with this committee. Prof. David Green is our representation on this committee and will keep us informed. He also commented on the issue of shared governance that was discussed at the meeting. He stated that President Ross believes in it and will have the issue on the agenda at the next Chancellor's meeting not to try to make them do it

but for them to be aware. He stated that all Chancellors know that shared governance should be used at their institutions.

Lastly, the issue of measures of academic quality was discussed. He shared issues from his committee: 1) articulation agreement of which NCCU is ahead of the game, and 2) minimum core standards courses (all 16 UNC institutions would have a similar core of courses). Thirty-five to forty-eight semester hours should be in the core (foreign language, math, science, etc.) for all UNC schools. Dr. Wilson stated that NCCU offers a core that is based in liberal arts. The group is looking at guidelines for this issue.

Other issues discussed at the meeting were: full articulation agreements- facilitation of efficiency of finance resources, enhancing seamless transfer between community college, K-12, and military; and partnering with business and other industries to see if we are providing what they need.

Dr. Wilson stated that the group voted on a resolution to honor Dr. Bill Friday. On another issue – he stated that the Assembly will need the faculty to complete a survey of our technology use – equip and software. The AAUP and Faculty Assembly will sponsor a workshop on Sat., Dec. 1<sup>st</sup> at the Wilson Library at UNC Chapel Hill from 9am to 1pm at the Pleasants Room. They will discuss Shared Governance, Academic Excellence and Faculty Handbook. Prof. Rogers asked that Prof. David Green provide us with more information.

Prof. Rogers thanked Dr. Johnson for her work on the panel at Faculty Assembly. Prof. Rogers stated that what we are finding out is that we are not as bad off as some would think. Dr. Carlton Wilson commented how across the country state systems are beginning to look at adopting a core curriculum. He stated that a letter was sent out today to President Ross about having the Directors of GEC programs to at least be invited to meet with the Strategic committee. This committee is quickly getting ready to make decisions about the common core. He stated that we should be mindful of this issue. Prof. Rogers stated that the next step would be to decide who would teach the courses. The question was asked if the reallocation of resources would be the same for all institutions. Prof. Rogers stated that it would not be the same. Dr. Sangster asked if general competencies or specific courses were being addressed. Prof. Rogers stated that both issues are being addressed.

#### **IX. Senate Standing Committee Reports:**

Dr. Rogers asked for the standing committees to make their reports and to let the group know if there are action items or points for information from the committees. She asked that committees

file their reports in the senate office so that materials can be bundled to send out to faculty senators to share with their respective departments.

**A. Academic Policy** – no report

**B. Campus Relations & Welfare-** Dr. Mutisya commented about how he has asked students about Homecoming and if they felt involved. He stated that most don't feel involved. He stated that the Alumni Office is aware of this disconnect. Prof. Rogers mentioned that faculty members sometimes don't take part and don't share with students what is going on. She further stated that faculty members are responsible to be mentors to help the students and should go beyond the classroom. Dr. George Wilson said that we don't take advantage of what's going on campus. He suggested that everyone visit the museum to see Dr. White's work (47 of his paintings are there).

**C. Handbook Committee** – Dr. Robert Wortham reported that the committee met last Wednesday and had points of informational items to report. There were no actions items. The committee elected Dr. Jarvis Hargrove, History department, as chair. It was reported that Fri., Oct. 26<sup>th</sup> is the deadline for request for changes to the Faculty Handbook. The next meeting is scheduled for Wed., Nov. 14<sup>th</sup>. The plan will be to divide up the handbook to review and address the issues that have been submitted via email. He stated that terminology changes (restructuring of schools) would be addressed. He stated that the 2011 handbook would be available online after the employee logs onto the site through MyEOL. He explained that we are moving to make the handbook more public.

He further stated that the Board of Trustees, General Administration, and President Ross have approved Chapter 3 (Section 3.3.1.1 – External Review Process). The new section is effective for persons hired on or after July 1, 2012. He stated that faculty should submit information or comments to Dr. Hargrove as chair of the Faculty Handbook Committee or other members of the committee.

Prof. Rogers asked Dr. Johnson about external reviews and if it means that we will not be having internal reviews. Dr. Johnson said that it is dependent on what the department feels should be part of the evaluation and should determine the best way to assess their areas. Prof. Rogers stated that the deadline for submitting corrections to the handbook was today.

She stated that the new deadline for getting questions and comments to the committee is now Mon., November 5<sup>th</sup> by 5:00 pm. Dr. Mutisya commented that if there are negative sanctions for a post tenure review there seems to be no follow through. Prof. Rogers asked that Dr. Mutisya send an email about this issue to Dr. Hargrove by the deadline.

- D. Governance** – Dr. Vinston Goldman has been elected chair of the committee. The Co-chair is Ms. Wadeah Beyah and Dr. Woodson Smith has volunteered to serve as secretary. The committee met on October 16<sup>th</sup>. The committee will address the charges as presented by Prof. Rogers:
- a. Review bylaws and constitution
  - b. Create a faculty recognition gala for April
  - c. Complete task from May 10<sup>th</sup> workshop
  - d. Assist executive board

The committee will address the charges given to the question and begin trying to answer the question of “How do you measure shared governance?” The next meeting is scheduled for Nov. 14<sup>th</sup>. Dr. Goldman asked that faculty email questions to the co-chairs. Prof. Rogers stated that we would be having a Recognition Gala for senators and/or all faculty members. She stated that we will try to find funding and may need to give a little money. We would love to have all faculty members to be able to attend. She stated that it is about fellowship and hard work.

- E. Faculty Research and Development** – Dr. Mildred Pointer is chair of this committee. The committee met last month.
- F. Grievance Committee** – Prof. Rogers stated that this committee has not met and it is unacceptable. The committee has not been able to get their times together. Dr. Mainuddin, Political Science, is the convener of that group. Prof. Rogers said that she would need to convene the group because they must meet.
- G. Honorary Degrees, Memorials and Special Awards** – The committee met last week. Prof. Brett Chambers introduced the members of the group (Judy Land, Igor Bondarev, Gabriel Peterson, Tim Holley). He stated that the first task was to do their own program assessment -

decide why they are there. The purpose of the meeting was to confirm the process. The committee wants to make sure that the emeritus process is upheld and not to go through boxes of materials. He stated that they are there to provide an infrastructure to make sure things get done in an efficient manner. He remarked that departments and Deans should confirm all materials before it is submitted to the committee. It would then be presented to the senate. He stated that there is a naming committee that has money attached to it. Money is used to provide scholarships and help run the university.

**Action Item** - The committee is working to recreate documents and get a uniform summary. The documents should be common across disciplines. The process is being streamlined and developed.

The committee will meet again in 2 weeks. The question was asked about who the contact person is when information about a person (who is outside NCCU) is nominated. It was answered that wherever the name comes from it should be sent to the department because the department would understand more than the committee at large. It was stated that there is a naming of a health room in the nursing school. This will be tabled for the next meeting. Prof. Chambers stated that wherever the name comes from it must come through a department.

Dr. Tokuta asked about attaching money to a name (Dr. Brown). He spoke about the room that was in the Robinson Science Building and had concerns about the process of moving the name of the room to the Mary Townes building. Prof. Rogers stated that she would invite Mr. Childs to come and talk with the group. Dr. Johnson stated that the issue has not been decided and the committee will be understanding and not move away from its original intent.

*[It was 4:00 pm. It was moved by Dr. Swain, seconded by Dr. Reese-Durham and approved that 10 minutes be added to the meeting.]*

Dr. Sangster commented that the Faculty Senate approved the naming of the room (Teaching and Learning Center) for Dr. Marvin Duncan. She stated that the family is waiting to find

out the outcome. It was stated that Dr. James Osler has been working on the new process and is working on raising money from alumni for the naming of the room. There was a discussion about naming the Criminal Justice building after Dr. White. Signage is being worked on and it has been approved.

**H. Committee on Committees – No report.**

**I. Chancellor Search Committee (Update) – Prof. Rogers**

Prof. Rogers stated that the Committee met via a phone conference on October 30<sup>th</sup>. There is a great deal of diversity among the applicants. Sixteen complete applications have been submitted. Twelve people have expressed an interest in the position. Four of the applicants are female. The applicants are from 10 states with North Carolina being included. There is a strong interest in NCCU because of our brand.

**J. New Business**

Prof. Rogers shared that the letter to the Chairman of the Chancellor's Search Committee was sent out requesting more representations on the committee. One hundred fifty-six of 600 faculty responded over a three-week period of time. It took one week to get the letter sent to the Dr. Perry, chair of the Search Committee. The response from Dr. Perry has been sent to the faculty. She also said that the Handbook Committee might want to include something about the election of the Chancellor. We might want a policy to address this issue in the Faculty Handbook. Dr. Marco Polo Hernandez-Cuevas stated that the real problem was that we as faculty did not do our part in the process.

Dr. Goldman asked about the response to Dr. Perry's letter. Prof. Rogers stated that the faculty was asked to send in three names. She further stated that the Executive Board was asked in the place of the full faculty senate and the board had 48 hours to respond. She stated that if we had sent the letter later we would have answered differently. She stated that the Handbook committee would be considering the policy. She explained that lots of things about shared governance would be included in the Faculty Handbook Committee. Lastly, she reminded the group to send comments to Dr. Hargrove as chair of the Faculty Handbook Committee.

Dr. Marco Polo Hernandez-Cuevas asked a question about the Teaching Awards Committee. Dr. Johnson stated that the Teaching Awards Committee has originally been composed of awardees but is now being reconstituted and reinstated to be more representative of the entire university. It will now be more likely that more people will be able to win. Dr. Sangster stated that she was concerned that since the deadline for the Board of Governors award is coming up we do not want to be left out.

Dr. Sangster stated that since we are not a “right to work” state and do not work under a contract, our handbook is our contract. Associate Provost Johnson stated that the handbook is our guidelines and it is rules and bylaws. Dr. Marco Polo Hernandez-Cuevas stated that the External Review Committee must be in the best interest of persons and department. He stated that the handbook is rules and regulations.

- X. Adjournment:** It was moved and seconded to adjourn. So approved, the meeting was adjourned at 4:22 pm.

Respectfully submitted,



Nancy Reese-Durham, Ph.D.

Secretary, Faculty Senate and Member of Executive Committee

Associate Professor, School of Education

## Enrollment and Recruitment Task Force – October 12, 2012

The task force met in Alexander-Dunn. Co-Chair Ms. Sharon Oliver, Director of Financial Aid, presided (Assoc. Vice Chancellor Frances Graham is also co-chair and joined meeting later).

1. Opening remarks: Reviewed NCCU Mission to prepare student academically and professionally. Introductions given by all.

2. Ms. Claudia Hager-Odem, Vice-Chancellor for Finance and Process, presented Enrollment Model slides and handouts on budget procedures, funding over recent years, and projections. She emphasized importance of credit hours and highlighted how NCCU has positioned itself strategically and is ahead of the curve compared to other UNC schools that will face large budget cuts. Recently with enrollment changes NCCU was “held harmless” but can expect cuts in 2013-14 if not sooner. She described the “reversions” process whereby funds allotted can be taken back in October, Dec/January, April or as late as June when fiscal year ends. Our Distance Ed enrollments are up. Ms. Hager prefers to be conservative with projections. It is good NCCU is deliberate in communicating and packaging financial aid.

Dean Carlton Wilson asked about more sophisticated perspectives on retention rates. We cannot control student health or family finances. Concerning recent registration, she felt we were able to meet targets due to hard work and attitude in “back rooms” with admissions work. Ms. Oliver noted that Financial Aid gave allowances if tax forms pending. In concluding, \$14 million in cuts could have occurred if only 7000 enrolled. Registrar Jerome Goodwin suggested planning in advance for teachers and resources, such as library. Ms. Oliver noted that budget was based on funding from 2 years ago when there were 700 more undergraduates.

3. Task Force attendees shared strategies on enrollment and retention: Interim Dean Debra Parker from CBSS; Dean Wilson from CAS; Dean Ontario Wooden, University College, and Dr. Deborah Swain, Faculty Rep. from SLIS. Shawn Steward, Assistant Vice-Chancellor for IR, Effectiveness, and Planning, agreed that analytical approach needed even if painful results.

4. Handouts provided and member given homework assignment to list best practices for retention. Information from Vincent Tinto provided.

Next meeting October 26.

Notes for NCCU Faculty Senate by Dr. Deborah Swain ([dswain@nccu.edu](mailto:dswain@nccu.edu))

## Enrollment and Recruitment Task Force – Oct 26, 2012

The task force met in Taylor. Co-Chair, Assoc. Vice Chancellor Frances Graham convened meeting (co Chair, Ms. Sharon Oliver, Director of Financial Aid not present.) Handouts attached.

Attendees: Graham, Phifer-McGhee, Swain, Goodwin, Stewart.

Opening remarks: The task force will be preparing a document of about 8-12 pages on retention best practices, recruitment, and enrollment. Dr. Graham asks members to provide material that will be edited and included in concise report draft in about 3 weeks.

Members were asked to contribute best practices. Anthony Brooks and Deborah Swain sent in briefs.

### Discussion

Distance Ed: Ms. Kimberly Phifer-McGhee shared facts and concerns about distance education and competition. Extended Studies is striving to make DE “adult friendly” in terms of access and usability (3 clicks), is investigating shortened time to degree or accelerated options., and looking at competency based credit (see Sloan Consortium report. Registrar Jerome Goodwin described use of portfolios and the CLEP program. Deborah Swain, Faculty Rep, described basics of Adult Learner and how sharing is important. Shawn Stewart, Assistant Vice-Chancellor for IR, Effectiveness, and Planning, discussed ideas of remote locations and going to RTP and other areas where students are.

Next meeting is Nov 9 in Alexander-Dunn; 10am. (The Nov 23 meeting to be rescheduled as that is Thanksgiving.)

Notes for NCCU Faculty Senate by Dr. Deborah Swain ([dswain@nccu.edu](mailto:dswain@nccu.edu))

Leftover topic from Senate: “remedial” courses in English and Math, etc. so that Freshmen do not fall hopelessly behind with grades and credit hours.

# NCCU Student Disability Services

## Testing and Accommodations Reminders

- **SDS Testing Procedures**

1. Student fills out a test request form and schedules with SDS Office (3 days in advance)
2. SDS Office emails Professor to request test to be sent
3. Professor sends test to us by email or hand delivery and **include Test Instructions Sheet**
4. Note the allotted time the class receives
5. When emailing, please label test with Class Name and Professor Name Student comes to take test
6. SDS Office returns test in 24-48 hours (sealed envelope)

- **Departmental Testing**

1. **Testing can be done in your dept., but you must provide a separate setting, extended time, etc., as listed on accommodations letters**
2. The Law School, the Math Dept. (and others) provide their own testing in their departments

- **Accommodations**

1. Extended time on tests - **please provide the amount of time the class will be allotted in order to provide "time and a half" or "double time"** (i.e., for a 50-minute test, time and a half = 75 minutes)
2. Extended time on assignments - One additional day vs. One additional class period (i.e., if assignment is due Mon., for a M/W/F class, one additional day = Tues., but one additional class = Wed.)
3. Absences due to medical condition - students must make arrangement with you for make-up tests and assignments; if the student receives extended time for testing, they can make-up tests in our area

- **Classroom Management Techniques**

1. The same standards that are outlined on your syllabus that apply to the class also apply to SDS students (tardiness, late assignments, etc.)