North Carolina Central University
Faculty Senate Meeting

AGENDA

Friday, January 11, 2013
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 December 7, 2012
IV. Administrative Update – Associate Provost Bernice Johnson
III. Registrar’s Report – Dr. Jerome Goodwin
IV. Transfer Services—Ms. Keisha Williams, Interim Director
V. Senate Standing Committee Reports:
   a. Academic Policies
   b. Campus Relations & Welfare
   c. Faculty Governance
   d. Faculty Research & Development
   e. Honorary Degrees, Memorials and Special Awards
   f. Committee on Committees
   g. Faculty Handbook

VI. Adjournment
NORTH CAROLINA CENTRAL UNIVERSITY
Faculty Senate Meeting

Friday, January 11, 2013 – Criminal Justice Auditorium

MINUTES

Those Present: Associate Provost: Bernice Johnson; Assistant Vice Chancellor: Janice Harper; Associate Vice Chancellor: Frances Graham; Dean, School of Education: Wynetta Lee; Dean CAS: Carlton Wilson; University Registrar: Jerome Goodwin

Senators & Alternates: Criminal Justice: Tonya Hall; Lorna Grant; Public Health Education: Belinda Jones; Human Sciences: Waddeah Beyah; Phy Ed & Recreation: Andrea Woodson-Smith; Hsin-Yi Liu; Public Administration: Dohyeong Kim; Psychology: Vinston Goldman; Sherry Eaton; Sociology: Sandra Rogers; Robert Wortham; Social Work: Larry Williams; Biology: Mildred Pointer; Delores Grant; Chemistry: Fei Yan; Dept. Language & Literature: John Prince; History: Jarvis Hargrove; Terry Mosley; Math & Physics: Alade Tokuta; Gaolin Milledge; Igor Bondarev; Xinyu Huang; Envir, Earth/Geospatial: Timothy Mulrooney; Mass Communication: Brett Chambers; William Robinson; Pharmaceutical Science: Alfred Williams; Business: Judy Land; School of Education: Prince Bull; Nancy Reese-Durham; Grace Hao; School of Law: Kevin Foy; Kia Vernon; School of Library & Information Sciences: Deborah Swain; Gabriel Peterson

Guests: Keisha Williams, Transfer Services; Tenita Philyaw-Rogers, Transfer Services; Mary Wright, School of Law; Sarah Reives Freeman, Academic Affairs

I. Call to order: Prof. Sandra Rogers, Faculty Senate Chair, called the meeting to order at 2:09 p.m. She stated that there have been technical difficulties in the Faculty Senate Office. There have been problems emailing documents to all university faculty. She stated that there were two important items that were not on the agenda that needed to be mentioned:

A. Submission of Names of Senators and Alternates
   It is important for new senators and alternates to be elected during the month of February. Departments should submit their names to the Senate Office during the first week of March.

B. Lilly Conference
   The Office of Professional Development is providing funds for faculty to attend the Lily Conference that will be held February 15-17, 2013 in Greensboro, NC. The theme is Evidence-Based Learning and Teaching. Faculty members who requested to attend
were: Sandra Rogers, Nancy Reese-Durham, Andrea Woodson-Smith, Hsin-Yi Liu, and Mildred Pointer.

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

III. **Approval of Minutes December 7, 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 Vinston Goldman and seconded by Kia Vernon to accept minutes with two corrections – 1) correcting the misspelling of the last name of Andrea Woodson-Smith (It should be Woodson-Smith instead of Wilson-Smith in three places on page 7 and 2) deleting the name of Vice Chancellor Frances Graham as being in attendance at the Dec. 7th meeting. Minutes were approved with one abstention.

IV. **Administrative Update – Associate Provost Bernice Johnson (See Appendix A)**

Dr. Johnson thanked the faculty for being at the meeting. She appealed to the faculty that all excessive hours be handled in the Deans Office and would not need to come to the Provost Office. She shared the Strategic Priorities of the University as being:

- Retention and graduation
- Enhancing academic distinction and distinctiveness
- Outreach to the community
- Strengthening internal communications/QSI
- Achieving and sustaining excellence in teaching, learning and service

She charged the Faculty Senate with the following assignments:

- Develop a policy statement on paying for distance education courses and on-campus courses
- Determine specific ways to retain more students in the upper division, i.e. Juniors, Seniors
- Develop a plan to engage faculty more in fund raising at the department, school and college level
- Develop a plan to assist the provost in choosing the faculty marshal
- Determine ways to get more faculty to participate in faculty teaching awards
- Determine ways to increase the enrollment of Hispanic students at NCCU
She shared the following information from the Board of Governors’ Meeting:

The Strategic directions for 2013-2018 are:

- Set degree attainment goals… to state needs
- Strengthen academic quality
- Serve the people of North Carolina
- Maximizing efficiencies
- Ensuring an accessible and financially stable university
- Student access and success
- Assessment and accountability
- Academic quality
- Data analytics
- More collaboration among UNC institutions

Associate Provost Johnson stated that as we move forward in 2013 we need a culture of caring and student success. We can accomplish this by:

- Quality service and teamwork
- Preparation
- Knowledge of policies/implementation
- Faculty roles and responsibilities
- Teaching and learning
- Assessment and accountability

She stated that a number of students are concerned about faculty who have not assessed their work in a timely manner. The grade of “I” was given and the faculty member did not grade the work before the grade automatically changed to “F”. There is a moratorium on grade changes and she cannot change grades as long as there is a moratorium.

She further stated that students who have not been validated would not have a “V” by his or her name. Those students should be sent to the call center to arrange to pay their tuition and fees.

There were faculty questions about how to measure and quantify student success. Dr. William Robinson asked how a grade change impacts the student’s final grade. There was no answer to his question. In response to a question about grade appeals, Dr. Johnson stated that appeal changes end with the Dean and that there is only one chance for an appeal.
Prof. Rogers reminded the faculty about the resolutions from UNC about General Education competencies. This document was sent to faculty via email (See Appendix B). A draft document was sent to the Strategic Planning Committee and has been approved by the UNC Faculty Assembly. Prof. Rogers asked Faculty Senate members to vote on our level of approval or disapproval of the draft. It was motioned by Vice Chair Dr. Deborah Swain and seconded by Dr. Somnath Mukhopadhyay to approve the draft (26 voted yes, 1 voted no, and 1 abstained).

Prof. Rogers spoke about the Naming Committee document (attachment in last month’s minutes) and asked senators to send their comments to the Senate Office by Wed., Jan. 16th to be compiled and sent to Associate Provost Johnson.

V. Registrar’s Report (See Appendix C)

1. Spring 2013 Registration

Dr. Jerome Goodwin, Registrar, stated that late registration kicked off today and we were off to a good start. He stated that he would be getting the hard copy of the class rolls to faculty by Monday. He suggested that faculty take roll on the 1st day of class and the names of students who do not show up within the 1st week should be sent to the registrar’s office.

One faculty member asked if another charge would be assessed if a student drops a course and registers for another. Dr. Goodwin said that it would not be another charge. There was a clarification about what counted as the end of the first week for a Monday, Wednesday, Friday class. Friday is the end of the first week.

The last day for late registration is January 18th. At the close of that day all non-validated students will be dropped. These students should be sent to the call center.

2. Academic Progression Policy

Fall 2012 number of students dismissed due to less than 2.0 cum GPA – 204 (Fall 2011 – 147 / Spring 2012 – 271 / Summer 2012 – 174).

3. Excessive Credit Hours Policy

Students in excess of 168 cumulative attempted hours will be dismissed for excessive hours. Fall 2012 number of students dismissed due to excessive credit hours – 117 (Fall 2011 – 111 / Spring 2012 – 82).
4. **Tuition Surcharge Policy**

Tuition surcharge applied to students in excess of 140 cumulative attempted hours. Fall 2012 number of students with tuition surcharge – 166 (Fall 2011 – 157 / Spring 2012 – 194).

5. **Spring 2013 Graduation Clearance**

February 15, 2013 – Graduation Applications are due in Registrar’s Office. Grades of “I” should be taken care of as soon as possible. Students should complete “I” grades at least one month before graduation. The Registrar clears seniors before the end of the semester. We have the capability to print our own diplomas on site. Graduates at many schools wait 4-6 weeks to get their diplomas.

Dr. Goodwin also stated that the undergraduate catalog is in his office and they will be sent to the Deans on next week. The graduate catalog is on Dr. Johnson’s desk and she will have them sent out.

Dates to remember:

- Wednesday, March 6th – Last day undergraduate can withdraw without a failing grade (WC)
- Tuesday, April 30th – Reading day for undergraduates
- Tuesday, May 7th – Last day of classes (includes exams)
- Tuesday, May 7th – Last day to drop a graduate course
- May 1-7th – Exams for non-graduating students

Last day of attendance that needs to be entered in Banner would include exam day (April 29th or 30th).

VI. **Transfer Services – Ms. Keisha Williams, Interim Director**

Professor Rogers stated that Ms. Tenita Philyaw-Rogers is leaving to work for General Administration and Ms. Williams will be serving in that position as Interim Director.

Their office transfers in course credit. Student must make a “C” or better for the course credit to be accepted. The advisor in the department makes the determination to reclassify a course from “elective” to count as a “course”. They also have in-state transfers from 4-year schools. All general education courses will be determined as being met (AA or AS). The transcripts should be looked at on a course-by-course basis.

**Comprehensive Articulation Agreement (CCA) (See Appendix D)**
This agreement is between the University of North Carolina and the North Carolina Community College System. She spoke about the work of the Transfer Advisory Committee (TAC). Ms. Tenita Philyaw-Rogers will be working with this committee in her new GA position.

A faculty member from the Criminal Justice Department asked if courses from Durham-Technical Community College taken by currently enrolled students would still count in the Criminal Justice major? Ms. Williams and Philyaw-Rogers spoke about how it was dependent on what the departments say is equivalent to courses in their programs. The transfer is OK even if the number of hours is different. A form would need to be completed to make the transfer complete. They spoke about the Applied Associate (A.A.) and the Associate of Science (AAS) degree and how the courses can be applied from each type of degree. The number for their Office is x6688 and x5409 for Ms. Keisha Williams.

Prof. Rogers asked us all to go to the website before we advise transfer courses. Prof. Rogers presented Ms. Tenita Philyaw-Rogers with a gift, as this was her last day of work at NCCU before going to General Administration.

VII. Senate Standing Committee Reports: She asked that all committee reports be sent to the Faculty Senate office by Tuesday of next week. (Jan. 15th).

A. Academic Policy – no report

B. Campus Relations & Welfare- A date change is needed for the proposed gala event.

C. Faculty Governance – This committee will meet on Jan. 30th. The committee will be addressing the charge given by Associate Provost Johnson of enhancing faculty attendance at the commencement ceremony.

D. Faculty Research and Development – Dr. Mildred Pointer, chair, stated that the committee had met to discuss the following:

I. Importance of Research
   a. Administration support
   b. Administration support toward research
c. Recommend contact hours with research and mentors be considered just as important as the time spent behind the podium teaching.

II. Evaluation Process

The Faculty impressions about the evaluation process are not favorable. Committee recommends completing a cross-sectional survey of faculty to get data (NCCU and other campuses) to develop models to enhance the process. Prof. Rogers asked that target dates be set for the process.

E. Honorary Degrees, Memorials and Special Awards – Dr. Chambers stated that the committee has not met but will be working with the naming committee. Prof. Rogers stated that Prof. Izydore’s information was submitted to the Academic Planning Council (APC). She further stated that we should be working on the template for formalizing the process.

F. Committee on Committees – No report.

G. Chancellor’s Search Committee – Prof. Mary Wright – Prof. Wright stated that the committee started with 67 applicants and 8 candidates were invited to interviews. Five were later invited back for a second interview. She stated that next week three applicants would be submitted to the Board of Trustees which will then submit names to President Tom Ross. President Ross will then submit his choice to the Board of Governor’s at the February Board Meeting. Decisions will be made so that we will have the chancellor on board by July 1st. Follow-up interviews included 13 faculty members who were invited to eat lunch with the candidates.

H. Faculty Handbook Committee – Dr. Jarvis Hargrove, Chair

Dr. Hargrove stated that the committee met prior to the end of last semester. He reminded faculty of the following upcoming dates:

- Jan. 21st – Faculty should submit any last minute changes to him
- Jan. 23rd – Any changes received will be uploaded.
- Feb. 1st – Handbook with changes will be presented at the next Faculty Senate meeting (Feb. 1st).

Dr. Hargrove stated that an appendix was added to include the names of previous committee members. It was found that there were some links that did not work in the older document.
He explained that in Chapter 3 we were originally told to not touch it but eventually decided that there were things there that needed to be changed. He cited 3.3.3 General Provisions in Chapter 3 specifically that we should make sure we look at. Any comments should be sent to jhargro9@nccu.edu.

Dr. Swain commented about Chapter 2 – Bylaws. (See Appendix E).

- Rotation for election of members to General Faculty Committees
  - It was motioned by Dr. Swain and seconded by Prof. Kevin Foy (Law School) that the rotation change be accepted as written. It was unanimously approved. The rotation document will be presented to all faculty at the General Faculty meeting in March for final approval.
- Three new standing Committees for the Faculty Senate
  - International Affairs Committee
  - Beautification Committee
  - Intellectual Climate Committee

There will need to be a change in the constitution to add the three new committees. The three new standing committees will be voted on during the February Faculty Senate meeting.

Dr. Vinston Goldman asked if we were considering adding the three committees. Prof. Rogers asked that he and any others send recommendations to the Faculty Handbook Committee about the three proposed committees.

Dr. Lorna Grant suggested that we arrange for the Faculty Handbook Committee to present the handbook first so that we will have more senators to vote on it. Dr. Hargrove mentioned that after we have made corrections to our handbook that it would be going up as a public document as other universities have done. At this point, it can only be viewed by a signing in through the MyEOL site.

VIII. Adjournment:

It was moved and seconded to adjourn. So approved, the meeting was adjourned at 3:59 pm.
Respectfully submitted,

Nancy Reese-Durham

Nancy Reese-Durham, Ph.D.
Secretary, Faculty Senate and Member of Executive Committee
Associate Professor, School of Education
Amendments to By-Laws proposed by Dr. Deborah Swain, January 11, 2013

(1) Rotation for election of members to General Faculty Committees

ARTICLE VII, Section 4.b.

In order to have a balanced rotation of representatives on the General Faculty Committees, an amendment is proposed that would complement most recent appointment/elections of representatives, but allow representatives and alternates to vary across colleges, schools, and nursing department.

The changes are in the Draft of the Faculty Handbook for 2013 and repeated here:

3-year Cycle for Electing Members to the General Faculty Committees

<table>
<thead>
<tr>
<th>Year**</th>
<th>Committee</th>
<th>Faculty Portfolio Review</th>
<th>Faculty Reappointment, Promotion and Tenure Appeal</th>
<th>Faculty Grievance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>CBSS (1), SOB, SLIS</td>
<td>CAS (2), SLIS, NU</td>
<td>CAS (1), CBSS (1), LAW</td>
<td></td>
</tr>
<tr>
<td>Year 2</td>
<td>CAS (1), CBSS (2), SOE</td>
<td>CAS (1), CBSS (1), SOB</td>
<td>SOB, SOE, SLIS, NU</td>
<td></td>
</tr>
<tr>
<td>Year 3</td>
<td>CAS (2), LAW, NU</td>
<td>CBSS (2), SOE, LAW</td>
<td>CAS (2), CBSS (2)</td>
<td></td>
</tr>
</tbody>
</table>

3-year Cycle for Electing Alternates to the General Faculty Committees

<table>
<thead>
<tr>
<th>Year*</th>
<th>Committee</th>
<th>Faculty Portfolio Review</th>
<th>Faculty Reappointment, Promotion and Tenure Appeal</th>
<th>Faculty Grievance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>CAS (2)</td>
<td>CBSS (1), SOB, SOE</td>
<td>CAS (2), CBSS (2), SLIS, NU</td>
<td></td>
</tr>
<tr>
<td>Year 2</td>
<td>CBSS (1), SOB, SLIS, LAW, NU</td>
<td>CAS (2), CBSS (2), LAW</td>
<td>CAS (1), CBSS (1), LAW</td>
<td></td>
</tr>
<tr>
<td>Year 3</td>
<td>SOE, CAS (1), CBSS (2)</td>
<td>CAS (1), SLIS, NU</td>
<td>SOB, SOE</td>
<td></td>
</tr>
</tbody>
</table>

** Following the Faculty Handbook adoption, the rotation refers to: Year 1 (2010-13 and 2013-2016), Year 2 (2011-2014), Year 3 (2012-2015). Three-year cycles to be observed accordingly where there are enough tenured faculty to appoint both members and alternates.
(2) Three new standing Committees for the Faculty Senate.

ARTICLE IX. Duties of Committees

Amendment recommended to add three committees as suggested in 2011 and 2012 May workshops and as discussed at Faculty Senate meetings in September, 2011 and 2012. Also reviewed by Committee on Committees and Governance Committee in 2012. The change in the article and the new committees would be:

h. The *International Affairs Committee* will review policies related to global studies and study abroad. The committee will also examine specific issues of international student recruitment and participation in NCCU events.

i. The *Beautification Committee* will review policies and activities related to the aesthetics of the campus and buildings. The committee will also examine specific issues of artwork, architecture, interior design, and landscaping.

j. The *Intellectual Climate Committee* will review policies and activities related to academic climate and intellectual quality. The committee will also examine specific issues of speakers, student activities, and NCCU events.

Note: Addition also will require change in Constitution, Article VIII, Section 1 – Standing Committees. More review time and vote needed as indicated in Article IX on Amendments:

**Section 2: Approval by the Senate**

a. Any proposed amendment to the Constitution will be circulated to all Senators and Alternates at least 10 business days prior to Senate debate.

b. Senate approval of an amendment will require an affirmative vote of 2/3 of the Senators or Alternates present and voting at the meeting.
Strategic Priorities of the University

- Retention and Graduation
- Enhancing Academic Distinction and Distinctiveness
- Outreach to the Community
- Strengthening Internal Communications/QSI
- Achieving and Sustaining Excellence in Teaching, Learning and Service
Faculty Senate Assignments

• Develop a Policy Statement on Paying for Distance Education courses and on-campus courses.

• Determine specific ways to retain more students in the Upper Division, i.e. Jrs, Srs
Faculty Senate Assignments

• Develop a Plan to Engage Faculty More in Fund Raising at the Department, School, and College Level.

• Develop a Plan to Assist the Provost in Choosing the Faculty Marshal.
Faculty Senate Assignments

• Determine ways to get more faculty to participate in Faculty Teaching Awards

• Determine ways to increase the enrollment of Hispanic students at NCCU.
From the Board of Governors’ Meeting

• Strategic Directions for 2013-2018

Set Degree Attainment Goals ... To State Needs
Strengthen Academic Quality
Serve the People of North Carolina
Maximizing Efficiencies
Ensuring an Accessible and Financially Stable University
From the Board of Governors’ Meeting

• Student Access and Success
• Assessment and Accountability
• Academic Quality
• Data Analytics
• More Collaboration Among UNC Institutions
Moving Forward in 2013

A Culture of Caring and Student Success

- Quality Service and Teamwork
- Preparation
- Knowledge of Policies/Implementation
- Faculty Roles and Responsibilities
- Teaching and Learning
- Assessment and Accountability
Promoting A Culture of Student Success

- Quality Service – must become a best practice.
- Quality Service _ students strive to be successful
- Quality Service > retention and graduation rates
- Quality Service _ respect students, faculty, and staff
- Teamwork – Working Together for Student Success
- Teamwork_ The key is to work toward common goals for the good of the group
A Culture of Caring and Student Success

Preparation

- Five Ps-Prior Preparation Prevents Poor Performance
- Preparation is key to effective teaching and learning.

- QEP Theme: Communicating to Succeed
Preparation For Spring 2013

- Attendance and Participation in Faculty Development Opportunities
- Course Syllabi
- Assigned Academic Advisor for Each Student
- Student Success/Academic Progression Plans
Preparation for Spring 2013

• Managing Class Rolls
• Incomplete (“I”) Grades/Contracts
• Moratorium on Grade Changes
• Grade Appeals
• Students must receive grades they earn in a timely manner
• Students grades must be accurately calculated.
Preparation for Spring 2013

• Change in Procedures – Students must not remain in class if they are not financially cleared.

• Send students to the Eagle Call Center to make financial arrangements for paying bills.
The Course Syllabus

• Course Information/Professor Information
• Course Goals, Objectives, SLOs, Topical Outline, Requirements, Readings, Guidelines, Grading
• Policies and Expectations
• Assessment/Academic Honesty
• Campus Safety
Policy Knowledge and Implementation

• Know the Academic Policies
• Implement the Academic Policies
• Change in “I” grade policy
• Academic Progression Policy
• Excessive Hours Policy
Faculty Roles and Responsibilities
Teaching and Learning

- Master the Art and Science of Teaching
- Facilitate Student Learning
- Keep Accurate Records of Students Work
- Use Effective Assessment Methods/SLOs
- Monitor Students’ Academic Progress
Assessment and Accountability

- How Do We Measure Student Success?
- How Do We Quantify Student Success?
- Who is Accountable for Student Success?
- What are the Qualities/Attributes of a Successful Student?
A Successful Student

- Has achieved the competencies and acquired the skills needed to perform well in career markets.
- Is competitive for graduate and professional programs and employment in the discipline.
- Speaks Well, Writes well, and Presents well well.
Questions?
The End

Presented by Bernice Duffy Johnson
Associate Provost and Associate Vice Chancellor for Academic Affairs
January 11, 2013