



James E. Shepard, Founder

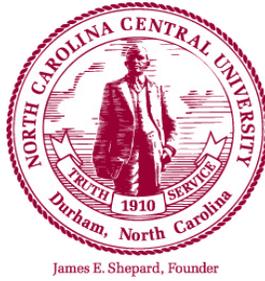
Office of the Faculty Senate

North Carolina Central University Faculty Senate Meeting

AGENDA

Friday, April 5, 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 March 1, 2013
- IV. Administrative Update – Associate Provost Bernice Johnson
- V. Election of 2013 – 2014 Faculty Senate Executive Board
- VI. Disability Services Office Update – Ms. Kesha Lee (5 mins.)
- VII. NCCU Bookstore Update – Ms. Jacqueline McDowell (5 mins)
- VIII. Registrar’s Report – Dr. Jerome Goodwin (5 mins)
- IX. 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. Faculty Handbook
- X. New Business -
- XI. Adjournment



NORTH CAROLINA CENTRAL UNIVERSITY
Faculty Senate Meeting
Friday, April 5, 2013 – Criminal Justice Auditorium

MINUTES

Those Present: Chancellor Charles Becton; Associate Provost: Bernice Johnson; Assistant Vice Chancellor: Janice Harper; Dean, School of Education: Wynetta Lee; University Registrar: Jerome Goodwin; Miss NCCU: Harmony Cross; University College Associate Dean: Jennifer Schum

Guest: Mr. Randall Childs, Minnie Sangster, David Green, George Wilson, Terrence Allen, Takeisha Wilson, Harvey McMurray, Janice Dargan

Senators & Alternates: **Criminal Justice:** Lorna Grant; **Phy Ed & Recreation:** Andrea Woodson-Smith, Beverly Allen; **Political Science:** John Kuzenski; **Sociology:** Sandra Rogers, Robert Wortham; **Social Work:** Larry Williams; **Art:** John Hughley; **Biology:** Delores Grant; **Chemistry:** Somnath Mukhopadhyay; **Language & Literature:** Kimberly Hernandez; **History:** Jarvis Hargrove; **Math & Physics Dept:** Igor Bondarev, Xinyu Huang; **Envir,Earth/Geospatial:** John Bang; **Mass Communication:** Brett Chambers, William Robinson; **Pharmaceutical Science:** Alfred Williams; **Business:** Kofi Amoateng; **School of Education:** Nancy Reese-Durham, Peggy Whiting, Grace Hao; **Nursing:** Ernestine Lassiter; **Law:** Kia Vernon; **School of Library & Information Science:** Gabriel Peterson, Deborah Swain

I. Call to order: Prof. Sandra Rogers, Faculty Senate Chair, called the meeting to order at 2:07 p.m. She reminded the senators about the May 9th workshop. All elected officers and others should attend. After voting today, new officers and old officers will meet to discuss meeting times. She reminded us about the Gala Banquet scheduled for Friday, April 12th from 6-8pm. The banquet is free for senators and alternates. There is a \$20 charge for all other attendees. She asked that we adhere to the seating arrangements for today which would facilitate in the voting process today. All guests would be seated to the left of the podium. Senators would be seated in the center section and administrators, presenters, SGA, and GSA representatives would be seated to the right of the podium.

II. Announcements: Announcements were provided in email.

III. Approval of Minutes March 1, 2013

Minutes prepared by Dr. Nancy Reese-Durham, Senate Secretary, were distributed electronically before the meeting. When a quorum of 26 was reached, it was moved by John Kuzenski and seconded by Kia Vernon to accept minutes. Minutes were approved with one abstention.

IV. Administrative Update – Associate Provost Bernice Johnson

Dr. Johnson thanked the faculty for attending. She reported that 700 students were honored for convocation. There was a \$750 Chancellor's Award and five \$500 university awards for students. The NCCU Foundation Board provided funding for the awards. Dr. Johnson thanked the committees for working on the assignments and stated that she would make sure the recommendations were acted on during the summer.

Dr. Johnson shared highlights of her update through a PowerPoint presentation (**See Appendix A**). Associate Provost Johnson shared how we had witnessed all of the characteristics of the "Successful Student" in the students we saw at the convocation today. Those students had achieved the competencies and acquired the skills needed to perform well in career markets; were competitive for graduate and professional programs and employment in the discipline; spoke well, wrote well and presented well; and were proficient in the use of technology to accomplish goals.

Dr. Johnson spoke about the Academic Affairs' Responses to the UNC Strategic Directions. She stated that the recent events at UNC Chapel Hill impacted all schools. This impact will be addressed by using best practices the Registrar's Office and particularly in the area of student records. By September 2013, there will be 1) clear rules about who is authorized to change grades, and circumstances under which changes may be made and 2) only authorized persons may submit grades into Banner and there must be verifications. By December 2014, there will be an electronic record of grade approvals. Lastly, by May 2014, there will be course numbering, reporting, and conventions that utilize separate numbering to identify independent study courses by faculty members.

Associate Provost Johnson shared information and dates about how the academic performance of student-athletes and other student sub-groups will be evaluated. By September 2013, individualized courses must indicate the number of hours of expected work, grading information and faculty office hours. By December 2013, the university must 1) develop a common threshold or definition of clustering by student-athletes or other subgroups that will trigger an automatic review of flagged courses to determine if there are reasons why the clustering occurred and 2) establish procedures for notifying academic advisors and academic support staff of any changes made to the course grades of student-athletes and/or their course schedules, after the designated two-week drop/add period. Lastly, beginning in 2014, there will be required reporting of an annual review of the course grade point averages for student-athletes and other sub-groups and compare those grade point averages with non-clustered sub-groups.

Dr. Johnson discussed how the review and approval of non-standard courses and course sections is proposed to be changed. By September 2013, there will be established processes and policies to ensure that all forms of individualized instruction conform to the basic guidelines pertaining to other undergraduate courses and individualized instruction courses must have course syllabi, learning contracts, and student learning objectives.

Lastly, Associate Provost Johnson stated that there will supervision and evaluation of faculty and faculty administrators. She stated that they would:

- Establish criteria and processes to ensure regular review and evaluation of all aspects of performance of department chairs and other faculty, including summer session.
- Establish guidelines on the number of undergraduate independent studies a faculty member may teach per term.
- Determine who (required number) grants approval for any exceptions to the guidelines.

Several faculty members asked questions following Dr. Johnson's presentation. Dr. Winston Goldman asked a question about how the number of these per faculty member plays into the evaluation. Dr. Johnson stated that the issue is being discussed in their meeting and should be geared to each campus. Dr. Kofi Amoateng asked if the decisions would be made without faculty input. She stated that the decisions will start with the faculty. One faculty asked about the issue of cheating in face to face classes and online classes and emphasized that students in online classes do cheat. She stated that Kimberly Phifer-McGee has software that can help us with this issue.

Dr. Johnson thanked Prof. Rogers as chair of the Faculty Senate for doing an excellent job for the past two years. She stated that she had been a chair herself and since 1979 had not seen the senate as active in a long time. Prof. Rogers thanked Dr. Johnson for her support. Prof. Rogers stated that the committee reports would be bundled and sent to her at a later time.

V. Election of 2013- 2014 Faculty Senate Executive Board

Prof. Rogers received the correction that Mildred Pointer's department affiliation should be Department of Biology instead of BBRI. Prof. Rogers stated that all senators should have a cream colored ballot and questions should have turquoise.

Dr. Holley introduced the candidates for the executive board for the upcoming year 2012-2014.

- Candidates for Chair of Senate
 - John Kuzenski – Political Science
 - Harvey McMurray – Criminal Justice
- Candidates for Vice Chair
 - Jarvis Hargrove – History
 - Mildred Pointer - Biology
- Candidates for Secretary
 - Andrea Woodson-Smith (Physical Education and Recreation)
 - Gabriel Peterson (School of Library and Information Science)
- Candidate for Parliamentarian
 - Ernestine Lassiter (School of Nursing)

Each candidate gave a 2 minute speech. Dr. Pointer was not present. Prof. Rogers asked for nominations from the floor for each office. There were no nominations from the floor for any of the positions. The nominations on the names presented were closed. Senators and alternates voted.

The results of the voting were reported thusly: (**bolded names are new officers of the executive committee**)

- **Chair of Senate**
 - John Kuzenski – Political Science (19 votes)
 - **Harvey McMurray – Criminal Justice (24 votes)**
 - John Bang (write in – 1 vote)
- **Vice Chair**
 - **Jarvis Hargrove – History (38 votes)**
 - Mildred Pointer – Biology (6 votes)
- **Secretary**

- **Andrea Woodson-Smith (Physical Education and Recreation) (30 votes)**
- Gabriel Peterson (School of Library and Information Science) (14 votes)
- **Parliamentarian**
 - **Ernestine Lassiter (School of Nursing) (41 votes)**
 - Gabriel Peterson (write in – 1 vote)
 - Winston Goldman (write in – 1 vote)

The faculty paused for moment of silent prayer following an announcement about the recent death (Sat., March 30, 2013) of Officer Jurina S. Vincent Lee of the NCCU Police Department.

VI. Office of Student Disability Services Update – Ms. Bishari Cox, Asst. Director

Ms. Cox stated that their office wants to provide a supportive environment for student and faculty. She announced that they have would be offering training to help faculty in many issues related to ADA. Their training sessions “ADA on the Road”, are 60 minute sessions planned for April. Departments can sign up to have the sessions brought to their respective buildings. Flyers will be sent out after Monday. Some of the training sessions are:

- **ADA 101-** Lee
- **DisAbility Etiquette-** Lee
- **OCR 101- Understanding ADA Compliance in Teaching-** Melissa Jackson Holloway – Legal Affairs
- **Train Your Brain Teaching Strategies for ALL Learning Styles–** Cox
- **Sensitivity and Diversity: Did you Really Say That? –** Doxey
- **Teaching and Universal Design –** Reives

Ms. Cox stated that the university has found money to buy the software for Universal Design. She thanked faculty for being in contact with their office with questions about what they (faculty) can do. She asked us to contact Ms. Lee at klee@nccu.edu.

VII. NCCU Bookstore Update – Ms. Jacqueline McDowell, Textbook Manager

Ms. McDowell pleaded with faculty to get textbook adoptions in by March 15th. As of today’s meeting, she had received 67% of the orders for summer and 40% for fall. The deadline for April is April 15th. April 29th is the date for the university to begin buying back books. We must have adoptions in by the April 29th date for students to get the best price for their books. Ms. McDowell asked that we submit our orders online since we are a green campus.

Student Stefan Weathers, Student Body President-Elect and President for next year 2013-2014, spoke about how the lateness of adoptions affects the pockets of students. He stated that the bookstore needs books to resale back to students. He stated it is a money issue.

A discussion about buying books ensued. Ms. McDowell stated that we need to meet the higher numbers we had in the past- we have gotten as high as 90-96% of our orders submitted. Prof. Chambers stated that courses that are listed as TBA and have adjuncts listed to teach courses made numbers go down. Dr. Robinson-Williams was concerned about finding ways to make students buy the books. Ms. McDowell stated that students do not need to wait on refund checks to buy books. She stated that they can get a book voucher and get their books before their refund checks come in. Prof Kia Vernon asked about the book voucher procedure and whether a digital book could be purchased to use on a tablet. Mr. Weathers stated that students can buy other things with vouchers. Current SGA president, Reggie McCrimmon, stated that sometimes a student be dropped from a course by not buying software or the course book. He stated that he has waited to see if a professor

will use the book first before buying the book. Ms. McDowell stated that digital versions of books are available. They do give out scholarships which in turn helps the university. Mr. Weathers stated that vouchers have helped him in the past. Harvey Hinton stated that Governor McCary in his 2017 bills before congress is pushing for digital textbooks for P-12 schools. He stated that we might want to look at what we are doing. It was stated that to help students be successful it is important for them to have read information and are ready for class and perhaps for the professor to post notes after class.

Professor Rogers stated that the following issues from the previous discussion should be assigned to our committees:

- Buying of books
- Use of vouchers
- Faculty use of textbooks
- Submission of adoptions

VIII. Community Service – Dr. Bailey

Dr. Bailey reported on the Campus-wide Community Garden which can provide research opportunities for faculty members.

- 1) Research Homeless – Group of faculty are working with homeless people in Durham
- 2) Nutrition faculty – establishment of a food pantry for our students and community. It is modeled about Durham Tech
- 3) NCCU Campus Community Garden (has been in existence for 1 year already).

The NCCU campus community garden is the length of a football field and located between the Mary Townes building and the BRITE building. It was started in July 2011. There are 6 beds with broccoli, collard greens and cabbage planted in them. She stated that all academic disciplines can get involved. One HBCU in Houston, Texas has partnered with Yale in a project. She shared the vision for the garden. In June 2013 the AAC&U grant is due. Faculty can look at the garden to see how it can be used in courses. The grant may help them give small incentives to faculty.

IX. Registrar's Report – Dr. Jerome Goodwin

Dr. Goodwin stated that 3,322 students have registered for Fall 2013. This is a little less than Fall 2012. He asked us to remind students that if they register for Summer I and II and later choose to not attend during the second summer session, they will be charged by student accounting. Students must drop by July 1st to not be charged.

Dr. Goodwin stated that the number of add drops is up. He stated that there will be a survey to figure out why the numbers are so large. We might be able to put a fixed number of drops per semester for students. He stated that he will recommend a charge for dropping courses.

Dr. Goodwin reported information about graduation.

- There will be 1153 graduates this May. This number is up from last year (1027).
- Thurs., April 11 – There will be a graduation information session at 10:40 am in the Student Union.
- Fri., May 10th – 3pm Graduation for Graduate and Professional students
- Sat., May 11th – 8am Graduation for undergraduate students
- Thurs., May 9th – 8am – students may pick up their permits in BN Duke to graduate

Prof. Rogers stated that some students register for the maximum number of courses (12-15) and after they receive their monies they drop courses.

Lastly, Dr. Goodwin made an announcement about the 1st Lady Walk-A-Thon which will be held April 13, 2013 at 8:30 am beginning at the Miller-Morgan Building. He asked all to participate.

Prof. Rogers asked for standing committee reports. She thanked all groups for working and stated that questions about information or action items from each report can be forwarded to the respective committees. Hard copies of reports should be sent to the Senate office by Tuesday of the following week.

X. Senate Standing Committee Reports:

A. Academic Policy – Chair, Dr. Lorna Grant presented committee member, Dr. Tokuta, who made a PowerPoint presentation to the senate. (See Appendix B)

Dr. Tokuta discussed how the university loses money based on the tuition charges for distance education courses (DE) and face-to-face courses (F2F). He stated that NCCU may lose one half million dollars if we continue to use the same formula for these courses. NCSU made DE courses and F2F courses the same and lost 3.4 million dollars. He recommended that we create a task force to look at this issue.

Discussion: Online courses sometimes cost more. Prof. Rogers stated that the issue of TBA courses is causing delay in knowing what courses will be offered. This also delays in meeting the deadline for book orders. It was motioned by Beverly Allen and seconded by Russell Robinson-Williams to send an email to Assoc. Provost Johnson to ask Deans and chairs to assign books to courses that will be offered so that textbook orders can be submitted on time. Motion carried.

B. Campus Relations & Welfare- no report

C. Governance – Dr. Vinston Goldman (See Appendix C)

Dr. Goldman introduced Wadeah Beyah who reminded the faculty about the Gala. She shared one information item and one action item.

Information item was about the Gala planned for Friday, April 12th from 6-8 pm in the Student Union. The theme is “Everybody is a Star”.

Action item – Item # 7 on the handout – **Rationale:** Since we miss a lot of class days we may want to extend the calendar one day for an event/workshop day to impart required information to faculty.

Faculty discussed the action item. Dr. Goodwin stated that according to UNC requirements, we have 75 class days. Dr. Tokuta suggested that we start the semester one day early. He stated that there is not a balance between MWF and TR calendar. Dr. Sherry Eaton asked why we couldn't build professional development into the Faculty Institute instead of adding another day to the calendar. It was also asked if there was a way we could infuse technology in our meeting. It was stated that this issue was already addressed in #5 on the handout. Dr. Goldman addressed #7 on the sheet which addressed Faculty Institute. One faculty member stated that it was important to remember international faculty who may be out of the country and how the use of technology may help with this. Dr. Goldman moved for acceptance of the report with correction to #7. Recommendation passed. The information will be sent to Dr. Johnson.

[It was 4:00pm. It was moved by Brett Chambers, seconded by John Prince and approved that 15 more minutes be added to the meeting.]

D. Faculty Research and Development – Dr. Deborah Swain (See Appendix D)

Dr. Swain made the report for the committee chair – Dr. Pointer. She discussed the committee’s discussion about poor reasons for poor participation for Teaching Awards. She stated that the committee recommended that more workshops be held, more recognition of teaching award winners, clearer selection criteria. Some faculty stated that some items on the list of recommendations were already being done (#2).

The senators discussed the recommendation #2 -continue to make the selection criteria more objective; criteria should include feedback from all stakeholders in the teaching process). It was agreed to delete #2. It was moved to send forward the recommendations without #2 and to send 3 items to Dr. Johnson.

Dr. Goldman stated that the Board of Governors Teaching Award has increased from \$7,500 to \$12,000.

Prof. Rogers suggest that the committee send an email to the Faculty Senate office and it can be sent out to members before it is sent on to Dr. Johnson. Those people who have questions should send questions to Dr. Pointer and Dr. Swain.

It was suggested that information would be tabled. It was questioned by one faculty member if we could know the names of the members on the Teaching Awards committee. It was motioned to table the item by Dr. Kuzenski and seconded by Nancy Reese-Durham. Motion carried.

E. Honorary Degrees, Memorials and Special Awards – Prof. Brett Chambers (See Appendix E)

Prof. Chambers opened his comments by announcing that NCCU has 3 students at the Full Frame Film Festival at this present time. Since the students were not aware until the last minute of their acceptance, Prof. Chambers asked the members of the faculty senate and any others to consider making a contribution to help finance the students. Each student would need \$450 for the event. He stated that we could take contributions through the NCCU Foundation and specify that it be earmarked for this group of students.

Prof. Chambers discussed the committees work on how the NCCU Faculty Marshal. He stated that the committed discussed two questions. Namely:

- 1- What is the definition of University Marshal?
- 2- Who decides who the person will be?

His committee proposed to recommend the decision to be made by the Chief Academic Officer. It was motioned Prof. Chambers to accept the report as draft and to send it to Assoc. Provost Johnson for feedback. Motion carried.

F. Handbook Committee – Dr. Jarvis Hargrove

Dr. Hargrove stated that changes to the Handbook must be submitted by the last Friday in October.

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- John Bang (write in – 1 vote)

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- **Parliamentarian - Ernestine Lassiter (School of Nursing) (41 votes)**
 - Gabriel Peterson (write in – 1 vote)
 - Winston Goldman (write in – 1 vote)

Chair-Elect McMurray stated that there will not be a conflict with him serving as a Department Chair and his duties as Faculty Senate Chair.

XI. New Business

XII. Adjournment: It was moved and seconded to adjourn. So approved, the meeting was adjourned at 4:45 pm.

Respectfully submitted,

Nancy Reese-Durham

Nancy Reese-Durham, Ph.D.
Secretary, Faculty Senate and Member of Executive Committee
Associate Professor, School of Education