

Southern Connecticut State University
FACULTY SENATE

September 18, 2019 | 12:10 p.m. | Connecticut Hall Seminar Room

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Southern Connecticut State University
FACULTY SENATE

Agenda

October 2, 2019

12:10 p.m.

Connecticut Hall – Seminar Room

- I. Approval of Minutes of Previous Meeting held on September 18, 2019
- II. Guests
 - a. Drs. David Pettigrew and Olcay Yavuz (1 p.m.): FASP
- III. President’s Report
- IV. Standing Committees
 - a. Academic Policy
 - b. Elections
 - c. Finance
 - d. Personnel Policy
 - e. Rules
 - f. Student Policy
 - g. Technology
- V. Reports of Special Committees
 - a. UCF
 - b. Graduate Council
 - c. FASP/USPaRC
- VI. Unfinished Business
 - a. Digitalization of files: Should candidates be allowed to submit a paper file after having previously submitted a digital file during the implementation phase of digital files?
- VII. New Business

Executive Committee Meeting: Ten minutes following adjournment

Fall 2019 meetings: September 4, September 18, October 2, October 16, October 30, November 13,
December 4.

Spring 2020 meetings: January 29, February 12, February 26, March 11, April 1, April 15, April 29, May 6.

Southern Connecticut State University

FACULTY SENATE

Unapproved Minutes of September 18, 2019

<https://inside.southernct.edu/faculty-senate/minutes/2019-2020>

The 1st meeting of the Faculty Senate AY 2019-2020 was held on September 4, 2019 at 12:10 p.m. in the Seminar Room of Connecticut Hall.

Attendance

Dave Allen <i>Accounting</i> 1/2	Matthew Ouimet <i>Counseling</i> 2/2	Sandip Dutta <i>Finance</i> ½	Robert Forbus* <i>Marketing</i> 0/2	David Pettigrew* <i>Philosophy</i> 1/2	Angela Lopez-Velasquez <i>Special Education</i> 2/2
William Farley <i>Anthropology</i> 2/2	Natalie Starling <i>Counseling & School Psychology</i> 2/2	Peter Latchman* <i>Health & Movement Sciences</i> 1/2	Joe Fields <i>Mathematics</i> 2/2	Binlin Wu* <i>Physics</i> ½	Douglas Macur <i>Theatre</i> 2/2
Jeff Slomba <i>Art</i> 2/2	Beena Achhpal* <i>Curriculum & Learning</i> ½	Robert Gregory <i>Health & Movement Sciences</i> 2/2	Klay Kruczek <i>Mathematics</i> 2/2	Jon Wharton <i>Political Science</i> 2/2	Luke Eilderts <i>World Languages & Literatures</i> 2/2
Kevin Siedlecki <i>Athletics</i> 1/1	Maria Diamantis <i>Curriculum & Learning</i> 2/2	Tom Radice <i>History</i> 2/2	Jonathan Irving* <i>Music</i> 0/2	Michael Nizhnikov* <i>Psychology</i> 1/2	
Sarah Crawford* <i>Biology</i> 1/2	Dushmantha Jayawickreme <i>Earth Science</i> 2/2	Darcy Kern* <i>History</i> 1/2	Frances Penny <i>Nursing</i> 2/2	Kate Marsland* <i>Psychology</i> 1/2	Cindy Simoneau <i>Undergraduate Curriculum Forum</i> 2/2
Mina Park <i>Business Information Systems</i> 2/2	Sanja Grubacic <i>Economics</i> 2/2	Yan Liu* <i>Information & Library Science</i> 1/2	VACANT <i>Nursing</i>	William Faraclas <i>Public Health</i> 2/2	Cynthia O'Sullivan <i>Graduate Council</i> ½
Jeff Webb <i>Chemistry</i> 2/2	Peter Madonia <i>Educational Leadership</i> 1/2	Jerry Dunklee <i>Journalism</i> 2/2	Obiageli Okwuka <i>Part-time Faculty</i> 2/2	Michael Dodge <i>Recreation, Tourism & Sport Management</i> 2/2	Aidan Coleman <i>Student Government Association</i> 2/2
Barbara Cook <i>Communication Disorders</i> 2/2	Mike Shea <i>English</i> 2/2	Parker Fruehan <i>Library Services</i> 2/2	VACANT <i>Part-time Faculty</i>	Paul Levatino <i>Social Work</i> 2/2	Dr. Joe Bertolino <i>SCSU President</i>
Derek Taylor <i>Communication, Media & Screen Studies</i> 2/2	Paul Petrie <i>English</i> 2/2	Jacqueline Toce <i>Library Services</i> 2/2	Mary Ellen Minichiello <i>Part-time Faculty</i> 2/2	Stephen Monroe Tomczak <i>Social Work</i> 2/2	
Mohammad T. Islam* <i>Computer Science</i> 1/2	Matthew Miller <i>Environment, Geography & Marine Studies</i> 2/2	Carol Stewart <i>Management, International Business & Public Utilities</i> 2/2	Walter Stutzmann <i>Part-time Faculty</i> 2/2	Greg Adams <i>Sociology</i> 2/2	
<u>Guests:</u> R. Prezant <i>Provost</i> B. Kalk <i>Dean A&S</i>	S. Hegadus <i>Dean Education</i> Trevor Broliar <i>IT</i>	Chris Perugini <i>IT</i> Jian Chan <i>IA</i>	Betsy Beacom <i>IA</i>		

An asterisk denotes an absence. Overall attendance recorded below each member.

Faculty Senate President D. Weiss called meeting to order at 12:10 p.m.

I. Minutes of the previous meeting held on September 18, 2019, were accepted as corrected.

<https://inside.southernct.edu/faculty-senate/minutes/2018-2019>

J. Dunklee **moved to suspend the rules** to bring the resolution “Regarding Digital Evaluation File Implementation” before the body. **Seconded** and **approved**.

II. New Business

1. D. Weiss, on behalf of the Faculty Senate Executive Committee, **moved to accept** the resolution “Regarding Digital Evaluation File Implementation.”
 - a. M. Diamantis **moved to strike out “hard” and insert “paper”** so that the resolution would read “Whereas, Resolution S-2019-13 regarding Digitalization and the Evaluation Process began the transition from hard paper copy to digital files for faculty evaluation; and”. **Seconded** and **approved**.
 - b. M. Diamantis **moved to insert “in 2019-2020” after “their files digitally;” and before “and”** so that the resolution would read “Whereas, said resolution required first-year renewal candidates and professional assessment candidates to submit their files digitally **in 2019-2020**; and”. **Seconded** and **approved**.
 - c. R. Gregory **moved to insert a column with the title “2024-2025” to the table** so that the resolution would read

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Professional Assessment	D	D	D	D	D	D
Renewal - year 1	D	D	D	D	D	D
Renewal - years 2-5	D,P	D,P	D,P	D,P	D	D
Promotion	P	D,P	D,P	D,P	D,P	D
Tenure	P	D,P	D,P	D,P	D,P	D

Seconded and **approved**.

- d. After some discussion, J. Dunklee **moved to call the previous question**. **Seconded** and **approved**.
- e. The resolution was **approved** as amended.

III. Guests

1. Executive Vice-President for Finance and Administration, Mark Rozewski. He shared the current state of the University’s financial situation.
2. Information Technology & Institutional Advancement: Trevor Broliar, Director of Academic Technology; Chris Perugini, Web Application Development Specialist; Betsy Beacom, Website Content Manager, Jian Chan, Web Administrator. They shared updates on the University website; how to share information on events on campus through the university calendar and social media. Social media requests should be sent to Allison O’Leary (olearya2@southernct.edu); Calendar requests should be sent to Betsy Beacom (beacomb1@southernct.edu).

IV. President’s Report: D. Weiss

<https://inside.southernct.edu/faculty-senate/president-reports/2019-2020>

1. Discussion on the new policy on note-taking from the Disability Resource Center.

V. Standing Committees

1. Academic Policy (P. Petrie): Minutes received. Grade appeal document discussion ongoing.
2. Elections (K. Kruczek): Working on getting new faculty into Select Survey software.
3. Finance (W. Faraclas): Distributed the following report:

Available Faculty Travel Funds as of: Sept. 18, 2019			
Fund	Starting	Spent/Enc	Balance
FT "AAUP" Travel	280,704	1,500	279,204
PT "AAUP"Travel	31,190	4,708	26,482
Creative Activity	85,000	51,056	33,944.

Notes

- Rollover funds are being calculated and are not reflected here.
 - Rollover funds for FT AAUP will be at least \$13,000.
 - Rollover funds for FT AAUP also could include unused encumbered funds of \$26,482.
 - Rollover funds for PT AAUP are expected to be \$949.
 - Future reports will separate "spent" and "encumbered" funds for each line.
4. Personnel Policy (N. Starling): Minutes received. Working on credit load 12/12 to possible 9/9.
 5. Rules (R. Gregory): Minutes received.
 6. Student Policy (K. Marsland): Minutes received.
 7. Technology (P. Fruehan): Minutes received.

VI. Special Committees

1. UCF (C. Simoneau): TAP representative is Heidi Lockwood. Schools that have opted out of the School Curriculum Committee: A&S and HHS.
2. Graduate Council: No report.
3. FASP (L. Eilderts on behalf of D. Pettigrew): Results and analysis of the survey on Faculty Prioritization of the Goals of our *Strategic Vision for Academic Excellence* will be announced to Senate October 2 and a university-wide meeting will be held October 21 from 1-2 in EN C112.

VII. New Business

1. Continued discussion on the procedures for the digitization of renewal, P&T, and professional assessment files.

VIII. Adjournment

- P. Fruehan **moved to adjourn. Seconded and approved.**
- Adjourned at 1:57 p.m.

L. Eilderts
Secretary

Minutes of the Standing Committees

ACADEMIC POLICY COMMITTEE

APC 9/25/2019

Present: Coleman, Farley, Forbus, Jayawickreme, Okwuka, Petrie (chair), Pettigrew, Siedlecki
Guests: Darcy Kern and Tess Marchant-Shapiro (University Academic Standing Committee chairs)

- UASC chairs asked us to propose changes to the Academic Misconduct policy, ASAP. The policy currently requires the presence of faculty reps from 3 schools on any hearing panel. But since the committee itself has only 2 members who aren't from A&S, this means that every hearing panel must include the two non-A&S reps. This creates a workload imbalance among committee members, and gives UASC serious headaches whenever they try to schedule hearings.
- Grade Appeal Policy: discussion of next round of proposed revisions resulting from meeting with Dean Tetreault, Deb Weiss, and Paul Petrie.
 - Most proposals and revisions were accepted: Petrie will make further edits to document accordingly.
 - UASC chairs favor a year-round UASC rather than a separate summer UASC. Suggest policy provision allowing Senate President to appoint temporary replacements, on an as-needed basis, when UASC members are unavailable for a summer appeal.
 - UASC chairs indicate that shortened timeframe for academic year grade appeals (to match shorter summer process) is not possible, because of greater difficulty of meeting scheduling during the regular semester.
 - Issues still outstanding / in-progress:
 - Whether or not it's possible to remove a student from a course in which s/he was provisionally allowed to enroll while a grade appeal for a prerequisite course was in progress. If not, whether there's a work-around or, conversely, whether we ought not to allow the option of provisional enrollment in a course whose prerequisite is under grade appeal.
- Brief preliminary discussion of different models for institution of a file-length limit for P&T and renewal files.

Respectfully submitted,

Paul R. Petrie

ELECTIONS COMMITTEE

Minutes for September 25, 2019

- We did not have a face-to-face meeting this week because scheduling conflicts.
- We had an online discussion of the Faculty Administrative Survey Data to determine various ways to break down the data.
- We also finalized the self-nomination process for the Fall 2019 elections.

Respectfully submitted,
K. Kruczek

FINANCE COMMITTEE

No report.

PERSONNEL POLICY COMMITTEE

Minutes in Red
September 25th, 2019

Engleman Hall – Room C-024

Members: Toce, Jacqueline; Slomba, Jeffrey; Crawford, Sarah (Absent); Lopez-Velasquez, Angela; Tomczak, Stephen; Shea, Michael; Adams, Gregory; Starling, Natalie (chair)

12:10

Approval of Minutes: PPC Meeting Minutes of September 11, 2019

All present members approved minutes.

ANNOUNCEMENTS/OLD BUSINESS:

- The matter of the misquote related to “early tenure” on page 27 of the P & T procedures document has been corrected & the document has been posted – per FS President
- The matter of the emeritus resolution is under review by the EC
- Field trips – this had been assigned to SPC as of last year
- FDAC bylaws were approved by the Senate last year and are posted on the Senate website

NEW BUSINESS:

- Members’ preference: Electronic Shared Database for PPC?
 - o Blackboard, Microsoft Teams -PPC Members’ preference: E-mail.
- Added to the agenda and discussed: Transfer of Renewal and P&T documents/work to the Academic Policy committee. The PPC proposed that PPC has to be involved when it pertains to P&T documents. Proposal to be shared with APC.
- University-wide credit load
 - o PPC discussion

PPC members proposed the following:

- Request to the Provost for
 - o numbers of reassigned credits for research and service duties, % of faculty use, costs
- Request prior materials/documents; chair outreach to faculty with knowledge of past committee related to this topic
- Draft principles and pros and cons of the proposal.
- Invite members of the committee that produced the prior proposal (start with prior documents)
- Invite faculty from School of Business that already have a 3/3 load
- 12:30pm – Provost visit & discussion

Meeting adjourned at 2:00 p.m.

RULES COMMITTEE

September 25, 2019

Present: Robert Gregory, Matthew Miller, Jeffrey Webb, Paul Levatino (minutes)

Absent: none

Robert Gregory Called the meeting to Order at 12:09PM

Topic	Discussion	Action Item
Review of Faculty Senate		none
Charge of task	Chair explained history and need for the committee charge.	
Exploration of process	The committee explored the charge and the methodology of completing the task.	Bob G will collect executive committee input about inclusion of others (e.g. senior faculty senate members) on this committee task.
Reviewing Institutions of other institutions by-laws	The committee collected by-laws from WCSU, ECSU & CCSU and distributed these among members.	
Crafting committee paradigms	The committee discussed which items are best served and included in within by-laws. The committee discussed adopting an operating paradigm: Items that are routinely revisited and revised should be included in the by-laws (versus Constitution).	
Exploring tasks	The committee established some preliminary conclusions.	Some parts related of Membership portion (II) of constitution may be better served in by-laws. There is a question whether some parts of Section I (membership in by-laws) may be more appropriate in Constitution.
Motion to Adjourn	Motion to adjourn was made at 1:11PM	Motioned seconded Meeting adjourned

Respectfully Submitted,
Paul Levatino

STUDENT POLICY COMMITTEE
September 25, 2019
Minutes

Present: J. Dunklee, M. Nizhnikov, M. Minichiello, M. Ouimet, B. Cook., B. Achhpal, M. Dogde, K. Marsland

1. Meeting called to order at 12:05
2. 2. Old Business
 - a. Feminine Products: K. Marsland reported on conversations with Wellness Center, Health Center and Residence Life. Will follow-up with SGA.
 - b. Misconduct policy revisions: Committee discussed edits in response to J. Tetreat's comments.
 - c. Misconduct appeals. Committee will review Academic Policy Committee's policy to inform our discussion at next meeting.
3. New Business
 - a. Plagiarism policy?
 - b. Student Field Trips issues?
4. Meeting Adjourned at 1:25

Respectfully submitted by K. Marsland

TECHNOLOGY COMMITTEE

25 September 2019

Present: S. Dutta, J. Fields, P. Fruehan, P. Latchman , Y. Liu, T. Radice, W. Stutzman, D. Taylor , B. Wu

Absent: D. Macur

Meeting Notes

Technology Committee Assignments

LTEC-GC:

- *Douglas Macur (A&S)*
- Peter Latchman (HHS)
- Yan Liu (EDU)
- Vacant (BUS)

Faculty Web Profiles

- Demonstration by Parker
- What the committee can do now – Use the guidelines provided to edit content within Digital Measures.
- Questions and suggestions discussed:
 - Hiding tabs not used – the system automatically hides any tabs that don't have content in DM.
 - We should make sure that an overview of how to use DM is covered in new faculty orientation so they can have a populated directory page.
 - What about emeritus faculty? Are they kept active in DM? What if they want a current profile?
 - Is there a way to sort the listings on the web profile?
 - What is the citation style? Can that be customized?
 - What about a ResearchGate import option?
 - We will invite the IT team responsible for Faculty Web Profiles to present at an upcoming committee meeting.
 - Committee recommends a Nov. 1 go-live, which will go to the EC for approval.

Candidate Information Form

- Need to fix the layout of load credit activity

Student Evaluations

- TK20 reporting is lacking
- What other options do we have?

Sabbatical Committee would like to have a digital submission process

Kuali Protocols

- I spoke with Amy Taylor in SPAR and she said that the PI field is non-configurable, but in practice the role of the faculty has not changed from the previous paper process. Faculty are required to be the PI and must be the one to “click” the submit button so that the system registers the faculty advisor's approval. This is in place of the faculty signature in the previous paper-based system.

- Amy encourages anyone (both faculty and student researchers) submitting to IRB or IACUC to attend one of their training sessions. More information on their webpage: <https://inside.southernct.edu/spar/kuali-protocols>

Resolutions & Motions for Consideration

UNDERGRADUATE CURRICULUM FORUM

FYE program request for UCF representation:

From UCF Constitution:

Article II: Members and Terms

A.Members

The UCF shall consist of voting members who represent the following SCSU constituencies:

1. Department Representatives
There shall be one faculty Representative and one Alternate elected from each academic department.
2. Faculty Members-at-Large
There shall be five Faculty Members-at-Large, elected by a general faculty election vote conducted by the Senate Election Committee. All full-time faculty members are eligible to be elected as Representatives.
3. Other University Units
There shall be one Representative and one Alternate from each of the following areas, to be chosen through a process determined by each unit:
 - a. Academic Advisement
 - b. Registrar's Office
 - c. Library Services
 - d. Student Affairs
 - e. Office of Academic Affairs
4. Ex-Officio Non-Voting Liaisons
There shall be one ex-officio non-voting liaison from each of the following areas, to be chosen through a process determined within each area:
 - a. The Faculty Senate
 - b. The Graduate Council
5. Students
The Student Government Association shall have the opportunity to send one Representative and one Alternate, chosen through a process determined by the Student Government Association. There shall be an opportunity to include additional student Representatives if other student constituencies request and receive approval for representation from the UCF.
6. Additional Representation
The UCF shall have the authority to extend representation to other constituent units of the University with the approval of the Faculty Senate. Any constituent unit that wishes to receive representation must fulfill either of the two conditions:
 - a) offer a major OR
 - b) offer courses with its own subject code prefixAND have either a Chair or Director.
Any program that meets either a or b above may apply for UCF membership by providing a rationale explaining why that program is not otherwise represented sufficiently in the UCF.

There shall be one Representative and one Alternate from each approved program in keeping with Department Representatives above.

Rationale from FYE:

Dear UCF Steering Committee Members,

I'm writing to request representation at UCF for the First-Year Experience (FYE) Program. The program and its courses were created through UCF, and in its early years was represented by me, as I was the English Department Representative. I no longer represent the English Department and, therefore, FYE no longer has representation. FYE is a non-degree-granting program with curriculum, including the first-year seminar (INQ 101) and the Peer Mentoring courses (INQ 390 and 391). In addition, FYE pairs with other courses and programs in the creation of learning communities, including this fall, critical thinking (a range of departments), English, and Exercise Science. At UCF questions and concerns often emerge related to FYE or INQ 101, and without representation, we are often unaware of those concerns until we hear them elsewhere. In many ways, FYE represents the beginning of the curricular experience for all of our first-time, full-time students, and therefore, I believe, should be represented on the Undergraduate Curriculum Forum.

Nicole

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