

SCSU Faculty Senate President's Report - February 12, 2020

For 2/12 meeting

1. *CIF Form* - The newly revised CIF form is attached below for your review. Additional CIF forms will be presented at a subsequent Senate meeting for library, counseling, and athletic faculty.

Updates

2. *Digital evaluation file update*

What appears below was sent to all faculty (and administration) on 2/11/20:

It is very important that you review the information available to you on the Faculty Senate website regarding digital evaluation files (<https://inside.southernct.edu/faculty-senate/faculty-evaluation>). There you will find the schedule (timetable) that outlines options regarding paper and digital submissions and dates by which you will need to transition to digital depending upon your date of hire.

Faculty submitting a digital file for 2019-2020

You will find instructions for creating a digital file for 2019-2020 submission, specific to teaching faculty or counselors and librarians. Instructions are available under the heading, *Instructions for Creating a Digital File for 2019-2020* (<https://inside.southernct.edu/faculty-senate/faculty-evaluation>). This year, we are utilizing Organizations in Blackboard 9, however, for the 2020-2021 academic year, we will utilize Courses in Blackboard 9. On June 1, 2020, the content in your digital file will be temporarily unavailable to you. By June 7, 2020, all of your content will have been transferred to Courses in a template that will appear as: Last Name, First Name - Digital Evaluation.

Faculty submitting a digital file for 2020-2021 or later

You will find instructions for creating a digital file to be submitted in 2020-2021 or later which differ from the instructions and procedure for submitting a digital file in 2019-2020. Coaches and athletic trainers will now also have the option to submit a digital file from 2020-2021 on. Instructions are available under the heading, *Instructions for Creating a Digital File for 2020-2021* (<https://inside.southernct.edu/faculty-senate/faculty-evaluation>). Beginning in the fall (or sooner), an illustrative video will also be available to guide you as well.

Templates in Blackboard Courses were rolled out by at the end of the fall semester. All faculty not undergoing digital evaluation during 2019-2020 should now have a template in Blackboard 9 under Courses titled, Last Name, First Name - Digital Evaluation. This template contains 9 folders which are available for you to upload documents for all evaluation files in an ongoing basis for Renewal, Professional Review, Promotion, and Tenure. If you are unable to locate the template, please contact Karen Musmanno (musmannok1).

Information for reviewers

Beginning in the fall (or sooner), an illustrative video, specifically for reviewers will be available to guide you in the digital review process.

Automatic movement of the file from one reviewer to the next

Beginning next year, the digital file will automatically be made 'available' and 'unavailable' to the reviewers based on the timeline outlined in the evaluation documents that will be sent out at the beginning of the fall semester. At all times, the candidate will have access to the digital file. This year, the candidates were required to grant and remove permissions as the files moved from one level to the next; however, next year this will occur automatically. For the most part, this is an excellent development; however it does mean that all parties will need to be vigilant in adhering to the timetable, otherwise access will not be available, and it will be necessary to request that permission be reauthorized which has the potential to affect the next reviewer(s). There will also be automatic reminders sent out periodically to help keep you on track with the timetable.

Role of the Chairpersons

Chairpersons will have an essential role to play in this process. Please be sure that your department has elected its DEC in the spring and submitted faculty names to Human Resources for the hardship pool by the required date. There will be a procedure (TBD) for you to submit the names of your DEC (including any hardship members) to Karen Musmanno so that she can enter them into the list in Blackboard by a specified date (around mid-September, date TBD). If you have any changes to the DEC membership at any time, it will be essential that you notify Karen so that she can change the list, otherwise, the file will not go to the correct reviewers.

P&T Committee

Please consider running to serve on the P&T Committee. We will need to solidify the committee as early as possible in order for the names to be entered in Blackboard. Therefore, our current practice of needing to hold as many as three elections to fill the committee will not serve us well. There will be a big push in the spring elections to encourage faculty to run for P&T, so that hopefully representatives and alternates will be in place by the end of the spring.

Contact information

Karen Musmanno (musmannok1) – questions related to technical issues, e.g., difficulties uploading a file

David Pettigrew (pettigrewd1) – questions related to your P&T file or questions related to digital file content (not related to technical issues)

Walter Stutzman (stutzmanw1) – corrections or clarifications that you would like to suggest for the instructions posted on the Senate website

Deborah Weiss – any other questions or comments

- 3. Update on Newer Faculty Workshop Ad hoc Senate Committee* - An ad hoc Senate committee has been formed by the Executive Committee that will plan a workshop for newer (up to year 5) faculty to take place this semester. The goal of the workshop is to provide information to faculty regarding topics such as the faculty review process, funding opportunities, University structure and committees, AAUP, etc. There will also be an opportunity for the exchange of ideas, conversations, and time for open-ended questions and answers. A call went out inviting newer faculty to volunteer

for the committee and more than 10 people volunteered. The committee will hold its next planning meeting this Thursday. The date of the workshop is Friday, March 27th from 12-3pm.

4. *Digital Measures licensing* - Access to DMAI/Faculty Web Profiles has been provided to all FT Athletic Trainers, Coaches, Counselors and Librarians. This final phase completes the project of adding all faculty to DMAI. Many thanks to Maureen Gilbride-Redman and Chris Perugini for all of their efforts in adding our part-time faculty and non-teaching faculty.

5. *Grade Appeal* - A link for Grade Appeal now appears in Blackboard 9 for all students to facilitate their access to the policy and the form. In addition, Alicia Carroll created a fillable pdf form which greatly improves the previous document we were using:
<https://inside.southernct.edu/sites/default/files/a/inside-southern/onestop/registrar/grade-appeal-form.pdf>

6. *Lobby Day* - Consider attending CSU-AAUP for Higher Education Lobby Day on Friday, February 21, 2022, at the [Legislative Office Building in Hartford](#). Lobby day will begin with a welcome reception from at 8:30 a.m. to 9 a.m. in the Executive Dining Room in the Legislative Office Building, followed by a presentation, and visits with legislators and their staff. The day will conclude by 1 p.m. Please feel free to come for as little or as long as you like!
 For more information and to register your attendance, [please click here](#) or copy and paste the following link into your browser: <http://bit.ly/lobbyday221>

7. The President and Provost have requested five minutes time at faculty meetings to present issues of importance to faculty. The Executive Committee is supportive of this, and feels that it can positively enhance communication however, we wish to begin this on a trial basis every other meeting. The concern is that potential discussions could become lengthy and might impact our ability to complete our routine business. Their report will be supplemented by a written summary, so this will be helpful in enabling Senators to look the information over prior to the meetings, as we do for the committee reports. This will begin at our next meeting. The report will be placed in the agenda towards the beginning of the meeting in the visitor section in order to enable the Provost and President to present their report expeditiously and depart the meeting when they have other obligations.

8.

9. Available Faculty Travel Funds as of: February 10, 2020				
Fund	Starting Balance	Spent	Encumbered	Balance
FT “AAUP” Travel	329,387.78	99,251.29	110,194.18	119,942.31
PT “AAUP” Travel	35,505.07	25,252.04	9,802.73	450.30
Creative Activity	85,000.00	67,404.57	14,610.89	2,984.54

Summary of 2019-2020 Resolutions

Status of AY 2019-2020 Faculty Senate Resolutions					
Number	Date	Resolution regarding...	For	Disposition	Comments (abbrev.)
F-2019-01	9/28/19	Digital Evaluation File Implementation	Approval	Approved	
F-2019-02	11/13/19	Revisions to the P&T Procedures Document	Approval	Approved	
F-2019-03	12/4/19	Revision of Grade Appeal Procedure and Form	Approval	Approved	