

SCSU Faculty Senate President's Report - FS Meeting March 25, 2020

Important information for the meeting

It will be challenging to hold our meeting on Wednesday, given the large number of members in the Senate so I am requesting that you do some prep work prior to the meeting. During the meeting, you should have both WebEx and Microsoft Teams open. WebEx will be used for the video portion of the call and is also useful because it allows for participants to 'raise their hands' to indicate they wish to speak. This will create a queue of speakers. Please try to be very concise when you speak since we have a lot of business to get through. A rule of thumb should be to try to limit your comments to one minute or less. You may also type a comment or question in lieu of speaking. Teams contains the business we will be discussing as does the packet for the meeting which is accessed, as usual, through the Senate website and also in the Senate Teams site.

All of the following should be done prior to the meeting: Please become familiar with Teams. Open Teams with your Teams app. Click on the Faculty Senate Team. The seven resolutions for the meeting appear on the left side of the screen in what is referred to as 'Channels,' with one Channel for each resolution. Clicking on any Channel will take you to the Posts and Files (on the top of the screen) for that resolution. After you have reviewed the information in the Files, please enter any questions or comments you may have in the Posts section. Posts is a thread of ongoing commentary. You may respond to anyone's post or question by clicking Reply. For example, if you open the Bylaws Channel, under Posts you will see an exchange between Walter Stutzman and Robert Gregory. To the extent that you have presented your comments and asked your questions prior to the meeting, the meeting will be able to run more smoothly. It is difficult at best to wordsmith a document such as the Constitution or Bylaws during a regular meeting. During a remote meeting, it will be ten-fold more complicated.

We have a total of seven resolutions on the table for our meeting in order of their presentation. If there is no objection, the Unfinished Business of FCARG will be moved down in the order of discussion, so that we can deal with the critical student issues. I will also not review the standing committees one-by-one, but will rather ask if anyone has any questions regarding any of the standing committee minutes in the packet.

1. Pass/Fail Resolution - Please review the resolution in the Files section of the Pass-Fail Resolution. Address any questions or comments in the Posts section prior to the meeting so that the FS EC will have an opportunity to respond to the questions. Within the Posts section is also a poll for a vote to be taken when we are ready to vote. Please locate this prior to the meeting, so that you will know what to do when we are ready to vote.

This resolution was worked on collaboratively by the EC, the Provost, the Registrar and the Financial Aid Office. It was also sent to the Chairs' Council. The main tenets of our pass/fail

policy are not changed; however, the restrictions have been eased for things such as deadline to declare, number of courses that may be taken, and allowing for courses in a student's major or minor (with Chair permission) and LEP courses to be taken pass/fail.

The failsafe is the permission that is required by the Advisor and for pass/fails in a student's major (or minor), the Chair or Director as well as the Advisor of that program. This should reduce the anxiety level of students regarding their grades, but the management of this by Chairs and Advisors is crucial to ensure that students don't err and select a course for which they may need a letter grade, due to e.g., certification issues. Departments will need to make decisions regarding courses in their majors (or minors). We urge departments to be as flexible as possible.

2. Withdrawals and Incompletes Resolution - Please review the resolution in the Files section of the Withdrawals and Incompletes Resolution. Address any questions or comments in the Posts section prior to the meeting so that the FS EC will have an opportunity to respond to the questions. Within the Posts section is also a poll for a vote to be taken when we are ready to vote. Please locate this prior to the meeting, so that you will know what to do when we are ready to vote.

This leaves our current course withdrawal and incompletes mostly intact, however, extends the dates for each.

3. Student Opinion Survey Policy Resolution - Please review the resolution in the Files section of the Student Opinion Survey Policy Resolution. Address any questions or comments in the Posts section prior to the meeting so that the FS EC will have an opportunity to respond to the questions. Within the Posts section is also a poll for a vote to be taken when we are ready to vote. Please locate this prior to the meeting, so that you will know what to do when we are ready to vote.
4. FS EC act on behalf of FS Resolution - Please review the resolution in the Files section of the FS EC act on behalf of FS Resolution. Address any questions or comments in the Posts section prior to the meeting so that the FS EC will have an opportunity to respond to the questions. Within the Posts section is also a poll for a vote to be taken when we are ready to vote. Please locate this prior to the meeting, so that you will know what to do when we are ready to vote.
5. *FACRG* - Please review the PP presentation, the resolution, and the revised application in the FCARG Channel under Files. Address any questions or comments in the Posts section prior to the meeting so that the Chair of Finance will have an opportunity to respond to the questions. Within the Posts section is also a poll for a vote to be taken when we are ready to vote. Please locate this prior to the meeting, so that you will know what to do when we are ready to vote.

This resolution was extensively discussed at our last meeting. As a reminder, the impetus for this revision is to enable faculty to be able to apply for the funds for uses in addition to or instead of stipends, e.g., travel, equipment, etc. Since fringe would not be assessed for these other uses of the funds, we would be able to allocate more awards in a given year. Below are the salient points for your consideration.

Agreed upon at our 2/26 meeting

- a. Added language to policy regarding eligibility of members on unpaid leave (approved amendment to proposal).
- b. Changed “online” to “electronically” in resolution
- c. Changed “attached document” to “following document” in resolution, making the policy part of the resolution rather than an appendage to the resolution

Points undecided at 2/26 meeting and discussed by Executive Committee based upon the sentiment at the FS meeting:

- d. Extension of application due date - Revised proposed calendar to create an “application window” that supports intent to give members more time to apply for Faculty Creative Activity Research Grants
- e. Removal of language that deals with how to handle leaves of absence

6. *Resolution to revise Constitution and Bylaws*

7. Please review the documents in the Bylaws and Constitution Channels under Files. For both the Constitution and Bylaws there are three versions, 1) current, 2) new with Track Changes, and 3) new (clean copy). Address any questions or comments in the Posts section prior to the meeting so that the Chair of Rules will have an opportunity to respond to the questions. Within the Posts section is also a poll for a vote to be taken when we are ready to vote. Please locate this prior to the meeting, so that you will know what to do when we are ready to vote.

These documents were sent to you on 2/24 for review. Following approval of these documents, a FS referendum will be needed for the Constitution. ***Please note that these documents complement each other and although they will be voted on separately, they cannot be implemented until both have been approved. The reason for this is that the Rules Committee did a great deal of work to align the documents according to Robert’s Rules in terms of what should be in a Constitution and Bylaws. We had much content that had been in the wrong documents. This has been corrected in these versions. Therefore, the previous version of the Bylaws will not align with the new version of the Constitution and vice versa.***

Updates

8. *Conducting business during the remainder of the semester* - Please reserve the usual timeslot of Wednesdays from 12:10-2pm for Senate business for the remainder of the semester. Our next Senate meeting will take place on April 1. If we should complete our business this Wednesday, we will only hold a meeting on April 1 if there is new business that has come up in the interim. If we approve the resolution for the EC to be able to act on behalf of the Senate for some issues, we may be able to handle some new business by polling the group on a particular issue and having the EC make a decision based upon the input. In any case, however, the April 1 date will be reserved for a full Senate meeting to be able to complete unfinished business and deal with any urgent issues that arise in the interim.

This will conceivably put us back on our regular schedule of standing committee/full Senate meetings. However, the standing committee chairs will be conversing with their committee members soon to decide whether it is feasible for the committee to continue its work this semester or whether its business should be put on hold until the fall. These decisions will be made on a committee-by-committee basis and once the decisions are in, the schedule for the remainder of the semester will be announced

9. *Digital evaluation file update*

Due to the sudden closure of the campus and the fact that the paper renewal files still needed to be reviewed by Chairs, Deans and Provost, it became necessary for faculty who had submitted paper files to make their materials available electronically since the paper files could no longer be circulated. Fortunately, templates to house the electronic files had already been created for each faculty member by Karen Musmanno in BB9 courses so each faculty member had this option available. Faculty were given the option of uploading an abbreviated file based upon guidelines developed by the FS EC (see document below). A meeting was held with the Chairs who were apprised of the situation and who served as the point persons to contact the affected faculty members and facilitate returning their paper files to them and making scanning available if needed.

10. *Update on Newer Faculty Workshop Ad hoc Senate Committee*

Thanks to all of the committee members who worked so diligently to bring this event to fruition. Unfortunately, it had to be cancelled, but the Senate looks forward to hosting it as a priority event next year.

11. *Travel Funds*

Available Faculty Travel Funds as of: March 22, 2020				
Fund	Starting Balance	Spent	Encumbered	Balance
FT "AAUP" Travel	329,387.78	104,497.62	139,312.76	85,577.40
PT "AAUP" Travel	35,505.07	26,002.04	10,530.12	-1,027.09
Creative Activity	85,000.00	68,500.10	14,935.84	1,564.06

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	
S-2020-04	2/26/20	Material Benefits to Retiring Faculty	Approval		

**CONVERTING PHYSICAL FILE FOR DIGITAL SUBMISSION
FOR SPRING 2020 ONLY**

In the interest of making it reasonable for renewal candidates to convert physical files to digital files in short order, the Faculty Senate Executive Committee and Faculty Leadership Council recommend a streamlined file. The Provost has agreed to this set of recommendations and has assured us that in this year's renewal cycle, utilizing the streamlined format will not place candidates at a disadvantage. This is a recommendation for minimum, fully acceptable contents.

Please include the following:

Section 1 – Candidate's CV and Written Statements

- CV *and/or* CIF
- Written statement(s) about the categories of evaluation

Section 2 – Candidate's Student Opinion Survey Summary Sheets

- For teaching faculty, include your opinion survey summary sheets included in your original paper file.
- It is not recommended to include original bubble sheets.

Section 3 – Evaluation Reports and Letters of Response/Rebuttal

- Evaluation reports (DEC, chair, dean "letters") for the current year.
- Letters of response/rebuttal written by the candidate for the current year.
- Copy of original letter of appointment and any subsequent modifications.
- Supporting letters from colleagues within or outside of the member's department.

Section 4 - Brief Dossier of Exhibits

- Exhibits the candidate deems essential to making clear specific aspects of performance for teaching, creative activity, service and professional attendance (not necessarily listed in weighted order).