**FACULTY SENATE MEETING MINUTES**

**North Carolina A&T State University**

**108 Academic Classroom Building**

**Tuesday, November 26, 2019**

**3:00 p.m.**

**Dr. Julius Harp, Chair Presiding**

**Senate Members Present:** Monica Allen**,** Mohd Anwar, Narayan Bhattarai, Arneice Bowen, Dewayne Brown, Nicole Dobbins, Ming Dong, Yewande Fasina, Galen Foresman, Tony Graham, Julius Harp, Elizabeth Hopfer, Evelyn Hoover, Sherrell House, Hyung Kim, Luba Kurkalova, Minyong Lee, Daniel Limbrick, Nicole McCoy, Devang Mehta, Shona Morgan, William Randle, Philip Rubio, Dave Schall, Amy Schwartzott, Kimberly Smith, Jacqueline Williams.

**Departments Not Represented:**  Agribusiness, Applied Economics and Agriscience Education; Business Education; Civil, Architectural and Environmental Engineering; Computational Science and Engineering; Counseling; Social Work and Sociology; Psychology; English; Biology; Physics; Mathematics; Applied Engineering Technology; Nanoengineering; Graduate College.

The meeting was called to order by Chair Julius Harp at 3:10pm.

**Roll Call**

**Committee Reports**

**Approval of the October Faculty Senate Minutes**

* It was moved and properly seconded to approve the October minutes.
* Senators approved the minutes by unanimous vote. There were no corrections or additions.

**New Programs and Curricula Committee Dr. Galen Foresman**

Committee met on October 8, 2019, but the packet was not approved in the October Senate meeting.

* Built Environment had a change to its certificate program.
* Moved and seconded to approve, was properly approved.

Committee met on November 12, 2019 with the following packets submitted

* Family and Consumer Sciences – 2 degree changes
* Computer Science – 2 new undergraduate courses
* Business Education – 2 degree changes
* Computer Systems Technology – 1 course change
* Graphic Design Technology – 26 undergraduate course changes; 5 new undergraduate courses; 2 proposed new undergraduate degrees
* Graduate College – 69 graduate course changes affecting issues of course repeatability
* College of Health and Human Sciences – new undergraduate degree (BS Health Services Management) and 18 new undergraduate courses
* Moved and seconded to approve, was properly approved.

**Constitution Committee**

No report

**Faculty Handbook Committee**

No report

**Faculty Welfare Committee Dr. Bill Randle**

Committee met on November 7, 2019 with 13 members in attendance. The committee broke up into two groups to focus on two issues:

1. Faculty salaries
   1. Group will gather comparative data across the UNC System from databases that house data from Central Administration.
      1. Senator Limbrick asked if the Committee could request this data for the last 5-10 years in a format that allows for raw data analysis.
      2. Feedback from senators indicated highest interest in comparing salaries against peer institutions.
   2. One senator shared that Human Resources has previously done a faculty salary analysis and comparison against other institutions. This data has been shared with department chairs. The committee will follow up to see if this data exists.
      1. Senator Kurkalova shared that a previous salary equity study showed that Human Resources data was flawed, with faculty not organized correctly by department. She suggested that we use the data cautiously, and make sure that we compare 9-month faculty against 9-month faculty, and 12-month against 12-month.
   3. Once data has been gathered, the Senate can develop strategies.
2. Non tenure-track and adjunct faculty representation
   1. Group will gather data, specifically looking at UNCG as a model
   2. There is concern that the calendar for promotion for non tenure-track faculty was shared late in the year (in early November; deadline to express intent to apply for promotion was November 15).

**Nominating Committee**

No report

**Educational Policy Committee Dr. Zachary Denton**

Office Hours Survey Update

* Last year, the UNC System asked for an office hours policy. The Provost shared one that was revised by members of the Faculty Senate. The Committee surveyed the faculty to better understand how office hours were being used. The survey had 307 respondents and showed:
  + Students are using less than 40% of scheduled office hours across areas.
  + Students are communicating with faculty much more through computer mediated communication, and this is happening outside of business hours for over 70% of faculty.
  + Non tenure track faculty see a need to hold more office hours.
* *Next steps for the committee*: Committee will continue to study the results of the survey and will research office hour policies at other institutions. Overall consensus of the committee is to recommend a minimum number of office hours and leave other requirements at departmental discretion. There is concern that a standardized policy won’t work for the entire university. Senate administrators will meet with the Chancellor and Provost and will invite representatives from Educational Policy and Welfare Committees to attend.
* *Senate feedback*: Senators felt that the office hours policy is overly restrictive to faculty schedules, particularly when students don’t necessarily utilize the hours as posted. Others feel like mandated office hours do not support greater research productivity. Greater accessibility could also be gained if the university gained access to Zoom or Skype for Business. This would open student hours, particularly for distance learning. Another senator shared that required in-office hours are also inappropriate for some graduate-level programs.

**Presentation from the Provost Dr. Beryl McEwen**

Office Hours Discussion

* Dr. McEwen shared that the policy proposal was initiated after a request from the UNC System. She would like the Senate to prepare an office hours proposal, which would ideally be shared and resolved early in the Spring 2020 semester.

Grading Scale Distribution

* The SACS accrediting body would like to ensure that all policies and procedures are set at a level appropriate for our Carnegie classification. We can make a stronger case for our consistency with a consistent grading scale.
* The +/- grading scale was launched in Fall 2014. At that time, numerical ranges were not specified in the letter scale. Administration feels that our reaccreditation process will be stronger if we can demonstrate consistency in the scale. Provost McEwen would like to request that we consider a basic range that we can present to students. The university had adopted such a numerical range prior to the +/- grading policy. She believes that a consistent scale would benefit student success. She would like to work with the Senate to develop some scale for consistency. She requests that the Educational Policy Committee share something with her in February 2020.
* *Feedback from senators*: There is concern that this policy will restrict academic freedom. This might be a more applicable concern for courses in which multiple sections are offered. However, there is concern that numerical scales might not work across classes taught at various levels. The Senate would like to request that the Educational Policy Committee consider this issue, with the goal of creating a consistent scale. Some faculty shared that their current grading scales are more advantageous to students than the proposed/draft policy. There is a request that the Provost consider consistency within departments? Other senators proposed that faculty provide feedback to the students based on their own scales, but convert their scales to the university scale at the time of grade reporting.

**Statement from the Chair Dr. Julius Harp**

* Executive committee updates were shared via email.

The meeting adjourned at 5:05pm

Dr. Elizabeth Newcomb Hopfer

Secretary