**FACULTY SENATE MEETING MINUTES**

**North Carolina A&T State University**

**101 Academic Classroom Building**

**Tuesday, February 25, 2020**

**3:00 p.m.**

**Dr. Julius Harp, Chair Presiding**

**Senate Members Present:** Mohd Anwar, Stephen Bollinger, Dewayne Brown, Emily Burch, Nicole Dobbins, Yewande Fasina, Marka Fleming, Galen Foresman, Julius Harp, Leila Hashemi-Beni, Elizabeth Hopfer, Evelyn Hoover, Sherrell House, Abebe Kebede, Hyung Kim, Luba Kurkalova, Minyong Lee, Anna Lee, Daniel Limbrick, Nicole McCoy, Ahmed Megri, Devang Mehta, Robert Newman, Thomas Redd, Philip Rubio, David Schall, Amy Schwartzott, Tobin Walton, T. Webb, Jacqueline Williams, Alexander Yap.

**Departments Not Represented:**  Agribusiness, Applied Economics and Agriscience Education; Natural Resources and Environmental Design; Chemical, Biological and Bioengineering; Computational Science and Engineering; Leadership Studies and Adult Education; English; Applied Engineering Technology; Nanoengineering; Graduate College.

The meeting was called to order by Chair Julius Harp at 3:05 pm.

**NC A&T Website Construction/Design Todd Simmons**

* The core leadership team for the website redesign was at the meeting. Faculty can access contact information for the team at the following link: <https://www.ncat.edu/about/leadership/chancellor/university-relations/index.php>
  + Todd Simmons – Associate Vice Chancellor for University Relations
  + Stephen Charles – Website Administrator
  + Geoff Starnes – Associate Vice Chancellor of IT and Deputy CIO
  + Shiela Allen – ITS Business Operations
* Mr. Simmons provided an overview of the website design process.
  + An RFP was issued in 2018 to select a company to redesign the website. The intention was to fundamentally change the website from a billboard approach to a marketing approach for prospective students.
  + As part of changing the function of the website, the university moved internal business and faculty/staff/current student information off of the main website to AGGIE HUB.
  + R&D phase focused on students (current and prospective), faculty, and alumni. This led to the push to develop a mobile-ready website design.
* Stephen Charles said that he would like to work with faculty to train users on the new templates to be used in the new website. The new site will support video, infographics, photo galleries, and news digest that can be tailored to specific colleges and departments. Users need to be trained as content managers and then all changes to the website will be approved through workflow channels – to ensure quality.
* Opened the floor to questions and comments:
  + *Information for some College of Education programs is not currently posted. When will program information be updated?* 
    - Response – Mr. Simmons said they are currently working with college administration and the information will hopefully be updated before Spring Break.
  + *Who can be identified and trained as content managers? Do all colleges have representatives serving in this role?*
    - Response – Anyone can have the training, though some colleges have established workflows. Deans and Chairs have delegated these representatives. Faculty can follow up within colleges and departments for their representatives.
  + *When will broken links be addressed? There is particular concern about links affecting the Faculty Handbook.* 
    - Response – Faculty Handbook, formal policies, and items related to accreditation are being carefully added. Senators can contact Stephen Charles ([scharles@ncat.edu](mailto:scharles@ncat.edu)) for assistance.
  + *Are search links showing in Google searches being actively updated? Old data is frequently showing up in searches.*
    - Response – Mr. Simmons said that enough time has passed that old data should no longer be showing up through the major search engines. If faculty see old links, they are encouraged to contact Stephen Charles ([scharles@ncat.edu](mailto:scharles@ncat.edu)).
  + *Is there available data to show who is visiting the website?*
    - Response – Yes, and this information can be shared.
  + *Is there a way for faculty to submit changes to their directory information?*
    - Response – Most directory information comes from Activity Insight and Banner, so faculty can update content through these areas.
  + *Citations pulled from Activity Insight are not formatted correctly. Is there a plan for fixing this format?*
    - Response – Mr. Simmons said that he understands formatting requirements by discipline. His team is working with OSPIE to ensure standards are met. He encouraged faculty to stress these issues with department chairs. Faculty should also ensure that data is entered correctly in Activity Insight. On a related note, if faculty are seeing issues with duplicated information from collaborative work, this should be reported.
  + *Senator Harp asked about the progress and communication with faculty.*
    - Response – Mr. Simmons said there is room for incremental change and enhancement. The current redesign has promoted a growth in applications, so the intended target audience is responding. In terms of communication with faculty, Mr. Simmons said that most effort has been with Deans and Chairs of specific programs on an as-needed basis, with plans to expand this to more faculty involvement as enhancements are made. Mr. Simmons said that the team would be glad to come to future meetings to provide regular updates that senators can share in their departments.
* Mr. Simmons showed some faculty-relevant website upgrades and future plans:
  + Employee Directory – new directory information has been expanded. The directory will soon be linked to GoogleScholar. The goal is to also allow faculty to maintain individual websites specific to their research, teaching, etc. through the use of templates.
  + Phase 2 will enhance:
    - AGGIE HUB. Mr. Simmons has asked faculty to share ideas for items to add to AGGIE HUB.
    - Graduate program information, starting with page refinements for specific programs this Spring and then expanding to other programs.
    - Individual program and departmental pages, with the same high-quality content found in upper tiers of the website.

**Roll Call**

**Approval of the January Faculty Senate Minutes**

* It was moved and properly seconded to approve the January minutes.
  + Several senators were missed in the roll call – one from Visual and Performing Arts and another senator who already communicated with Ms. Ingram.
* Senators approved the minutes – with roll call additions – by unanimous vote.

**Committee Reports**

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

The committee considered 15 packets in February

* Questions from the Senate body:
  + Psychology packet
    - Senator Lee shared that the program would like to move to a Bachelor of Science instead of Bachelor of Arts. The Chair had asked Dr. Foresman if there were standards that defined a program as a Bachelor of Science? Dr. Foresman shared that this packet does not address the change from B.A. to B.S. and he is not aware of a definition of a Bachelor of Science.
  + Waste Management Certificate packet
    - There were several questions about whether the proposed certificate program moved through all college curriculum channels affected. Dr. Uzo shared that there is a steering committee for the program that includes representation from the departments involved in the program. However, there is no record of the packet moving through college-level approvals.
    - Given that there is no precedent for this type of interdisciplinary certificate development, Senator Redd moved that we table the vote for the Waste Management Certificate until the March meeting to allow us to verify the process for approvals of interdisciplinary programs. It was unanimously approved to table this particular program’s curriculum changes.
* It was moved and properly seconded to approve the packets presented, with the exception of the Waste Management Certificate. The Senate unanimously approved the curriculum changes.
* Dr. Foresman also shared some additional curriculum information
  + All prerequisite changes should also be noted in the course description on curriculum change forms. In addition, it is important to specify whether prerequisites must be passed with a C or better.
  + There has been some back-and-forth discussion regarding whether or not programs should require specific general education coursework. The General Education Council does not want to specify general education courses. It is important to understand that curriculum guides and major requirements are not the same thing - programs can allow students to take any general education course, but can also have major requirements.

**Academic Calendar Committee Dr. Galen Foresman**

Committee met in the Fall to consider calendars through 2023-2024. The committee paid particular attention to summer months and found a problem with the Summer 2022 timeframe. Based on end dates in Spring 2022 and start dates in Fall 2022, there isn’t a full three months during the summer.

* The committee has proposed a schedule change for the 2021-2022 calendar to ensure a three-month summer. It was moved and properly seconded to approve the change. The Senate unanimously approved the calendar change.

**Educational Policy Committee Dr. Zachary Denton**

The committee has taken faculty input from the Office Hours survey from Fall 2020 and created a new proposed Office Hours Policy. This proposed policy is a modification from the Spring 2019 proposal drafted by the Educational Policy and Faculty Welfare Committees (a policy which specified a ½ hour per credit hour). The first draft of the policy was not approved and the Provost has indicated that she is open to a new policy proposal. The new proposal is:

* *Office hours are blocks of time regularly scheduled throughout each week of a semester that are reserved so that students can meet with faculty without an appointment. Faculty are expected to hold 1 office hour per week for every course taught each semester. Faculty are encouraged to hold traditional face-to-face office hours each week, subject to student needs; however, department chairs—in consultation with their faculty—have the responsibility to set appropriate standards regarding the mix of office hours availability through electronic communication, lab hours, or other forms of consultation deemed appropriate for faculty in their respective departments and curricula. The office hour availability schedule is to be posted on the faculty member’s office door each semester, included in the syllabus, and maintained and available in department offices.*

*There is an expectation that faculty supplement out-of-class support to their students with electronic communication and/or by making additional office hour appointments, contingent upon student needs. Faculty who serve as advisers should be available to advisees during the advisement period by either expanding scheduled availability or allowing for appointments outside of regularly scheduled office hours.*

*If faculty must miss office hours, they should attempt to notify students.*

* Questions from the floor:
  + *How do we get around UNC system guidelines for office hours?* 
    - Response: There are no known system policies.
  + *What data does the committee have to make arguments?* 
    - Response: There is data from the faculty survey responses from Fall 2019. In addition, the committee has reviewed office hour policies from other R2 institutions.
  + *Should the policy list a minimum number of required office hours?*
    - Response: There is a general feeling that if the Provost sends the policy back for review, we can revise.
  + Would suggest revising one of the sentences to eliminate chair responsibility: *however, departments ~~chairs~~ have the responsibility to set appropriate standards.*
* It was moved and properly seconded to approve the policy with the elimination of the word “chair” in the sentence show above. The policy was approved, with two abstentions.
* Multiple senators also expressed a need for faculty workload evaluation. Not sure if this is a Faculty Welfare or Educational Policy Committee issue (or both), but there is interest in pursuing this further.

**Constitution Committee**

No report

**Faculty Handbook Committee Dr. Evelyn Hoover**

Committee met and acknowledged issues with links not working on the redesigned website. They will meet with Stephen Charles to address the issues.

Senator Foresman asked if the committee has access to policies that are previously approved? Senator Hoover said she does not have access to the approved policies.

**Faculty Welfare Committee**

No report

**Nominating Committee**

The Senate will vote on 2020-2021 members of the Hearing and Reconsideration and Grievance Committees in a future meeting.

**Comments from the Senate Chair Dr. Julius Harp**

All faculty are encouraged to participate in the Faculty Engagement Survey.

Senators are asked to read over minutes from the Executive Committee report and bring questions or concerns to him. He is particularly interested in thoughts on establishing an ombudsman relationship with UNC Greensboro to improve communication on campus. He also requested ideas for service recognition. He will bring salary updates from Faculty Assembly at the March meeting.

The meeting adjourned at 5:00pm.

Dr. Elizabeth Newcomb Hopfer

Secretary