

DRAFT

BOARD OF VISITORS
Academic Affairs Committee Meeting
December 9, 2005

MINUTES

Mrs. Teresa Carrington, acting chair, called the meeting to order at 1:30 p.m. Roll call indicated the following Committee members were in attendance. The Rector appointed Mrs. Viola Madison-Foreman to serve as an interim committee member.

Committee Member(s) Present:

Mrs. Teresa Carrington
Mr. Donald H. Patterson, Jr.
Mrs. Viola M. Madison-Foreman

Other Board Member(s) Present:

Mr. Henry D. Light

Member(s) of NSU Staff Present:

Dr. Elsie Barnes, Vice President for Academic Affairs
Dr. Nuria Cuevas, Associate Vice President for Academic Affairs
Dr. Dorothy L. R. Jones, Associate Vice President for Academic Affairs
Mr. Chinedu Okala, Professor, Fine Arts and President of Faculty Senate
Dr. Curtiss Wall, Professor, Mathematics and President-Elect of Faculty Senate
Mr. Patrick D. Kelly, General Counsel Office

1. CALL TO ORDER

Mrs. Carrington asked for the approval of the minutes from the September 2, 2005 meeting. The minutes of the September 2, 2005 meeting were approved as presented.

2. DISCUSSION ITEMS

- **B.S. in Health Information Management.** Dr. Barnes presented an overview of the Health Information Management program since it is being recommended for program closure. The program began in 1981 and was accredited by the American Health Information Management Association (AHIMA) and the Commission on Accreditation of Allied Health Education Programs, American Medical Association from 1982 to 1999; however, it lost its accreditation in 1999. There are currently twenty (20) students enrolled in the program, with seven (7) scheduled to graduate during the 2005-2006 Academic Year.

- **Faculty Handbook Update.** Dr. Barnes informed the Committee that recommendation for approval of the new faculty handbook will be postponed until the March meeting because of concerns that had been expressed by the Faculty Senate. Mr. Okala, the Faculty Senate President, indicated the faculty members have grave concerns about the following five (5) proposed changes:

1. **Certification of Graduate Faculty (Section 5.4.1)**

“**Graduate faculty members must be certified.** The certification and recommendation for graduate faculty membership is done by the Graduate Council, with final approval by the appropriate dean and the Vice President for Academic Affairs. This recommendation will be based on the candidate’s demonstrated independence in scholarship, research, or creative work; and the ability to make significant contributions to the body of knowledge in his or her discipline.”

2. **Sick Leave Plan (Section 7.6)**

“When a faculty member is on sick or disability leave, the time charged will be based on the standard twenty contact hour work week for full-time faculty (12 instructional contact hours and 8 office hours). Every complete workday missed (A.M. and P.M.), both instructional and non-instructional, will be charged four hours. Any portion of the AM or PM workday missed will be charged two hours if a class or office hour is missed.”

3. **Post-Tenure Review and Renewal Plan (Section 3.8)**

“The post-tenure review and renewal component of the faculty evaluation process is designed to ensure continued outstanding teaching and professional performance of tenured faculty. Approximately fifteen (15) percent of the tenured faculty will be reviewed on a regular basis every seven years, beginning with the most senior tenured faculty, effective fall 2006. Thus, every tenured faculty member will undergo a mandatory tenure renewal every seven (7) years. Reviews may be conducted earlier for failure to meet minimal obligations and standards for two consecutive or three non-consecutive annual peer evaluations within any five-year period. If unsatisfactory performance is not corrected within the period defined by the Review Committee, not to exceed three academic semesters, the consequence will be dismissal of the tenured faculty member. This Post-Tenure Review Process, in conjunction with the *Annual Peer Review Process*, and the *Dismissal for Cause* section of the University's *Faculty Handbook* will ensure continued high performance of tenured faculty.”

4. Two-thirds (2/3) Tenure Cap (Sections III, 3.3.2 and 3.6)

“To ensure a continued infusion of new ideas and creativity no more than two-thirds of a degree program’s faculty may be tenured.” (Section III)

“In instances where the faculty member is recommended for and approved for tenure at all levels but no tenure slot is available due to the “two-thirds” tenure cap, the faculty member may be issued a multi-year contract with conversion rights to the next available tenure slot, contingent upon satisfactory reviews on subsequent annual peer evaluations.” (Section 3.3.2)

“Faculty members on multi-year contracts are not eligible unless granted a multi-year contract with a “tenure cap” conversion clause as specified in Section 3.3 2.” (Section 3.6)

5. University Review Committee (Section 3.7.3 and Section 6.1.4.8)

“The University Review Committee shall review all promotion, tenure, leave, and sabbatical cases that have not been approved at the department or school levels. Also, this committee will review all disputes regarding peer evaluations upon referral by the school dean. The Committee shall review the cases in accordance with published departmental, school, and university-wide guidelines. The Committee shall consist of nine (9) members:

- one tenured professor from each of the academic schools selected by plurality vote of the school’s full-time faculty, of whom one should be selected by the Committee as chair
- one tenured professor or associate professor selected by the grievant
- one tenured professor or associate professor selected by the department of the grievant who may or may not be a member of the department’s initial review committee
- one tenured professor or associate professor from the grievant’s School Compliance Committee as selected by the School Compliance Committee
- the president of the Faculty Senate or designee.

The committee members are to be identified no later than October 15. Should tenured faculty members not be available in any of the above categories then non-tenure faculty members may be selected. A committee quorum is five. The Committee’s recommendation to the Vice President for Academic Affairs shall be by simple majority vote. The Vice President for Academic Affairs may or may not accept the Committee’s recommendation. If the Committee’s recommendation is not accepted, the VPAA must provide written justification.

The Committee will begin its deliberations immediately following the school level review. The denied faculty member (grievant) activates the committee review by requesting such in writing from the School dean. The denied cases are forwarded to the committee chair from the school deans. The Committee deliberations should be completed prior to the review by the Vice President for Academic Affairs.” (Section 3.7.3)

“After the school appeal, the faculty member has the right of appeal to the University Review Committee, then the Vice President for Academic Affairs and/or to the Faculty Senate Grievance Committee.” (Section 6.1.4.8)

After the Q-and-A session on the five concerns delineated above, Mrs. Carrington indicated that it indeed was a good idea to postpone the approval of the *Faculty Handbook* until the March meeting. She also extended accolades to Dr. Barnes and Mr. Okala for their professionalism “to agree to disagree” on the issues discussed.

3. ACTION ITEMS

After a brief discussion about deployment options, resource realignment, and the need to offer high-quality academic programs, the Academic Affairs Committee of the Board of Visitors voted on the following action item:

- **Discontinuance of the B.S. in Health Information Management.** The Committee agreed to support the recommendation for the discontinuance of the B.S. degree program in Health Information Management with an effective date of January 2006. Currently enrolled students will be facilitated to graduate as follows—junior and senior students will complete the degree in Health Information Management by May 2007 and freshmen and sophomore students will be advised to pursue the degree in Health Services Management or another major of their choice. The Committee voted to present the recommendation to the full Board for approval.

4. INFORMATION

- **Full-time faculty to FTE students:** For Fall 2005, the faculty to student ratio is 1:17 (one faculty member for every seventeen (17) students. Comparison data for Fall 2004 data (1:16) was provided for the NSU Peer Institutions and selected HBCUs and urban institutions. There was no comparison data available for Fall 2005.
- **Full-time and Part-time Faculty.** For Fall Semester 2005, there are 279 full-time teaching faculty and 106 part-time teaching faculty. Since Fall Semester 2001, there has been a decrease of 10 percent in full-time teaching faculty and 34 percent in part-time teaching faculty.

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- **SACS Update.** A team of ten faculty and staff --Barnes, Cuevas, Matveev, Ford, Smith, Okala, Zapatero, Jones, Appleton, and Schexnider—attended the SACS Annual Conference, December 3-6, 2005, in Atlanta, Georgia. Five members—Barnes, Cuevas, Matveev, Okala, and Zapatero—conducted a very successful presentation entitled *Curriculum Alignment for Student Achievement: Processes, Tools, and Outcomes*.
 - **Fan Mountain Memorandum of Understanding.** Dr. Barnes presented an update on (1) the Fan Mountain Observatory—a joint project between Norfolk State University (NSU) and University of Virginia (UVA) to build, operate, and manage a new astronomical observatory on Fan Mountain in Virginia. It will house a 24” Rapid Response Robotic Telescope (RRRT), enhance available research opportunities, strengthen astronomy education and outreach, and accelerate the implementation of new programs in space sciences at Norfolk State University.
 - **SCHEV Outstanding Awards.** One of NSU’s faculty members, Dr. Rasha Morsi, professor of Engineering, has made it to the final screening from which twelve (12) winners will be selected.
 - **December Commencement.** Governor Mark R. Warner is the commencement speaker, and 496 students are scheduled to graduate.
5. **FACULTY SENATE PRESIDENT’S REPORT.** Mr. Okala gave a brief overview of the accomplishments of the Faculty Senate during his tenure and expressed his deepest and unqualified gratitude to the Board for the courtesies afforded him. He thanked Dr. Schexnider for including the Faculty Senate President as a member of the Expanded Cabinet. He introduced Dr. Curtiss E. Wall, president-elect of the Faculty Senate. Dr. Wall will assume the presidency on January 1, 2006.
6. **OTHER BUSINESS**

Mrs. Carrington queried the Committee for additional business. There was no additional business. The meeting adjourned at 2:40 p.m.

Respectfully submitted,

Elsie M. Barnes, Vice President for
Academic Affairs

Teresa Carrington, Acting Chairperson