MEETING MINUTES

Members Present: Youssef, Lamiaa (English & For. Lang., FS President); Haines, Ashley (Biology, FS Vice President); Fernando, Anne (Math, FS Secretary); Thomas, Kathleen (Health, Phys. Ed., & Ex. Sci., FS Assistant Secretary); Kamiru, John (Accountancy & Finance, FS Treasurer); Abrefa-Gyan, Tina (Social Work); Boone, Jacqueline (Early Childhood/Element. Ed); Chuang, Shao-Hui (Technology); Cooley-Doles, Joy (Psychology); Curiel, James (Sociology); Hu, Yen-Hung (Computer Science); Khan, Mushtaq (Math); Arasho, Wondwossen (Chemistry); Sawyer, Jason (Social Work); Noginova, Natalia (Physics); de Laforcade, Geoffrey (History & Interdisc. St.); Goodloe, Angela (Secondary Ed.); Mohanty, Bidhu (School of Business); D’Silva, Joseph (Biology); Mesheha, Aberra (Political Science)

Members Absent: Harper, Natisha (Library) replacement pending; Holmes, Maria (Nursing) replacement pending; Jackson, Cathy (Mass Com.) replacement pending; Mead, Patricia (Engineering); Jackson, Kevin (Allied Health)

Guests: Hamilton, Leroy (Provost, Provost’s office); Zapatero, Enrique (Vice Provost, Provost’s office); Cook, Noelle (Annual Giving); Black, Suely (Chemistry); Thomas, Ronald (Psychology); Johnson, Mamie (English & For. Lang); Dr. Rasha Morsi (Computer Science); Colson, Darlene (Psychology); Darden-Woody, Beatrice (HEP&EXS)

I. Call to order: Meeting called to order at 12:38 p.m.

II. Faculty and Staff Campaign: Noelle Cook spoke on Annual Giving, the administrative and staff campaign. Last year they raised 200,000. Regrets from Dr. Stith, we have Dr. Hamilton and Dr. Zapatero in attendance.

IV. Approval of Minutes: Dr. Haines makes motion to approve the November 20, 2018, meeting minutes pending addition that Dr. Suely Black was in attendance. Dr. Curiel seconds motion, 15 approve, none against, and none abstain. Motion passes, minutes approved.

VI. Old Business: Deadline for electing new senators or re-electing is February 15. There will be a follow up on elections with department chairs, and election of FS officers will be done in the March meeting. Possible people to nominate, all offices, representatives to Executive Council and to VA Faculty Senate.

Dr. Black has developed a proposal for roles of officers. She discussed with the FS Constitutions and Bylaws Committee, and suggestions were made to add materials to Constitution and Bylaws and keep a lot of work we developed to be used in the future. It is at the Senate’s pleasure if we want this for supplemental material. Remember we will be electing new officers in April, and we should be mindful of who we elect as we work with the new administration, and in the right direction. We will resume discussion in February meeting and please bring suggestions to Dr. Black. This is not an amendment. We are thinking about creating an appendix and this is up for discussion. Please look at it and make suggestions.

VII. Added item: Ms. Allbritton from the President’s Office contacted Dr. Youssef for advancing the FS materials earlier. Please think of anything that you would like her to bring to BOV on March 1, email it her way, and she will compile it based on everyone’s input. Any questions or suggestions,
please email them to her at any time before the deadline.

VIII. Request updates and reports from Faculty Senate standing committees and treasurer in February as we need to an issue regarding 2018 evaluation guidelines and templates, which was addressed by Dr. Colson via email prior to the meeting.

IX. According to the 2018 Teaching Faculty Handbook, evaluative tools and calculation processes are to be published and notice about changes sent to faculty by October 15 prior to the year being evaluated. Significant changes made to the template on December 12, 2018, were not sent out until after the New Year and there were concerns about violating the Handbook requirements if using the tool for 2018 portfolios. Reports stating that there would be a change of combining categories 3 and 4 were given; however, further investigation of both documents revealed that there were more changes than expected. Some items were deleted from the prospective areas, some modified, and some added. There are no departmental criteria for new items and none for modified, and this a direct violation as evaluation period has ended and now we get new criteria.

- Dr. Zapatero stated that the merit pay guidelines changes made the document compliant with new Teaching Faculty Handbook, stating that a number of categories were compressed. Through discussion, it was determined that there are two versions of the guidelines and they are not an exact match so further modifications were done after December 12.
- Further discussion: There are different versions of the template utilized by varying Colleges and Schools. For instance, COLA has a different template developed by their Dean and they no longer follow the University-wide format. Streamlining the template should not be done and the Faculty Handbook should supersede individual department evaluation tools. Bottom line: Changes go into effect following a one-year gap. Therefore, the new criteria will be used to evaluate 2019 but the old tool will be used for 2018.
- Discussion continued regarding the calculated weights of the evaluation and the online calculator for the evaluation committee members does not coincide with the new items/template. Ultimately, the decision was that the timeline is a violation and the tool is not to be in use until 2021 (for 2020 calendar year)
- A motion was made to ensure that timelines for any changes to the merit-pay faculty evaluation documents are respected (changes by October 15 and implemented one year later) to allow time to determine what faculty are to be evaluated on and how scores are calculated.
- Suggestions that FS President and other representatives from Senate meet with the administration regarding the timeline violation, getting facts from dean of COLA, and accepting both versions of portfolios so faculty do not have to redo their portfolios. This is a time-sensitive issue because many departments/collages are requiring evaluations submitted by today. It was determined that we have a committee to discuss this with the administration and in the meantime, use the old instrument for AY 2018 evaluations. Dr. Kathleen Thomas motions, Dr. de Laforcade seconds the motion. The motion passes and a committee will meet with Dr. Zapatero and Dr. Hamilton.

X. Meeting adjourned: At 1:38 p.m. motion to adjourn meeting, Dr. Fernando makes motion, Dr. Curiel seconds, approved unanimously.

Upcoming Meetings:

Faculty Senate Executive Committee Meetings: February 12, March 12, and April 9, 2019, STC 309, 12:30 – 1:30 p.m.

Faculty Senate Meetings: Feb. 19, March 19, and April 16, 2019, NGE Room 205, 12:30 – 1:30 p.m.