

# **Council for Faculty Affairs**

Minutes from April 9, 2019

**Attendance:** P. Abulencia (Chemical Engineering), I. Gerhardt (Mathematics), Q. Machingo (Biology), R. Kushner (Education), B. Berger (Religious Studies), M. Groarke (History & Political Science), C. Xu for M. Jafar (ABC-Law), B. Litkouhi (Mechanical Engineering), M. Volovski (Civil Engineering), H. Laudien (English), J. Gormley (Library), J. Gonzalez (Eco/Fin), B. Wilkins (BioChem), K. Fairchild (Psych/Soc) E. O'Connell (Phil), K. Qazi (Computer Science), D. Savoy (Visual & Performing Arts & Communication), L. Trabold (Marketing)

I. Gerhardt and H. Laudien began the meeting at 3:35pm informing the group that S. Ladda (Chair) was unable to attend.

## **I. Approval of Agenda**

The agenda for the meeting on April 9, 2019 was approved (unanimous).

## **II. Approval of March 12, 2019 minutes**

I. Gerhardt requested his name added to the subcommittee as discussed in item 6 "Administration and Assessment." Item 4 "Faculty Handbook Update" was discussed regarding how/when the motion will be revisited for it was unclear as written in the March minutes. The minutes will be amended to indicate that the topic will be revisited during the May 2019 CFA meeting. The topic is to be further discussed in the current meeting during item 9 "New Business." The March 12, 2019 meeting minutes, with edits, were accepted (unanimous).

## **III. Faculty Handbook update**

I. Gerhardt read in comments from S. Ladda "S. Ladda had another meeting with Tamara Britt, College attorney and sections have been sent to Barbara Fabe-HR and Bill Clyde-Provost for some clarification questions from Handbook Sub-Committee that reviewed FH and questions raised by Tamara Britt. There should be some resolutions to be voted on at the CFA May meeting." There was no additional comments from the CFA on this item.

## **IV. Sub-Committee on Review of Guidelines update**

I. Gerhardt read in comments from S. Ladda "Sub-Committee on Review of Guidelines update – initial email was sent out to Committee to review current Guidelines across schools for consistency. The Committee will meet mid-April to discuss. S. Ladda asked the P&T Committee (who are more familiar with all of these Guidelines) to send any concerns to her related to inconsistencies of Guidelines across schools."

## **V. Sub-Committee on Forms update**

H. Laudien provided an overview of the work completed by the subcommittee on Forms (members H. Laudien, M. Groarke, and M. Volovski). The subcommittee was formed in response to a P&T request for CFA to update forms to reflect the following 3 proposals:

- Insert statement into Form A whereby the candidate should indicate the extent of student contributions to faculty research or publications.
- Revise Form B about demonstration of teaching versatility. The chair must provide context if the candidate's assigned teaching loads do not seem to demonstrate teaching versatility
- Insert statement into Form B that the chair's evaluation must not identify faculty by name for specific comments.

H. Laudien presented the new language on each form to reflect the proposals. She will make a document available to the CFA members with the updated language prior to the May CFA meeting with the expectation that the changes will be discussed and go up for a vote.

B. Litkouhi provided an update regarding the motivation for the three proposals from P&T and indicated that P&T is considering providing examples of "good forms" to show faculty how they can be filled out. There was a discussion regarding the need to edit Form A to reflect the extent of student contributions. Some members on CFA believe there are already areas in the form for this information. M. Groarke reminded the CFA that these changes were made at the request of P&T and that the changes will be voted on in an upcoming CFA meeting.

The subcommittee also suggests that the Summer Research Grant form be updated so that question 4 "extent of travel" is lower on the list. This was informed by a discussion with Adam Arenson regarding the decision making criteria on the grants. A. Arenson indicated that travel is not a strong factor in determining who receives the stipend. The subcommittee also requested that P&T review all the forms and identify places where they can be streamlined to eliminate redundancies.. No formal motion was brought forth on either item.

B. Litkouhi suggested that all changes that come under a vote must include language that indicates when the proposed changes will come into effect.

## **VI. Campus Ministry Committee request**

Minutes of the most recent Campus Ministry Committee were provided to the CFA. Items focused on providing space for Muslim students to pray. Current availability is limited (Horan Hall). The CM committee put forth a resolution that ensures Muslim students access to prayer space. I. Gerhardt stressed that the responsibility of CFA is to decide if it supports the resolutions. H. Laudien reported on her discussion with Rabea Ali, student leader and Newman Civic Fellow. R Ali provided additional

context on the extent of student concerns. Specifically students are unable to access pre-designated worship spaces, current space is very limited, current space is not located near classrooms for the majority of Muslim student making it difficult to find adequate time between classes to pray, and current spaces will be revoked as of May 3, 2019 without a plan for new space. M. Groarke makes a motion to pass an identical resolution (the following 4 stanzas).

- “WHEREAS observant Muslim students, faculty, and staff are an important part of the Manhattan College community;
- WHEREAS observant Muslims have an obligation to pray at five set times during every day;
- WHEREAS a dedicated prayer space in Leo, Kelly, or the Quadrangle will best allow these private prayers to happen, given other scheduling and time constraints;
- THEREFORE BE IT RESOLVED THAT the CFA Ministry committee calls upon the Office of Student Life and the Registrar’s Office to find a dedicated space in Leo, Kelly, or the Quadrangle, every semester and in the summers, for Muslim students to use for prayer.”

The motion was seconded. The votes were 17 in favor, 0 opposed, and 1 abstained.

## **VII. Faculty and Assessment (COACHE survey; Institutional Priorities survey)**

I. Gerhardt introduced the topic. The Coach survey is now closed. Prior to close, a reminder was sent to all faculty that had not filled out the survey. The response rate was 62%. Faculty should receive the same macro data made available to the administration (November). There is no guarantee that this will provide actionable items.

H. Laudien requests that every CFA ask their constituents to send their concerns/feedback to her to bring the information to the administration (Bridget Miller).

The Institutional Priorities Survey is now open. CFA recommends its members discuss with the constituents.

Discussion regarding the number of surveys and survey fatigue. Faculty want assurances that the survey results will be made available and be used to make necessary changes.

## **VIII. CFA Chair 2019-2020**

The CFA chair will be voted on in May. Contact S. Ladda if you would like to be considered.

## **IX. New Business**

New business items focused on Excellence in Leadership discussion from the April CFA meeting. B. Litkouhi provided some insights into the criteria used by P&T to assess Leadership outside of the College. Currently the exact definition varies between each member on the P&T however there is a high degree of commonality. This sentiment was supported by R Kushner who said that P&T follows the guidelines set forth by each school. Both indicated that the leadership of each candidate is discussed thoroughly during the P&T process.

Several members of the CFA expressed concerns regarding how leadership is being assessed. Some question whether or not it is appropriate to require faculty to demonstrate “excellence” in leadership outside of Manhattan College in order to obtain the rank of full professor. The leadership demands within some schools/departments are quite high and senior faculty members in these roles have limited availability to lead organizations outside of campus. Faculty would like leadership examples from P&T and information on how leadership will be assessed. There was also a question whether or not faculty from different schools are held to different standards if P&T is using white paper from the faculty’s school to assess leadership.

The CFA Guidelines subcommittee is tasked with reviewing the white papers from each school. The papers should include examples of what constitutes leadership outside of MC. There was a discussion regarding whether or not the subcommittee should review the papers for parity across the schools. No formal decision was made on this topic. Results of the subcommittee review will inform CFA on 1) edits to the Forms/Handbook and 2) vote on a proposal.

I. Gerhardt asked the CFA members if they feel confident that the CFA will be able to vote on the suggestions of the subcommittee during the May CFA meeting. The white papers have been provided to the subcommittee, however, some schools do not have language regarding leadership (doesn’t reflect the changes). The subcommittee is scheduled to meet in mid-April and will make a report the CFA at its May meeting. The decision to vote on any potential changes will be made at that time.

The next meeting is the first Tuesday in May (May 7, 2019). I. Gerhardt adjourned the meeting at 4:54pm.