

Council for Faculty Affairs

Minutes from February 19, 2019

Attendance: S. Ladda (Chair; Kinesiology), P. Abulencia (Chemical Engineering), I. Gerhardt (Mathematics), Q. Machingo (Biology), R. Kushner (Education), K. Fairchild (Psychology), B. Berger (Religious Studies), M. Groarke (History & Political Science), C. Xu for M. Jafar (ABC-Law), B. Litkouhi (Mechanical Engineering), M. Voloviski (Civil Engineering), H. Laudien (English), B. López-Fitzismmons (Library), J. Gonzalez (Eco/Fin), B. Wilkins (BioChem), E. O'Connell (Phil).

I. Approval of Agenda

The agenda for the meeting on February 19, 2019 was approved.

II. Approval of December 11, 2018 minutes

The minutes from the December 11, 2018 meeting were accepted without corrections. A motion to accept the minutes was passed unanimously.

III. Faculty Handbook update

Two years ago a subcommittee of R. Marinaccio, P. Abulencia, and H. Tyler reviewed the Faculty Handbook and offered edits, cleaned up areas where there were inconsistencies, and gave additional comments where areas were not clear. It was agreed upon to have the Faculty Handbook with suggested edits to be reviewed by the College attorney. This review was completed in the Fall 2018 semester. S. Ladda has met twice with the College attorney to discuss the areas addressed by the original faculty sub-committee. Areas of concern have been divided into minor edits, revisions, re-writes, and additional questions. Another meeting with the college attorney will occur next week. The plan going forward is to submit to the CFA resolutions of recommendations of changes to the Faculty Handbook at the March, April, and May meetings with the goal of having a newly revised Faculty Handbook by the end of this 2018-2019 academic year.

IV. Update on Honors Program (H. Laudien)

H. Laudien reported on the Honors Program. There has been push back generally from faculty related to initiation of an Honors Program because there are many questions on how this can be implemented. The Honors Program was initiated due to possible retention issues. Recently, at the Educational Affairs Commission (EAC), more resistance ensued and it was reported that the initial idea related to retention has been reevaluated. Questions were raised related to how Lasallian an honors program would be seeing that we are an inclusive community. It seems the current status of an honors program is on hold. Our current Honors Enrichment Program continues.

V. Parking update (I. Gerhardt)

I. Gerhardt reported that he heard from a few faculty with concerns on parking issues. He reached out to A. Ryan to find out status of the west side of Tibbett Ave. and found out that it is on hold.

VI. Educational Affairs Commission (EAC) (College Calendar/Academic Integrity policy)

At the recent EAC meeting, the college calendar and a new academic integrity policy was discussed. Soon a five year college calendar will be voted on. Thought is that reason college calendar was changed was to get more weeks in the summer so there could be two seven-week sessions. Questions were raised about the impact of the change of the college calendar. A motion, second, discussion and vote ensued on the motion:

The CFA request the EAC to study (before approving a new five year college calendar) the change/impact (i.e. study away; departmental impact) of the college calendar (that reduced winter session weeks and increased weeks for summer classes) providing pros/cons and recommendations going forward.
(passed unanimously)

VII. P & T Guidelines & Sub-Committee to Review

A sub-committee was organized with the charge of reviewing Promotion & Tenure Guidelines of five schools and provides recommendations. Committee members are S. Ladda (EDUC), P. Abulencia (ENG), B. Fitsimmons (Lib), Q. Marchingo (SCI), E. O'Connell (ARTS).

VIII. Faculty Forms and updating

A sub-committee was formed to review faculty forms and make recommendations. Committee members are H. Laudien, M. Goarke, and M. Voloviski.

IX. Faculty Development monies continued discussion

Discussion continued about making a recommendation to the Provost about how surplus of monies should be used for Faculty Development (from moving the faculty dining room from Kelly to 1853). A question was asked about assessing the move of the faculty dining room—how is it working out? A straw vote was taken between using monies for travel and using monies for summer research. The vote was 12 for travel, 2 for summer research, and 3 abstentions.

X. Faculty Assessment (Guest Bridget Miller) & self-service upgrade

B. Miller was a guest at the meeting and reported the college has paid \$17,000 with a three year commitment to administer the COACHE faculty survey. There will be benchmarking with at least 21 institutions and norming opportunities with this survey. In addition, another Chronicle of Higher Education survey will be administered which 40% is focused on governance and leadership. A one page handout was distributed describing the COACHE, Institutional Priorities, and Chronicle Great Colleges to work for surveys.

In addition, B. Miller reported that the college is implementing Digital Measures to help streamline the collection of faculty activity. A trial run will occur shortly and she is looking for faculty to volunteer for this.

I. Administrative Evaluation Report

I. Gerhardt distributed an overview of administrative evaluations administered last year. A discussion ensued that these need to occur on a regular basis and perhaps a sub-committee needs to continue on this charge.

II. New Business

A question was raised about promotion from Associate to Professor and the leadership expectation. The leadership requirement resolution passed two years ago and will be included in the newly revised Faculty Handbook this May. Any change will need a proposal written and voted on by this body.

Meeting adjourned at 5:10pm.

Respectfully submitted,
Shawn Ladda