



Faculty Senate 2017–2018

MINUTES: May 9, 2018

Whirlpool Room, Chan Shun Hall

6:00-8:00 pm

K. Hall, Chair; K. Bailey, recording sect'y

Present:

Regrets/absent:

Guests: R. May

Votes & Actions taken (numbers [n] represent items on original agenda)

[2] Minutes of April 18, 2018 Senate Meeting. MOTION: Move to approve minutes as amended (K. Bailey).

Seconded; **VOTE PASSED.**

[5] Committee Reports

R. Wells

Joint Undergraduate Council and Graduate Council.

- New Information: 2019-2020 Bulletin Cycle Proposal (implementation already in progress; see handout)
 - DG Policy—sent to departments and schools for review; not reported to Senate at this time
- Previously Reported: transcript definitions, ACE, degree definitions

Faculty Policy and Development Council.

- Teaching Load Adjustments—some changes voted in April, minutes not yet referred to Senate
- Office Hours (report here—discuss #7)
 - FPDC RECOMMENDATION: The policy in 2:143:2:1 is adequate.
 - FPDC MOTION: “In addition to current policy, faculty members are expected to be on campus when school is in session; however, they may be off-campus the equivalent of one day during each class week for professional activity.”
- Service Load: Recommended as Pilot (reported only—tabled)
 - OFFICERS’ MOTION: “To RECOMMEND the service load criteria from FPDC to be used as a pilot during the 2018 Faculty Annual Evaluation in order to test the criteria prior to writing the final policy.”
- Issue for Consideration by FPDC: Faculty have raised concerns about the process to be followed when (1) the dean of a school refuses to sign a petition, but the faculty and chair feel that it is consistent with policy and (2) the registrar’s office disagrees with faculty about whether a petition can be accepted as written.
 - What is the current policy to appeal decisions about petitions?
 - Is the current policy, if sufficient, being properly implemented?

Academic Operations Council.

- 1/10: Raised issue of how well advisors, faculty, and staff are able to help students find correct information in the bulletin and academic records website.
- 1/22: Recommended 1-year hiatus for changes (2019-2020 bulletin cycle)
- 2/5: Freshman testing, transition for veterans, co-curricular learning
- 2/20: Andrews Adventure semester (pre-college gap year; details not provided)
- 3/19: ACE discussion
- 4/2: There is currently less coordination of the components of undergraduate education than graduate—does this require administrative restructuring?

AU UFO Steering Committee, Graduate Faith & Integration, Race and Justice. No report.

[6] Work Hours and Availability for Faculty

Office Hours

- FPDC process—benchmarking
- FPDC RECOMMENDATION: The policy in 2:143:2:1 is adequate.

Discussion: There was no evidence from benchmarking for the hour of office hours for each our of course time that was discussed in various venues around campus. There was also good evidence from course surveys that office hours and accessibility of faculty was not an area of concern.

MOTION: To SUPPORT the decision by FPDC to retain 2:143:2:1 as is. (D. Habenicht). Seconded.
VOTE PASSED. Additionally, senators asked if the faculty could be surveyed to better understand the variety of scheduled and actual office hours per week.

- FPDC MOTION: “In addition to current policy [2:143:2:1], faculty members are expected to be on campus when school is in session; however, they may be off-campus the equivalent of one day during each class week for professional activity.”

Senators questioned what the current policy is. There is no policy, except that 70% of faculty time is to be spent on teaching and 30% on research and service. However, there is no time explicitly assigned to the percentages. Senators also asked whether deans or chairs could set more restrictive policies than the policy proposed. The Senators wondered about whether adding to the policy would create new issues for faculty who teach online or who spend time supervising students off-campus; however, it was noted that the goal of the policy was to protect faculty professional time, not to impose restrictions on faculty. The Senate wondered if any issues involving faculty who were unavailable to students could be handled through HR with current policy. Accordingly, the Senate took no further action at this time, in order to have additional time to consider the policy change.

Tabled: Service Load Policy, Unified Framework of Outcomes & Graduate Programs, Update on Undergraduate Curriculum Development Timeline

Senate Discussion & Announcements

[1] Worship & Prayer

R. Wells

[3] ETLC/CTL Updates

A. Coria-Navia

The books for 2018-2019 faculty book club are both on diversity and inclusion, which will be the professional development theme for Faculty Institute and the year. The full professional development brochure will be out soon.

The ETLC needs mentors because the mentoring program will be open to faculty beyond the new faculty in the coming year. It would be good to have two mentors from the senate or recommendations for two mentors from the senate. In particular, there are also requests for two faculty with tenure and experience in research. The total number of mentors needed right now is 5-7, although that could increase.

Senators shared a number of questions and concerns. There are some reports of less-than-optimal matches. Dr. Coria-Navia will follow-up with a questionnaire. Senators also asked about the length of commitment. It is only for one year. The option of mutual opt-out after the first meeting was proposed.

[4] Share Your Andrews Heart

R. May

R. May reported on changes to the “Share Your Andrews Heart” program that was started in 2017 with staff. To this point, more here have been more programmatic things done with staff; there are, for example, 15 heart ambassadors. The suggestion was made this year to involve faculty as well in building community. As part of the development of this program, the focus has moved from behaviors to values. R. May has been working with Dr. Jones-Gray (English) on the core values that will create the kind of place that we want Andrews to be for employees. The draft is online for comment (are these the value that would help build a healthy community):

<https://www.andrews.edu/services/heart/>

Next Faculty Senate meeting: September 2018.