

**Minutes**  
**Faculty of Arts and Sciences**  
**Tuesday, November 1, 2011**  
**3:30 p.m.**  
**Tidewater B, Sadler Center**

*Dean Gene Tracy called the meeting to order at 3:35 pm.*

*Attendance at the start of the meeting: 32*

### **I. Minutes of the Last Meeting**

The minutes of the meeting on October 04, 2011, were approved as posted:

<http://www.wm.edu/as/facultyresources/fas/minutes/20111004.pdf>

### **II. Report of Administrative Officers**

#### **Provost Michael Halleran**

- formally and publically bestowed the inaugural Shirley Aceto Service Award on Katherine Kulick (French and Modern Languages) for her many years of service and faculty governance. Professor Kulick briefly and humbly responded with attestations of the pleasure she has found in contributing to the College and her gratitude in having the opportunities afforded to her.
- reported on the Board of Visitors' meeting: the Board approved the expenditures outlined in the 6-year plan but have not yet made determinations on tuition increases. The Board has expressed strong interest in our ability to "creatively adapt". Provost Halleran sees two trajectories: setting aside monies "for particularly good ideas to improve the quality of what we do"; freeing up monies to reinvest in salaries, start-up, travel, etc. He argued that for the short term we may face challenges including not being able to maintain our low student-faculty ratio.
- addressed the issue of faculty raises: 1.5% awarded "across the board" (with the exceptions of faculty hired after June 25, 2010, and those who received equity adjustments after June 25, 2010) with discretionary additional raises awarded for grossly underpaid and highly marketable faculty.
- Faculty commented and queried on
  - enrollment numbers, including the increase in incoming freshmen (50 per year for the next four years);
  - reinvestment procedures and internal allocations (freeing up monies by reducing faculty size);
  - the importance of a robust proposal that allows us to address critical deficiencies by reallocating monies from areas where we can save
  - the definition of "creative adaptability" (a euphemism for productivity?): proactive and creative responses to continuing changes beyond our control in the wider community.

#### **Dean Gene Tracy reported that**

- the groundwork for salary increases for instructional and research faculty is almost complete, including verifying base salaries and contracts. 1.5% will be awarded

- “across the board” (excepting recent hires and recent equity adjustments, as above), another 1.5% will be awarded to targeted faculty for the purposes of equity and retention.
- the groundwork for determining raises for operational and support is also almost complete after a call for reclassifying administrative staff. Technicians and professional faculty have been omitted from the process this year, and their needs will be addressed in subsequent years.
  - Faculty commented and queried on:
    - clarification of “across the board” raises;
    - clarification of eligibility for equity raises (recently promoted faculty are eligible);
    - request that Chairs be notified regarding the raise status of administrative assistants (later this week or early next week).
  - there are efforts to increase summer school enrollments with an initiative to share summer school revenues between Arts and Sciences and the central administration, and to increase the salaries of faculty who teach summer school. Discussion is ongoing regarding the disbursement of additional funds: increase M&O of Departments active in the summer school program?; increase M&O more broadly?; apply to Research support?; or apply to Arts and Sciences initiatives more broadly? Discussion is ongoing regarding whether faculty can utilize summer school pay as untaxed research funds.
  - Capital Projects are underway:
    - Tucker Renovation: monies have started to flow, but 1 million less than promised.
    - Integrated Science Center 3: Chairs from stakeholder Departments and representatives from Facilities unanimously agreed on the Architectural Firm. The next steps include: the planning level document by early next year; plans completed by October before the state will release more monies for building.
    - Tyler is next in line,
    - followed by the Arts Complex.
  - the College has received a large gift from His Majesty Sultan Qaboos bin Said, Sultan of Oman, to establish the Sultan Qaboos bin Said Professorship in Middle East Studies (the first big gift to the Capital Campaign).
  - the DAC and FAC continue to craft a document of Arts and Sciences priorities for the Capital Campaign and continue to attempt to improve communication and coordination with Development to ensure that A&S priorities are making their way into Strategic Planning Documents. The faculty continue to express frustration at the lack of overarching, creative ideas for the Capital Campaign.
  - efforts are underway to turn Homecoming into something more than a football game and a parade.
  - Faculty expressed frustration over the rescheduling of the parade which directly conflicted with many pre-scheduled departmental and program receptions. Dean Tracy expressed the need to establish greater coordination with the Alumni Association.
  - coming attractions include
    - continuing the discussion of the curriculum review (the long anticipated DAC document should be nearly complete by December).

- a December panel discussing the Campaign.
- A&S budget 101, mark your calendars for the first Tuesday in February!

### **III. EPC motion**

- a. Requirement that at least nine credits needed for a minor be taken in residence at the College.  
[\(http://www.wm.edu/as/facultyresources/committees/educationalpolicy/documents/minor-credits-earned-in-residence.pdf\)](http://www.wm.edu/as/facultyresources/committees/educationalpolicy/documents/minor-credits-earned-in-residence.pdf)
- b. At least two students have entered W&M with sufficient credits for a minor.
- c. The motion passed unanimously.

### **IV. Report from Faculty Affairs**

#### **J.C. Poutsma (Chemistry) reported that**

- the curriculum review is bubbling along.
- FAC discussed faculty raises and summer school initiatives (as above).
- FAC has invited members from Development to the next two A&S meetings to prove our dedication to the Campaign and to foreground our priorities in the Strategic Planning documents. Professor Poutsma emphasized how important it is that we express how we are going to make W&M stronger over the next decade.

### **V. Report from Faculty Assembly**

#### **Suzanne Raitt (English) reported that the FAC**

- was visited by the Faculty Compensation Board regarding the 8%/7% retirement incentive.
- requested that this incentive be phased out very slowly and has requested that the FCB draft a replacement policy.
- continues to work on a policy regarding NT faculty for the Faculty handbook.
- started discussions on the concept formerly known as “productivity” and recently known as “creative adaptation”.

### **VI. Update on Curriculum Review**

#### **Teresa Longo (Dean for Educational Policy) reported that**

- 90 faculty members participated in the October focus groups.
- emails continue to flow into her office.
- 300 faculty responded to the survey.
- all of this data will be analyzed by the Curriculum Review Committee.

### **VII. New Business**

There was no new business.

*The meeting was adjourned at 4:39 pm.*

Respectfully Submitted,

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