

**Minutes of the Faculty of Arts and Sciences  
The College of William and Mary  
December 6, 2005  
Millington 150**

The meeting was called to order at 3:32 p.m. by Dean Carl Strikwerda.

**I. Minutes of the Last Meeting**

The minutes of the November 1, 2005 meeting were approved as posted.

<http://www.wm.edu/as/dean/faculty/documents/minutes/20051101.pdf>

**II. Nominations and Elections Committee Report, Steve Knudson**

Steve Knudson (Chemistry) reviewed the new procedures for online voting instituted in accordance with revisions to the by-laws eliminating paper ballots. He stressed that the new procedures were instituted primarily in order to enfranchise faculty who may be unable to attend A&S meetings. Faculty eligible to vote will henceforth receive an e-mail containing a link to the online ballot for a given election shortly the A&S meeting during which the election was formally announced. They will have one week to cast their ballot. Using the electronic ballot, they will first click on a button beside the name of the candidate for whom they wish to vote and then click on a separate button to confirm their choice and have their vote registered. They will receive confirmation of the casting of their ballot in the form of a confirmation page and an e-mail. In the event that a faculty member loses the original e-mail with the ballot link, he or she will also be able to access the ballot through the faculty page on the "my.wm" portal. There will be no provision for write-in candidates on the electronic ballot; however, nominations from the floor will still be accepted at the A&S meeting immediately preceding the election. Election results will be sent to the Secretary of the Faculty for inclusion in the A&S minutes (normally, as an addendum to the minutes of the meeting preceding the election). Dean Strikwerda added that the results could be made public more rapidly through an e-mail or a posting on the FAS website. Knudson stated that the Committee would have to discuss what would be done in the event of a tied vote. The new system will be implemented for the first time in an election for an Area III representative to the Faculty Affairs Committee scheduled to take place following the present meeting. There were no nominations from the floor for this election. The candidates remain as previously posted.

<http://www.wm.edu/as/dean/faculty/documents/nominationelection/20051206.pdf>

Area III – Faculty Affairs Committee (vote for one)

Christopher Abelt (Chemistry)  
Margaret Saha (Biology)

**III. Reports of Administrative Officers**

- A. Provost Geoff Feiss was unable to attend the meeting due to an out-of-town trip.
- B. Dean Carl Strikwerda. The Dean reported that IT was taking steps to purge the "fas-d" list of the names of people who should not be on the list as well as to improve protection against "spam" messages. He then reported on progress being made on several positions to be filled: 5 Department Chairs, 2 Program Directors, 1 Hamilton professorship, and 2 Chancellor Professorships. He announced that an outside search would be conducted in fall 2007 for a new Chair of Black Studies. The Dean reported on ongoing discussions conducted by his office and the FAC regarding the administrative relationship between International Relations, International Studies, and the Reves Center. He reiterated his position that A&S should have 100% responsibility for the IR and IS academic programs. The Dean then addressed several developments related to space allocation: Geology's use of space in Zable Stadium, renovations of the Washington Hall attic for use by Anthropology, moving parts of A&S to the former Williamsburg

Community Hospital complex and the new transportation needs created by such a move, the scheduled groundbreaking on the Integrated Science Center (February 2007), and planning for new arts facilities. The Dean then reported on discussions concerning the implementation of a new program review system underway between A&S, the Provost, and the Office of Assessment—changes designed to streamline the process in order to allow departments and programs to concentrate on the narrative component of the review. The Dean also reported that the RPT review of 14 pending tenure cases was near completion. The Dean concluded with a discussion of development issues. He stressed that every department should have a private endowment account and promised that steps would be taken to streamline accounting and money transfer procedures so that departments will have quicker access to—and more flexible use of—donated funds, especially gifts made online. *Response to a question from Jim Axtell (History) on the reappointment of chairs:* the Dean stated that the reappointment procedures currently followed were still useful even if negative reappointments decisions were rare, but added that the FAC could look into procedural changes if requested to do so.

#### **IV. Educational Policy Committee Report, Ray McCoy**

Before reporting on recent committee business, McCoy (Kinesiology) listed the current members of EPC and reminded those present where to find EPC minutes on the web.

<http://www.wm.edu/as/dean/faculty/documents/epc/epcminutes.php>

McCoy then proceeded to summarize the committee's work in 2004-05 and previewed future agenda items. During the previous academic year, EPC approved 16 new courses and 14 course changes in addition to curricular changes in Neuroscience, Modern Languages and Literatures, Art/Art History, and Physics. It also approved several new courses for GER credit for GERs 2, 4, 5, and 6. It also approved revisions to the 10-semester rule (AP, IB, dual enrollment, and medical withdrawals do not count). In the future, EPC will take up revisions to the new course approval form, the ongoing assessment of GERs 5 and 7 and the freshman seminar, and the criteria and enforcement of the writing requirement. He also reported that EPC would soon take up the major issue of justification for 3 or 4 credit courses, an issue expected to take 1-2 years of study and deliberation.

#### **V. Faculty Assembly Report, Alan Fuchs**

Fuchs (Philosophy) reported that there had been no new meetings of the Faculty Assembly and that the special subcommittee on proposed changes to the Faculty Research Program was meeting regularly.

#### **VI. Academic Status Committee Report, Marc Sher**

Marc Sher (Physics) reviewed key details of the CAS annual report (2004-05), posted on the web.

<http://www.wm.edu/as/dean/faculty/documents/academicstatus/Annual%20Report%202004-2005.pdf>

Sher noted that the number of students on academic probation was down. He explained that many of the non-probation/continuance cases that fall into the jurisdiction of CAS were routinely decided by the Dean acting in behalf of the committee and stressed that the committee was careful in its handling of medical withdrawal petitions, particularly when the petitioner asks to withdraw from the only class he or she is not doing well in. Sher then presented a number of sensitive issues with which CAS has had to deal. He stated that it has had get tougher on the issue of graduation semester underloads on account of the potential for financial aid fraud and the occupation of scarce dorm space needed by true full-time students. He noted that the increasing number of 4 credit courses has complicated the issue of withdrawals to 11 credit loads and suggested that freshman advisers should consider advising their students to take 16 credit loads, where appropriate, to avoid this problem. He stressed that final grades turned in late (60-70 courses, 10% of all courses per term) posed a real problem for CAS, which needs to meet early after the grading deadline to decide on academic probation and continuance cases. In response to questions from the floor, Sher stated that 11 credit loads for students conducting honors research were generally not approved and commented that grade inflation did not play a significant role in the recent trend of lower numbers of students placed on academic probation because most

cases involved students who were “not even close” to meeting the minimal academic standards (i.e., they tended to have GPAs around 1.5).

## **VI. Faculty Affairs Committee Report, Terry Meyers**

Meyers (English) reported that the FAC had a relatively light month meeting only twice. Among the issues it discussed were the major review currently being undertaken about the internationalization of the College and its likely effects on curricular matters and study abroad programs; the progress of revisions to the Faculty Research Program (it advised the early and broad circulation of any proposed changes prior to their submission to the Faculty Assembly); and the draft on the Phased Retirement Transition program circulated by Katherine Kulick, which it endorsed. Meyer’s presentation then turned to the motion on the addition of proposed new language on the prompt reporting of course grades to section II-B-8 (“Reporting of Grades”) of the Arts and Sciences Manual.

<http://www.wm.edu/as/dean/faculty/documents/other/motion%20for%20prompt%20reporting%20of%20grades%20Dec.%202006,%202005.pdf>

Under the new policy, any faculty member who has not met the grading deadline will be given 24 hours to comply. If he or she fails to do so, the Registrar will forward his or her name to the appropriate contact Dean along with all correspondence with the faculty member. The contact Dean will then decide whether the tardiness can be excused. If it cannot, faculty member’s name will be forwarded to the Dean of the Faculty, who will send the faculty member—and his or her Chair or Program Director—a letter reminding him or her of the seriousness of the deadline. In the event of a second offense within the next three years, the faculty member and his or her Chair or Program Director will be required to meet with the Dean of the Faculty to discuss the matter. Subsequent offenses will be considered misconduct and will be handled accordingly. Meyers stressed that the new procedure was conceived to facilitate the work of the Committees on Academic Status and Degrees. Dean Strikwerda noted that Chairs and Program Directors were formerly not aware of such offenses. Marc Sher added that the majority of offenders were longtime faculty. Steve Knudson suggested that a study of the new policy’s effectiveness should be conducted. The motion passed unanimously. The proposed new language will be incorporated into the Manual.

*Dean Strikwerda adjourned the meeting at 4:27 p.m.*

### **Addendum: Election Results**

On December 13, 2005, Steve Knudson, Chair of the Committee on Nominations and Elections, formally notified the Secretary of the Faculty of the following election result:

#### Area III – Faculty Affairs Committee

✓ Margaret Saha (Biology)

Respectfully submitted,

Michael Leruth

Associate Professor of Modern Languages and Literatures