

MINUTES
Faculty of Arts & Sciences
February 3, 2015
Tidewater A, Sadler Center

Dean Kate Conley opened the meeting at 3:33 PM.
Attendance at the start of the meeting: 29.

I. Minutes of the Last Meeting

The minutes for the meeting of the Faculty on December 2, 2014, were **approved** unanimously by voice vote:

<http://www.wm.edu/as/facultyresources/fas/minutes/index.php>

II. Report of Administrative Officers

a. Provost Michael Halleran

- Announced that the Board of Visitors, the William and Mary Foundation Board, and the Executive Board of the Alumni Association will all be visiting campus on February 4th. There will be discussion of the Campus Master Plan, the Office for Civil Rights sexual violence investigations, and the budget for fiscal year 2016.
- Reminded the faculty that Charter Day will be celebrated this year on Friday, February 6th.
- The news from Richmond regarding the budget is encouraging: the College was already aware that a 5.72% cut would be necessary for FY 2016, and that percentage has *not* increased. The state has added \$100,000 to financial aid, and they have given some funding for the Equipment Trust Fund for renovation and maintenance. Also, the expected increase in the health care benefit rate is less than anticipated. The House is discussing the possibility of raises for state employees, including College faculty; the College hopes this proposal will now get traction in the Senate as well.
- As discussed at the December 2nd meeting of FAS, the Governor's executive order requires chairs of departments and directors of programs to disclose their financial interests by completing the Statement of Economic Interests form in accordance with the State and Local Government Conflict of Interests Act:
<https://commonwealth.virginia.gov/va-government/conflict-of-interest/>
In response to faculty concerns about this executive order, the Provost clarified which provisions are most amenable to revision: gubernatorial action can remove chairs from the purview of this executive order, but the public's ready access to completed forms is more difficult to restrict, because that access is already written into the statute itself.
- Reminded faculty to complete the Title IX training during February. The online module should be completed within thirty days of receipt of the course registration

e-mail, but faculty who prefer a live session can instead attend one of the two live sessions led by Title IX coordinator Kiersten Boyce, either on February 18th at 10:00 AM in Chesapeake A or on February 26th at 2:00 PM in Chesapeake C. Bill Cooke (Physics) asked what would be the duration of the live sessions; Provost Halleran responded that he expects each to last for an hour to an hour-and-a-half, which is comparable to the amount of time that completion of the online module would require.

b. Dean Kate Conley

- Announced that the Educational Policy Committee has received even more proposals for COLL 100 courses than anticipated.
- Reported that she has spoken about the COLL curriculum with the Board of Visitors, the Foundation Board, the Alumni Board, and various other constituencies.
- Announced that the Dean's office recently held a retreat in which policies related to Non-Tenure Eligible Faculty were discussed. They hope to forward these soon to the Procedural Review Committee and Personnel Policy Committee to be finalized.
- Reminded the Faculty of a recent e-mail distributed by the Dean's Office about flexible merit policies; these also will be forwarded to the Procedural Review Committee and Personnel Policy Committee for their approval. Clarified that the e-mail's request for the three components of the merit scores is *not* a new request this year and that variance in merit reports is *not* viewed negatively by the Dean's Office; Dean Conley has requested information about variance now in hopes of avoiding any unnecessary meetings on this subject later in the spring semester.
- Acknowledged Dean Torczon's efforts to identify funds for graduate students: base stipends have risen to \$20,400—considerably more than the \$14,000 stipend that was offered to graduate students in 2007. There has also been an increase in the number and size of recruitment fellowships, including: the Dean's Recruitment Fellowship (an additional \$4,000/year); and the Zable Recruitment Fellowship (\$5,000/year for two years). Also new is a Provost Dissertation Fellowship, available to all doctoral students in the Humanities (American Studies, History, and Anthropology), providing funding for one year to help a student finish their dissertation. Starting this year, there is also a \$25,000/year competitive research fund to which doctoral students in the Humanities can apply for research and conference travel. Anne Rasmussen (Music) asked whether graduate students must be fully registered in order to be eligible and what would be the maximum monetary award for that competitive research fund. Dean Torczon replied that a student must be registered in order to receive any kind of financial aid, and individual awards from that fund will be capped at \$4,000/awardee.

III. Report from Faculty Affairs Committee

Greg Hancock (Geology) reported that the FAC had met twice since last the FAS meeting and that toward the end of the fall semester several faculty members had expressed concerns about the rate of return on student evaluations and, specifically, what should constitute the minimum rate of return for usable student evaluations. In response, the FAC

plans to assemble an *ad hoc* committee to assess how best to implement student evaluations. He encouraged those who have expertise in polling and those who have a strong interest in student evaluations to volunteer for service on this committee.

IV. Report from Nominations and Elections

Rob Hinkle (Chemistry) announced that the following candidates have been nominated for the February FAS Committee Elections:

- 1) For a three-year term on the Faculty Affairs Committee, representing Area I:
Joan Gavalier (Theater, Speech, and Dance)
Marc Lee Raphael (Religious Studies)
- 2) For a three-year term on the Faculty Assembly, representing Area I:
Steve Holliday (Theater, Speech, and Dance)
Gayle Murchison (Music)
- 3) For a three-year term on the Faculty Assembly, representing Area II:
Christy Porter (Psychology)
Till Schreiber (Economics)
- 4) For a three-year term on the Faculty Assembly, representing Area III:
Chris Abelt (Chemistry)
Kostas Orginos (Physics)
- 5) For a three-year term on the Faculty Assembly, representing Area III:
Mark Forsyth (Biology)
Andreas Stathopoulos (Computer Science)
- 6) For a three-year term on the Personnel Policy and Procedural Review Committees, representing Area I:
Michael Daise (Religious Studies)
Leah Glenn (Theater, Speech, and Dance)
- 7) For a three-year term on the Personnel Policy and Procedural Review Committees, representing Area II:
Tom Linneman (Sociology)
Simon Stow (Government)

No additional candidates were nominated from the floor.

V. Presentation on student concussions and policies

A joint presentation by Ben Boone of the Dean of Students Office, Steve Cole of the Athletic Department, and Lesley Henderson of Disability Services addressed the issue of student concussions. Here is a list of some of the salient points for faculty:

- Because faculty assess class participation and course work, we have a special opportunity to observe and report the cognitive manifestations of a concussion and to give feedback about student recovery to Disability Services and the Dean of Students Office.
- A concussion/traumatic brain injury (TBI) can occur even if one does not lose consciousness, and concussions are not by any means confined to sports-related injuries.
- The symptoms are very individualized, depending upon the type, location, and severity of the injury, but students who have suffered a TBI sometimes experience difficulty in sensory input differentiation—i.e., blocking out extraneous noises and signals in an attempt to focus. This can result in fatigue.
- Possible accommodations for students include: excused absences; rest breaks; avoidance of screens and bright lights; a peer note taker; a reader or scribe; audio recording of lectures; extended time; and a quiet, private exam location.
- All students seeking accommodations for a class need to be registered with Disability Services before accommodations are granted.

E-mail: disabilitysvcs@wm.edu

Phone: 757-221-2509

It is the responsibility of the student to come to Disability Services themselves and also their responsibility to then request accommodations from faculty for a specific assignment such as an exam.

- When a student reports their TBI to Disability Services, faculty in whose courses they are currently enrolled will then receive a letter of notification. If the Disability Services Office deems any further accommodations necessary beyond the first two weeks after the injury, then a follow-up letter specifying those accommodations will be sent to those same faculty members at that time. If you do not receive this notification, please verify that the student is registered with Disability Services before allowing further accommodations.

The meeting was adjourned at 4:23 PM.

Respectfully submitted,
 Jeremy Pope (History, jwpoppe@wm.edu)
 Secretary to the Faculty of Arts and Sciences