

MINUTES
Faculty of Arts & Sciences
April 7, 2015
Tidewater A, Sadler Center

Dean Kate Conley opened the meeting at 3:36 PM.
Attendance at the start of the meeting: 40.

I. Minutes of the Last Meeting

The minutes for the meeting of the Faculty on March 3, 2015, were **approved** unanimously by voice vote:

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

II. Report of Administrative Officers

a. Dean Kate Conley

- Reminded the Faculty that she will announce faculty prizes and awards at the May meeting of the FAS.
- Announced that two weeks prior (March 24th-26th), William & Mary hosted a research symposium for the joint degree programme with the University of St Andrews, featuring nine speakers from St Andrews and ten from William & Mary; the next such symposium will occur two years from now at the University of St Andrews.
- Reported that two weeks ago she attended a lunch discussion with faculty in Arts & Sciences who are developing e-learning courses.
- Reminded the Faculty that the formula instituted two years ago to determine salaries from annual merit reports was modified last year by an injunction from the Governor, who required that all salary increases be purely merit-based, rather than incorporating a cost of living allowance. The Dean's Office is collating merit reports now and will begin drafting salaries once a budget is provided by the Board. After salaries have been drafted, chairs and directors will be given the opportunity to respond; the Dean's Office will then make final recommendations for the Provost's approval. Salary letters are expected for distribution in July.
- Receipt of the budget from the Board will also allow the Dean's Office to make recommendations to the Provost regarding the position requests that have already been submitted by chairs and directors; the outcomes of those requests are expected not long after Commencement and will be reported by the Dean's Office to chairs and directors.
- Reported that Board members Sue Gerdelman and John Littel have visited Arts & Sciences during this spring semester.

III. Report from Faculty Assembly

David Dessler (Government) reported that the Faculty Assembly met on March 24th and approved changes to the faculty survey: it will retain many of the categories from the previous version, but the new survey will be much shorter. Every three years, a survey requiring approximately twenty minutes will be distributed, and in intervening years a survey requiring only five minutes will be distributed. Recent changes to the faculty survey were particularly designed to produce questions that are both actionable and longitudinal, allowing the FA to assess change over time. On April 28th, the Faculty Assembly will vote on retirement incentives, thereby culminating a process of discussion that began in April of 2011. Bill Cooke (Physics) and his working group will submit a proposal for the FA to debate. Bill has also circulated via e-mail a survey about retirement incentives; the survey's deadline is April 7th.

IV. Report from Faculty Affairs Committee

Greg Hancock (Geology) reported that the FAC has met four times since the last meeting of the FAS, and they have been particularly engaged with finding approximately fifty replacements to serve on committees for the coming academic year. He reminded the Faculty that the FAC is responsible for appointing replacements to any seats that are not elected. A volunteer form will be distributed soon; Greg reminded the Faculty that it is certainly permissible for faculty members to volunteer to continue on a committee after their term has ended. He also alerted the Faculty not to confuse the volunteer form for committees with the Nominations and Elections forms that have recently been distributed via e-mail. In addition, Greg reported that the FAC is compiling a digital record of faculty committee service and is working to clarify any discrepancies between the faculty handbook and the newer policies for non-tenure eligible faculty.

Marc Sher (Physics) asked if there was any way to disband committees that no longer meet; Greg responded that this has been discussed by the FAC but not yet resolved.

V. Report from Honors and Interdisciplinary Studies

Joel Schwartz (Government) reported that the Committee on Honors and Interdisciplinary Studies met twice in the fall and will meet twice again during this spring term. CHIS chose rising sophomores to add to the ranks of the Monroe Scholars program; they have also discussed whether it is advantageous to have gradations of Honors awarded in some departments but not in others. During the fall semester, CHIS compiled a historical survey of self-designed majors; Joel observed that occasional spikes in the number of self-designed majors typically subside as soon as departments design new major specializations to correspond to student interests. He reminded the Faculty that May Seminar proposals would be due on Friday, April 10th, and that the Committee would return results within ten days.

George Greenia (Modern Languages) asked how much financial support for student research has been raised via crowdfunding. Joel responded that approximately eleven of

seventy students are fully-funded at present, while the remainder are very close to full funding; last year forty-five students received a full summer grant.

VI. Report from Nominations and Elections

Rob Hinkle (Chemistry) announced that the candidates named below will run in the April FAS committee elections:

- 1) For chair of the Educational Policy Committee (nominated by EPC members):
Bill Hutton (Classical Studies)
- 2) For chair of the Faculty Affairs Committee (nominated by FAC members):
Michael Deschenes (Kinesiology)
- 3) For a four-year term on the Faculty Compensation Board, representing Area I:
Joshua Gert (Philosophy)
Suzanne Raitt (English)
- 4) For a two-year term on the Faculty Compensation Board, representing Area II:
Simon Stow (Government)
Sarah Stafford (Economics)
- 5) For a four-year term on the Faculty Compensation Board, representing Area III:
Kostas Orginos (Physics)
Matthew Wawersik (Biology)
- 6) For a three-year term on the Faculty Hearing Committee, representing Area I:
Colleen Kennedy (English)
Barbette Spaeth (Classical Studies)
- 7) For a three-year term on the Faculty Hearing Committee, representing Area III:
Gregory D. Smith (Applied Science)
Patty Zwollo (Biology)
- 8) For a four-year term on the Committee on Degrees, representing Area I or II:
Danielle Dallaire (Psychology)
James Armstrong (Music)
- 9) For a three-year term on the Committee for Faculty Awards, Prizes and Professorships, representing Area I (voting for two):
Katherine Preston (Music)
Susan Donaldson (English)
Patricia Wesp (Theatre, Speech and Dance)
Marc Lee Raphael (Religious Studies)
- 10) For a one-semester term as a replacement on the Committee for Faculty Awards, Prizes and Professorships, representing Area III:
Liz Allison (Biology)
Gary Rice (Chemistry)

No additional candidates were nominated from the floor.

VII. Report from International Studies Advisory Committee

George Greenia (Modern Languages) explained that ISAC consists of two subcommittees. The first oversees study abroad programs that are sponsored by the Faculty and administered through the Reves Center. In AY 2013-2014, study abroad programs were offered for Capetown, Potsdam, Rome/Pompeii, and Santiago de Compostela; for 2014-2015, study abroad programs will be offered for Cádiz, Goa, Florence, and Montpelier. George explained that the second subcommittee of ISAC serves as an advisory board, and that subcommittee will likely take an expanded role in the future with the advent of COLL 200 and COLL 300 courses.

VIII. Report from the Educational Policy Committee

Jack Martin (English) reminded the Faculty that the final text of the COLL curriculum and form questions were sent out with the agenda for this meeting. He then announced the following statistics for COLL courses scheduled and submitted to the EPC to date:

Thirty-three COLL 100 courses have been approved; two have been denied or tabled. Eight more are in line to be reviewed. There are no fall courses that have yet to submit, and there are twelve spring courses that have yet to submit.

Twenty-one COLL 150 courses have been approved. Fourteen are in queue, and twenty fall courses have yet to submit. Most of the COLL 150 courses are courses that have been taught before.

Sixty-one COLL 200 courses have been approved; six have been denied or tabled. Twelve more are in queue. Eight fall courses have yet to submit, and thirteen spring courses have yet to submit.

Jack clarified that courses that have “yet to submit” are courses that have been scheduled for the fall but have missed the March deadline and still have yet to submit to the EPC. He added that the EPC is typically able to review eight to ten courses per week.

Greg Hancock (Geology) asked how these numbers compare to the number needed in each category. Dean John Griffin responded that there is a sufficient number of COLL 100’s but that the number of COLL 150’s is short by about fourteen sections.

Jack noted that centralizing submission at the department level helps the EPC greatly, and he praised the Department of Psychology in that regard.

Jack then asked the Faculty to begin considering issues related to the approval of credit hours for online and hybrid courses: e.g., how does one evaluate whether a particular online course merits three academic credits? He announced that in October of 2014 the Provost released a new Academic Credit Hour Policy:

<http://www.wm.edu/about/administration/provost/documents/credit-hour-policy.pdf>

The traditional (Carnegie) approach has defined one credit hour as comprising one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class work each week for approximately fifteen weeks.

The Provost's new Academic Credit Hour Policy follows federal (USDOE) standards in defining one credit hour as comprised by "at least an equivalent amount of work" to that required in the traditional definition.

Jack clarified that credit hours are monitored at all levels by the academic deans, department chairs, program directors, the Registrar, and the EPC. Because this information must be reported to the State Council of Higher Education for Virginia (SCHEV), Jack requested that faculty who are decreasing the number of contact hours in a course should seek approval from the EPC. There is no submission form yet for this procedure, so faculty are asked to send information to the EPC as a course proposal with draft syllabus, much as one would do for delinking.

Francis Tanglao-Aguas (Africana Studies) asked if the Faculty have finalized the curriculum language for the COLL 300 requirement. Jack affirmed that all the motions in that regard were passed at the last FAS meeting in March; he reported that the Fellows of the Center for the Liberal Arts are currently tweaking the colloquiums and that some of those modifications may come before the FAS during the fall semester.

The meeting was adjourned at 4:26 PM.

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