

MINUTES
Faculty of Arts & Sciences
November 1, 2016
Tidewater A, Sadler Center

*Dean Kate Conley opened the meeting at 3:33 PM.
Attendance at the start of the meeting: 27.*

I. Minutes of the Last Meeting

The minutes for the meeting of the Faculty on October 4, 2016, were **approved** unanimously by voice vote:

<http://www.wm.edu/as/facultyresources/fas/minutes/20161004.pdf>

II. Report from Administrative Officers

- a. Provost Michael Halleran
 - a. The Provost provided a presentation to update the faculty on salary increases and the budget for the next year. The following items were included in the presentation:
 - a. In the era of the promise, adopted April 2013, the plan indicated that it would take an estimated 5 years of 6% salary increases to reach the promise of 60th percentile of State Council of Higher Education for Virginia (SCHEV) peer group. In actuality, 6% was not observed over all 4 years. The state was to help at varying amount through these the plan. Of the 19% of actual salary increases over the last 4 years, the state has funded 1.25%.
 - b. In terms of constraints: year 1 (FY14) no constraints were observed. In year 2 (FY15) there was a 5.7% cut to in the state budget. In year 3 (FY16), the state enforced a cap of 2% from the governor, state said that we could go up to 4.5% but 2.5% must come from internal reallocations instead of through tuition increases. In year 4 (FY17), there was a cap that led to the no state contribution.
 - c. Where are we relative to SCHEV peer group - the average salary in comparison to the SCHEV peer group.
 - a. There have been a decrease in the number of adjuncts on campus and an increase in full time NTE faculty at a lower salary.
 - b. First year of the promise: FY 14 - increase \$4700 average salary.
 - c. Second year of the promise: FY15 - increase \$4500 average salary.
 - d. Third year of the promise: FY16 - Gap is now 13.4% to meet the 60th percentile of the peer group.
 - d. Where did the money go? The state tuition has increased over the last 4 years.
 - a. Incremental increases in Educational and General Programs (E&G) funding
 - a. Most went towards salary & Fringe Benefits with these two accounting for 52.9% of new money.
 - b. Financial aid accounts for 19.6% to meet 100% of unmet need for in state students.
 - c. Enrollment Growth has led to funds to help ensure 12 to 1 student/faculty ratio, with most to going to Arts & Sciences and some to the Business School.
 - b. Strategic & Baseline Investment accounts for 23.1%, or about 11 million dollars.
 - c. The provost then provided select examples of where money has been spent through the College over the last 4 years including, but not limited to,

- diversity initiatives, engineering and design efforts, the Quality Enhancement Plan (QEP), the Center for Liberal Arts (CLA), IT initiatives, research, compliance office hiring, and the library.
 - d. The provost answered questions regarding this information, indicating that E&G will replace what was coming out of F&A, since this commitment is over.
 - b. The Provost then discussed FY17. After the board approved the budget in April and the state indicated it would not contribute, it was decided to move forward with salary increases. President Reveley sent a message to the campus community indicating this, followed 3 days later with the state asking for \$1.2 mil from the College this year. This was followed by another message from President Reveley that the College would still go forward with the raises.
 - a. It is expected that this will fully effect the College in FY18 with the total of \$4.9 mil being cut from the base budget, including the \$1.2 mil from this year, or about 11.4% of state contribution. This will be part of what the Governor will propose to the General Assembly in December as a part of his state budget.
 - b. In FY18, some items that must take precedence:
 - a. Annualizing the salary increases.
 - b. Increasing financial aid.
 - c. The revenue projections from the state for FY18 assumed 3.6% growth, which has not occurred. Based on a question about tuition increases for next year, the Provost indicated that next year's will be smaller and that the money in funds at UVA, which is larger than the state's fund, will probably impact all of the state institutions.
- b. Dean Kate Conley
 - a. The Dean addressed updates on activities in Arts & Sciences.
 - a. Tack lecture was given on October 27, 2016
 - b. 3 COLL 300 visitors are speaking this semester. Steven Wise visited on October 13, 2016 to discuss non-human animal rights and Tamer Farag visited on October 26, 2016 to discuss the demographics of childhood diseases across the globe. Wilson Wewa will be visiting on November 16, 2016 to give the final lecture on indigenous views of spirituality.
 - c. The Dean then discussed Planning Budget Requests (PBR) that were submitted last month.
 - a. The number one request submitted was for startup funds which keep growing. This accounts for science hires and other fields needs for research agenda.
 - b. Resubmitted a reworded request for increase in administrative salaries with the Committee for Chairs and Program Directors (CCPD) agreeing that this was important.
 - c. A request was made for the funds an additional lecturer for The Center for Geospatial Analysis (located in SWEM) that serves all of Arts & Sciences
 - d. A request for funds was also made to support the COLL 300 visitor program.
 - d. Merit recommendations were submitted to the Provost today after working on these over the last month. The spreadsheets account for 3% salary pool for faculty, with 1%, usually covered by the Dean, for tenure, retention, promotion, and equity was taken out of the money that has been used for Arts & Sciences reallocation. There was a 4% pool designated for faculty raises and for staff, a 3% pool. An email will be sent out explaining the calculations. The letters regarding raises will be sent out on December 10, with the raise being reflected in the January 1 paycheck. Balance of the reallocation payment was put into unfunded Faculty lines. Merit pool is based on funded lines, not including the unfunded lines, which increases the basis for next year's merit pool.

- e. The Dean then went over a brief summary of reallocation indicating that this was the last year that 5% was to be given back, based on the commitment made in 2012. This was to pave the way for the promise and to demonstrate that we were investing in raising faculty salaries. This led to self funded raises. We have now completed the \$2.7 mil that was part of reallocation. The Provost did not require that we send this year's portion be sent to the Central Administration, but could remain in Arts & Sciences to help fund the Dean's 1% and to put what was left over into unfunded positions. The post-reallocation budget will be reviewed to have a strategy going forward.
- f. The Dean then updated faculty on the For the Bold campaign, indicating that since July 1, contributions to Arts & Sciences have increased by \$3.5 mil, raising our contributions from \$71 mil to \$74.5 mil. The goal is \$140 mil.

III. Report from Faculty Assembly

Cathy Forestell (Psychology)

The Faculty Assembly met on October 25 with the following items being discussed:

- a. Susan Grover (Vice Provost for Academic and Faculty Affairs, and University Professor for Teaching Excellence) & Tatia Granger (University Ombudsperson) visited to provide insight into Ombuds process for faculty members on campus. The faculty were able to learn from them about how the process works and the possibility of Susan Grover bringing general faculty issues to the assembly regarding overarching issues that faculty experience on campus to compliment the faculty survey. **36:10**
- b. There were also reports from the standing committees:
 - a. The Liaison Committee is responsible for organizing the faculty presentation at Board of Visitors' (BOV) meeting,. This year, Virginia Torczon (Dean of Graduate Studies and Research and Chancellor Professor of Computer Science) and Linda Schaffner (Professor and Associate Dean of Academic Studies; VIMS) will give a report on graduate programs.
 - b. Faculty Affairs is looking into measures regarding teaching effectiveness and issues around E-Learning.
 - c. The Committee on Planning & Resources (COPAR) - review Probationary Progress Review (PPR) with the Provost at the end of November.

IV. Report from Faculty Affairs Committee

Mike Deschenes (Kinesiology and Health Sciences)

Several items were handled at the FAC meeting this month:

- a. The faculty mentoring program was discussed. A continued conversation for professional mentors for the promotion process and for personal mentors for those moving into the community during the hiring process.
- b. Kelly Crase visited the FAC this month to discuss the question of faculty stress on campus. This conversation was aimed at looking to address faculty wellness campus.
- c. There was a discussion the Associate Dean evaluation process and how to get input to Dean Conley regarding this process.
- d. There was also a conversation about an external evaluation of The Charles Center and what the process would look like when implemented.
- e. The Associate Dean positions will be organized administratively going forward.
- f. Engineering, Physics and Data Science was discussed as these appear throughout Arts & Sciences with regards to problem solving in terms of how these will be involved in Arts & Sciences in the future.
- g. Lastly, it was indicated that all committees should be filled at this point across campus.

V. Update from Committee on Graduate Studies

Virginia Torczon (Dean of Graduate Studies and Research and Chancellor Professor of Computer Science)

The committee has composed a report (available online) that includes the following items:

- a. The base budget increases to departments has increased raises in graduate programs except Public Policy. This has results in raises for terminal Masters degree students.
- b. A large amount of work has been done to determine the structure for online systems for graduate work. Much work has been done with the SWEM librarians and archivists in order to make all Arts & Sciences dissertations and theses (effective May 2015) submitted through online portal. These will now be accessible online.
- c. There is a goal of bringing all admissions for all students online. Currently, the Law school, Business School, and Undergraduate Admissions (all had stand alone). A&S graduate, School of Education and VIMS were not previously part of the online systems of admissions. It was hoped that this would debut this fall, it has been postponed until May. The goal is to have an online application and decision making system.
- d. The committee has been working with the Cohen Career Center to ensure that programming offered to graduate students is effective. A graduate assistant was hired to work on this to ensure that events are targeted so that individuals attend the sessions. In the past, there were multiple events that no one attended.
- e. There were some academic changes agreed to including that no graduate credit will be granted for strictly undergraduate courses. Graduate students may take these courses, but this can't count towards the degree.
- f. There was a review of time limits for degrees and extensions. The wording has been altered to reflect the goal of having students matriculate from their programs in a timely fashion.
- g. Instituted continuance standards for Arts & Sciences graduate students have been instated to help to take remedial steps for those students who need these in their early semesters of their graduate programs.

VI. Update from Educational Policy Committee

Peter Vishton (Psychology)

A overview of the report from last year was given:

- a. EPC switched to Curriculumlog, a system that routes proposals coming in through the process of obtaining the appropriate approvals in catalog, making the process more efficient.
- b. EPC approved plan formulated by the Center for Liberal Arts (CLA) managing the on campus COLL 300 experience. The committee also developed a way to handle off campus COLL 300 that are different from the traditional abroad experiences.
- c. Much discussion around moving to the COLL 400.
- d. There were many questions regarding the approval for courses, including COLL 100/150 and COLL 400.
 - a. A concern was voiced that the process is cumbersome and duplicative for the 100/150 approval. For the 100/150 process, a subcommittee handles the process (a mix of faculty and EPC members). Michele Jackson (E-Learning) encouraged faculty to reach out if something seems cumbersome, as E-Learning is happy to help with digital literacy.
 - b. A question was raised regarding the lack of a COLL 400 approval form. The form was available but has been taken down while EPC waits for guidance from the CLA and the COLL 400 steering committee concerning how this curriculum will be handled in different departments. Most students are not needing these classes at this point, so the large group will not be approved until the form is available sometime in the Spring semester. Another concern was that these courses may be included as "Topics" courses, but it is unclear if each changing

- topic will need to be approved - as long as certain criteria are met by the general course, each topic change may not need to be approved.
- c. Concerns were also voiced about the timing of the course. The COLL curriculum was intended to line up with certain years, but many students are not on this schedule. There may need to be an increased sense of urgency in case students are arriving at the courses prior to the time they would all be approved. A capstone, however, may not be something that should be taken early.
 - d. A second concern was voiced about capstone courses and COLL 400 with regards for those who may be juniors but are double majoring. It was suggested that there be a mechanism to have topics classes at 400 level that rotate but are capstone in order to meet increased demands without having to teach every class every year.
 - e. Bill Hutton (Classical Studies) indicated that there is a FAQ section as an appendix in the report (also available on the website) that may help answer any questions about standards used by EPC in approving courses.

VII. Update on A&S Graduate Ombudsperson

Peter Vishton (Psychology)

- a. Reported that the Ombudsperson interacted with 24 graduate students in need of consultation with a wide range of issues that were all resolved, but confidential in nature.
- b. An increased effort will be made to reach out to departments to make sure graduate students are aware of the position and why it exists.

VII. Update from Retention, Promotion, and Tenure Committee

JC Poutsma (Chemistry)

This report was given at another meeting and therefore was not given at the Arts & Sciences meeting today. It was noted that Millington was being torn down today.

The meeting was adjourned at 4:35 PM.

Respectfully submitted,
Ashleigh E. Queen (Kinesiology & Health Sciences, aeeverhardt@wm.edu)
Secretary to the Faculty of Arts and Sciences