

## MINUTES

### Faculty of Arts & Sciences

December 5, 2017, 3:30 – 5:00 pm

### Tidewater A, Sadler Center

*Dean Kate Conley opened the meeting at 3:34 PM.*

*Attendance at the start of the meeting: 52.*

#### I. Minutes of the Last Meeting

The minutes for the meeting of the Faculty on November 7, 2017 were **approved** unanimously by voice vote:

<http://www.wm.edu/as/facultyresources/fas/minutes/20171107.pdf>

#### II. Report from Administrative Officers:

##### a. Dean Kate Conley

- i. 10 new Chairs and Program Directors have been appointed for next year, with an additional appointment expected. The new co-chairs of the CCPD are Paul Manna (Government) and Suzanne Raitt (English).
- ii. With the upcoming retirement of Joel Schwartz, there are some new plans in the works for the Charles Center. The Dean thanked Joel for his continued service in the Charles Center and Interdisciplinary Studies over the last 30 years. This Spring, the Dean will be posting a call for a new Dean of Interdisciplinary Studies and Director of the Charles Center. Once the Dean-Director has been identified, a call will be posted for a Faculty Director of Undergraduate Research. This, like the Director of Academic Advising, will be a part-time position.
  1. The changes in structure are a result of a report that was completed in June of 2017, detailing a review of the Charles Center. This review process included discussions with faculty. Additionally, the Dean met with the Provost and the Vice Provost for Academic Affairs to discuss the potential changes, including making the Dean-Director position a full-time role. Finally, these changes were discussed with the FAC and feedback from this group was incorporated in the final decision.
  2. At this point, the FAC are providing the Dean with recommendations about the search committee for the Dean-Director position. This information has also been shared with the CCPD to encourage nominations from this group. The Dean also encouraged the faculty to nominate potential individuals for consideration.

- iii. The Dean also reminded the faculty that Dr. Tia Brown McNair, Vice President for the Association of American College and Universities in the Office of Diversity, Equity, and Student Success will be visiting campus on February 5<sup>th</sup>. This visit will be a workshop for faculty, providing insight on best practices for incorporating diversity and equity into our courses.
- b. Provost Michael Halleran
  - 1. There is talk about the state about relaxing the in state/out of state student ratio, but this is not something that has been decided.
  - 2. We offer a unique blend of research and teaching at the College, along with a small number of graduate programs. This allows us to serve our undergraduate students well. The Provost referred to this as our “special sauce” that defines the academic excellence of the College.
  - 3. In terms of student/faculty ratio, we are currently at 12:1. This is not a magical number, but is a good ratio. When looking at our peers, almost all of them had a lower ratio. The ones with higher ratios have a much larger student population. The main question is whether an increase in this ratio changes the ability of faculty members to reach individual students.
    - i. A question was raised about raising the student ratio and about quantifying the special qualities of William & Mary, particularly through the views of transfer students. The Provost indicated that growth is not a bad thing, but emphasized that growth needs to be done strategically, not just for the sake of growth.
  - 4. When viewing comparisons of student credit hours, it must be kept in mind that full-time NTEs teach an additional course per semester. In the last few years, the amount of teaching done by adjuncts has decreased while the number of courses taught by NTEs has increased, but this does vary by the different departments, based on the expertise base.
  - 5. 78.5% of the full-time faculty at William & Mary in 2014 were tenure eligible, putting us in the middle of the ivy league schools by comparison. While this statistic was not given for 2017, it is thought that the percentage of tenure-eligible may have slightly dropped as new NTEs have been added to replace the teaching by adjuncts.
  - 6. In terms of philanthropy, we are doing well. A common question the Provost receives is regarding the dispersion of the funds raised through the billion-dollar campaign. About \$300 million is in endowment, which is money that will grow over time. Annual giving is counted as well, with restricted and unrestricted gifts being given. Unrestricted gifts come in varying degrees, with some of these being unrestricted except for the department that will receive the funds. Unrestricted that BoV is able to use so far in this campaign has only been \$33 million dollars.
  - 7. Extra-ordinary revenue – looking at programs that can be expanded or created to bring in money. There are other ways, such as online courses, or the St. Andrews program, of bringing in other revenue.

8. The majority of tuition money comes into A&S mainly from out of state students. The main changes in the last few years has been due to the business school adding the online MBA and an additional Masters.
9. A question was raised about saving money by replacing TE positions with NTE positions. The Provost indicated that over the last 20 years there has been an increase in NTE, which may continue to a small degree in the future.
10. A question was also raised about the benefits of growth. The Provost indicated that this will allow us to serve new interests while continuing to offer traditional courses through an expansion of curricular opportunities. Concerns were also voiced over the increase of NTE faculty with the loss of TE positions. With an increase in enrollment, which the BoV seems to be interested in, there may need to be a discussion of how to maintain the student/faculty ratio while increasing students.

### III. Report from Faculty Assembly (Cathy Forestell, Psychology)

- a. At the last meeting, Kiersten Boyce reported on the Disability Working Group's progress. They have recently submitted their report to President Reveley.
- b. The Assembly continued to work on revisions to the faculty handbook and revisions to the faculty retire and return to work policy. The most recent section of the handbook that has been revised is Section 3D3, which is related to non-academic leave. This has been given to the Provost and will be discussed in December. After this, the changes will be online for public comment.

### IV. Nominations and Elections (Brett Wilson)

Brett provided an update on gender balance on committees. Currently, there are 73 elected committee positions within A&S, with 38 being held by women and 35 are held by men. The following items are being voted on during December.

- a. FAC Area I:
  - i. Bill Hutton (Classical Studies)
  - ii. Elizabeth Radcliffe (Philosophy)
- b. FAC Area III:
  - i. David Armstrong (Physics)
  - ii. J.C. Poutsma (Chemistry)
- c. ISAC Area I: 3-way race, choose 2:
  - i. Francie Cate-Arries (Modern Languages)
  - ii. Victoria Costa (Phil)
  - iii. Xin Wu (Art and Art History)
- d. ISAC Area II: 3-way race, choose 1:
  - i. Paula Pickering (Government)
  - ii. Amy Quark (Sociology)
  - iii. Admasu Shiferaw (Economics)

No names were added to the above elections from the floor.

Marc Sher made a motion for an additional election for the Chair of EPC for Spring 2018 only, as Marc Sher will be on leave in the Spring. EPC nominates Laurie Wolf (Theatre, Speech, and Dance). A vote was held to add this to the ballot, it was unanimously approved.

V. EPC proposes the following changes to the faculty manual (Marc Sher) – See below

### Current language

#### **iii. End of Semester**

Except for final laboratory examinations (including language laboratories and kinesiology activity classes), no test or final examinations may be given during the last week of classes or during the period between the end of classes and the beginning of the examination period or during any reading period.

### Proposed change

#### **iii. End of Semester**

Except for final laboratory examinations (including language laboratories and performance courses and ~~kinesiology activity classes~~), **senior thesis projects, on-campus COLL300 courses, independent study projects and one-credit courses**, no test or final examinations may be given during the last week of classes or during the period between the end of classes and the beginning of the examination period or during any reading period. **Other assignments, such as projects, short quizzes, homework and papers may be due during the last week of classes as long as they do not total more than 25% of the final grade. There is no restriction on material due during the regularly scheduled final exam period. In exceptional circumstances, the Dean of Undergraduate Studies may waive these requirements.**

### Rationale:

The language regarding what graded work can be assigned during the last week of classes was unclear and has led to many different interpretations by faculty and students. The proposed rewording strives to clarify the practices associated with this policy by explicitly expressing what can and cannot be asked of students during this period of the semester.

Marc Sher introduced the above changes. These were causing confusion in the last week, with faculty administering quizzes and projects during the last week. Dean Zeman approached the EPC asking if this could be clarified. Many students have complained about major projects being due within the last week of classes, which led to the change in the percentage that final week projects may account for in the final grade. This motion was unanimously passed by the EPC.

The phrase “language laboratories and” was eliminated due to the fact that these departments now give oral exams that typically account for less than 25% of the grade. It was changed to include “in class presentations and oral presentations”.

A concern was expressed about having papers due during the last week of classes, as this may cut into the students’ preparation time for finals. If the paper is being submitted during the last week in lieu of the final, then this is a non-issue, but some courses may assign a paper and have a 3-hour exam, which could be problematic for the student. Marc indicated that this was not something that could be changed today, but that this could be dealt with later if necessary.

The faculty voted the amendment to strike “language laboratories and” and have the statement read “including in class presentations and oral examinations”. This was unanimously approved.

The faculty voted on the above changes to the EPC policy and unanimously approved the changes to be made.

*The meeting was adjourned by Dean Conley at 4:58 PM.*

Respectfully submitted,

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