

MINUTES
Faculty of Arts & Sciences
February 5, 2019, 3:30 – 5:00 pm
Tucker 127A

Dean Kate Conley opened the meeting at 3:31 PM.

Attendance at the start of the meeting: 47.

- I. Approval of minutes from meeting of faculty on December 4th, 2018 - <https://www.wm.edu/as/facultyresources/fas/minutes/20181204.pdf>

- II. Report from Administrative Officers
 - a. Provost Michael Halleran
 - i. Charter Day is coming up this week with good weather forecasted. This year is special due to the fact that it falls on February 8th. The inauguration of President Rowe, the re-installation of Chancellor Gates, and a Fire & Ice Block Party will all be taking place. There will be a procession of individuals from universities from across the world. The Governor will not be in attendance as the situation in Richmond is still being played out. On Friday, no classes starting at or after 3:30 will be meeting.
 - ii. In Richmond, the General Assembly is in short session. Formally, they do not have to pass a budget.
 1. As of today no undesirable bills are still alive, including no bill introduced to modify the instate/out of state ratio to raise instate. There are currently two pieces of legislation that are important to us:
 - a. The tech initiative will provide \$80M into this in the first year directed towards STEM. The House has version includes \$28M, and the Senate has not released their version
 - b. There is a bill, if approved, that would allow for universities to create Institutional Partnership Performance Agreements (IPPA), which would provide a means for the university to change the balance for instate/out of state with a guarantee from us to carry out some action. There is a realistic chance that this passes. It would then be a continual political process.
 - iii. The Provost provided updates related to salaries:
 1. In the original budget there was no new action included. A 2% raise was included for all state employees except classified employees, who would have a 2% raise in addition to the overall 2%. The Governor has proposed a 1% bonus in addition to this.
 2. The House has proposed a 2.75% raise for all employees except faculty. There is one version that includes 2.75%, while another includes 3%. Neither the Senate nor House included a bones.

3. At this point, the university is not sure what we can do over and above the state.
- iv. Questions
 1. Greg Smith (Mathematics) – With regards to Amazon, where do faculty provide input for how we respond to this opportunity?
 - a. Provost Halleran – The decision to pass legislation is not based on the specific majors that might be involved. The Provost indicated that if we have money designated to a certain major, then we would talk about where to place the best people for the position. If they wanted a major that doesn't yet exist, then we would look to decide about adding it at that time.
 - b. Dean Kate Conley
 - i. Dean Conley created a one semester task force for inclusion, diversity and equity. The task force was charged to create concrete, achievable, and measurable goals by May 10th that can be forwarded to the president and provost. The Chair, Kay Jenkins (Sociology), will be meeting with Chief Diversity Officer Chon Glover and with other chairs of other task forces to review progress. The Dean thanked those who are involved with this task force, including Kay Jenkins (Sociology), David Armstrong (Physics), Jennifer Bickam Mendez (Sociology), Francis Tanglao Aguas (Theatre, Speech, and Dance), Teresa Longo (Dean for Interdisciplinary Studies), Logan Chappell (Administrator for Music), and Kelsey Smoot (Graduate Student, American Studies). The Dean looks forward to their recommendations.
 - ii. The Dean is suspending the search for an associate on diversity, equity, and inclusion until the task force reports back. The Dean received advice but the task force may shape the position in different ways.
 - iii. Friday is Charter Day and Inauguration Day. Cathy Forestell (Psychology) is on committee for planning this event. Dean Conley will be holding the annual Dean's dinner in the Great Hall to thank the supporters who come to campus for Charter Day and provide an update on A&S. There will be guests from the BoV, the Foundation Board, alumni, and other supporters who are close to the university.
 1. The dinner will feature vertically integrated research teams led by women in honor of 100 years of co-education on campus. These teams will include a faculty member, a graduate student, and an undergraduate student. These will be led by Janice Zeman (Dean of Undergraduate Studies), Elizabeth Harbron (Chemistry), and Teresa Longo (Dean of Interdisciplinary Studies). Each will have a poster and will be present during the wine and cheese hour to converse with guests.
 - iv. Arts & Sciences faculty are participating in a Tiger Team, commissioned by President Rowe, to look at making the summer term more profitable. This is being co-led by Janice Zeman (Dean of Undergraduate Studies) and Provost Halleran. The team also includes David Feldman

(Economics), Marc Sher (Physics), and Henry Broaddus (Vice President for Strategic Planning). The Dean has emphasized the importance preserving revenue from summer school. The Dean also stated the importance of the opportunity for A&S faculty to teach during the summer term.

- v. A&S has raised \$96M in campaign, with 17 months remaining. While in Atlanta, Dean Conley held a Jefferson Breakfast with 23 donors. The Dean discussed the COLL curriculum and other projects in A&S. The Dean was in Atlanta for the Association of American Colleges and Universities annual meeting and a board meeting for the Council of Colleges of Arts and Sciences. The AACU meeting included a discussion on the importance of the humanities to connecting students and ourselves to great literature and storytelling. There were also conversations about the role of universities in modeling diverse democracies.

III. Report from the Faculty Assembly (Jack Martin)

- a. The Assembly has been appointing faculty to committees. These include the Provost Search Committee and two Tiger Teams, the expanded summer school team and the continuing education tiger team.
 - i. Provost Halleran commented that the Tiger Teams are based on two ideas that began in discussions in response to WM2026. This is not replacing strategic planning as President Rowe will launch a full exercise in the future. These two could be folded into that. The teams are being asked to survey the landscape and present information that will inform the strategic planning process.
- b. The Assembly met with Staff Assembly who believe there is a two culture problem at university and that staff are treated differently than faculty. The current plan is to meet once a semester to discuss these types of issues.
- c. The Assembly is reviewing all university wide committees. This has not been completed in that last eight years. The Assembly is looking at all of these to determine if they should continue and if they are functioning properly.
- d. The Assembly has been reviewing the Assembly constitution and bylaws. The is carried out by having the Assembly approve with a two-thirds majority. Following this, five of the seven constituencies of faculty must ratify, meaning that this will come before A&S faculty for approval.

IV. Report from FAC (Cathy Forestell)

- a. There were projects on the docket when the year began:
 - i. Members had been working on A&S faculty manual which is focused on A&S policies and procedures for faculty members. This manual had been forgotten and become outdated. Jack Martin (Linguistics) and Martin Gallivan (Anthropology) agreed to work on revising and rewriting the manual. This group has worked closely with Virginia Torczon (Dean of Graduate Studies) and Janice Zeman (Dean of Undergraduate Studies).

- b. The FAC has been working on their bylaws and hope to bring proposed amendments to the A&S faculty meeting next month. These amendments will be posted for comment.
 - c. There are two ad hoc committees currently working. FAC has contacted both committees and hopes to have some or all of their work completed by the end of this academic year.
 - i. Issues surrounding COLL 199
 - ii. NTE issues
 - d. There is a task force for diversity, inclusion, and equity. This committee has contacted FAC to reach out to encourage faculty to provide ideas for the work.
- V. Motion from FAC for revised Faculty Manual (FAC – Jack Martin and Martin Gallivan)
- a. Last year, the FAC was asked to revise the manual, as it hadn't been revised since 2012. The main problem with the manual is the amount of overlap between the undergraduate catalog and the manual. The task was to reduce the overlap between the different items.
 - b. The process consisted of going through the different sections and editing the different sections. Jack Martin explained this, going section by section.
 - i. Table of Contents – this includes the major sections of the document.
 - 1. The first section is items from undergraduate catalog but written for a different audience. EPC decided there were no policy changes that needed to be made in the editing. Language on online courses was included and evaluations were altered to reflect that these are online.
 - c. Commentary on Sections I & II (Jack Martin)
 - i. Suzanne Raitt (English) thanked the FAC for the effort in completing this process.
 - ii. Claire McKinney (Government) asked a question about Evaluations and the clause that faculty members not be present during evaluations. Claire asked how this should be accomplished as we are often encouraged to use class time for the completion of evaluations.
 - 1. Janice Zeman (Dean of Undergraduate Studies) indicated that it is common practice for faculty to leave the room during this time due to student perception of anonymity if faculty are present.
 - iii. A motion was made to approve Sections I & II – the motion passed by a majority vote.
 - d. Commentary on Section III (Martin Gallivan)
 - i. This section predominantly was review to examine the teaching and advising role different in the graduate programs.
 - ii. Important items were added to this section:
 - 1. The role of the Committee on Graduate Studies (COGS) and the role of the Dean of Graduate Studies in COGS were clarified.
 - 2. TA, Teaching Fellows, RA roles were clarified.

3. Procedures for resolving disputes were clarified.
- iii. Question – Silvia Tandeciarz (Modern Languages and Literatures) asked for clarification about the time for completion to a degree.
 1. Virginia Torczon (Dean of Graduate Studies) indicated that the degree clock starts at matriculation (rather than exam completion dates) but can be changed by committee. For doctoral students, this is a seven year period, and for master’s students, this is a six year period. There is a clause for suspending the degree clock during approved leave. We are seeing much faster times to degrees as a result of changes.
 - iv. A motion was made to approve Section III – the motion passed by a majority vote.
- e. Commentary on Sections IV (Jack Martin)
- i. EPC policies have been long standing and on the web for years. The policies were reviewed for the faculty and COLL curriculum procedures were identified. FAS involvement was also specified.
 - ii. Question – Brett Wilson (English) asked about phasing out courses in the system that have not been offered over an extended period.
 1. Jack Martin indicated that a department would need to contact Cory Springer to hide a course in the catalog. If a faculty member teaches and then leaves, however, the courses do remain in the department’s catalog section.
 - iii. A motion was made to approve Section IV – the motion passed by a majority vote.
- f. Commentary on Section V
- i. Nominations and Elections
 1. Certain policies about replacing people who leave committees early. If someone has recently been in that area, then they can be a temporary replacement. FAC – wanted to make this transparent without being on N&E
 2. Question – Christy Porter (Psychological Sciences) asked about the inclusion of specific verbiage about NTEs. Christy asked to see the list of committees that NTEs may not serve on and for the reasoning of why these were included on the list. This was determined to be a question of how we operationally define personnel.
 3. Marc Sher (Physics) pointed out that there was an inconsistency and made a motion to add senior lecturer to the first bullet on page 47. This motion was passed by a majority vote.
 4. Christy Porter (Psychology) made a motion to table the current discussion pending a further investigation of the definition of personnel prior to approving Section V. The motion was passed by

a majority vote. All discussion was ended at this point but will be continued at a later date.

VI. Motion from EPC to create a BS in Data Science (Elizabeth Harbron)

- a. Elizabeth reminded faculty of important upcoming deadlines (all are available on the EPC website):
 - i. Student Advising will begin immediately after spring break. The deadline for new courses to be approved is Feb 26th by the Chair or Program Director in Curriculog.
 - ii. New courses for the fall semester but must be approved by the Chair or Program Director in Curriculog by April 15th.
 - iii. Freshman will also be registering for courses over the summer so 100s and 150s need to be available.
 - iv. COLL 300 proposals are due to the CLA by February 26th. There will be a workshop on Monday at 12:30pm.
- b. Proposed BS in Data Science
 - i. The steering committee for Data Science came to EPC with proposal for new BS in Data Science. Matthias Leu (Biology) and Janice Zeman (Dean of Undergraduate Studies) are here today to answer questions. The only point of difference between EPC and the committee is the overlap with the CAMS major. There is a possibility of an overlap with Math in three courses. The issue is related to the catalog language that only two courses can overlap for double majors.
 - ii. Matthias Leu explained the current self-designed major and minor and identified current issues that exist. The creation of a distinct BS in Data Science aligns with the opportunity from Richmond to infuse the STEM education with faculty based funding. The stipulation was that there must be a major in Data Science. This has been discussed with other universities, private industry, and data scientists from the Navy. The perspectives from these different groups has been collected to improve the curriculum selection process. This major would be distinct from CAMS, and the CAMS major requires courses, such as metric courses that are not required in Data Science. The two are also pedagogically different, with Data Science attracting students from various departments, including social sciences that would not traditionally go to the CAMS major.
 - iii. Questions
 1. Rex Kincaid (Mathematics) asked why some additional electives are not included. Rex indicated that there aren't many seats in the courses and wanted clarification on how this was being addresses/
 - a. Matthias Leu indicated that the proposal is the first of many steps. The steering committee envisions a broader dialogue that will lead to new tracks.

- b. Greg Smith (Mathematics) stated that most quantitatively trained scientists would be fine offering a data science course. The problem could be solved by letting other members of campus be involved in the major offerings.
 - 2. Provost Halleran added that there are multiple searches going on related to this discipline in response to a different initiative. The expectation is that we will have the person-power to take care of this concern.
 - 3. Christopher Del Negro (Applied Science) asked what the major would consist of prior to the specific tracks being established.
 - a. Matthias Leu explained that the track would give the specialization of the degree. The degree would consist of the core courses.
 - 4. Suzanne Raitt (English) asked about the courses under the data application track, specifically at the 400 level. The question was raised as to whether these were aspirational or courses in mind.
 - a. Matthias Leu indicated that the plan is to hire then adjust the course offerings. Currently, the hiring process is in process. The goal is to offer courses in the humanities. For example, Government is currently conducting search.
 - 5. David Armstrong (Physics) asked about the future of this degree once it is approved with regards to how the current committee will move forward.
- iv. A motion was made to adopt a BS in Data Science. This motion passed by a majority vote.

VII. Nominations and Elections (Brent Owens)

- a. Faculty Affairs Committee (Area III) three-year term commencing at the beginning of the fall 2019 semester.
 - i. Sara Day (Mathematics)
 - ii. Hannes Schniepp (Applied Science)
- b. Procedural Review Committee and Personnel Policy Committee (Any Area) commencing at the beginning of the fall 2019 semester.
 - i. Pamela Hunt (Psychological Sciences)
 - ii. William Hutton (Classical Studies)
- c. Committee on Faculty Awards, Prizes and Professorships (Area II) three year term commencing at the beginning of the fall 2019 semester.
 - i. Marcus Holmes (Government)
 - ii. Tomoko Hamada (Anthropology)

No nominations were added from the floor. The ballot will be sent out following this meeting and remain open for a week.

- VIII. Report from the Teaching and Learning Advisory Team (Chris Nemechek)
- a. This team is composed of Chris Nemecheck (Government), Nikki Santiago (Art History), Carrie Cooper (Libraries), and Ann Marie Stock (Modern Languages and Literatures).
 - b. The team is currently working on plans for a teaching and learning center, following a call from Provost Halleran. The committee has worked on learning information about interested in this and options for faculty.
 - c. After completing an overview of peer institutions, it is clear that we are an outlier by not having a center. The group has conducted research on what types of teaching and learning centers there are, methods of carrying this out on campus, what types of partner organizations we would work with, and possible roles for faculty and students
 - d. The team has taken a couple of trips to the Varina library that is east of Richmond and to the Harvard Bok Center. The Varina trip was a forward thinking trip to explore possibilities for the center. The Harvard Bok Center trip focused on the university teaching and learning center for A&S, as Harvard does not have a university wide center.
 - e. The team would welcome input on what faculty would like to see in the process. Please contact any members of the advisory team with questions or suggestions. A report will be provided to the Provost later this month.
 - f. Ann Marie Stock indicated that this was an effort following the recommendations of the eLearning Committee and the Race and Race Relations Task Force that about a formal structure for training. The goal is to move this into an open space for university wide engagement. The center should be a hub for innovation and a place to bring faculty together. Carrie Cooper is championing the creation of space on the Garden Level of Swem to bring learning partners into greater contact.
 - g. Questions
 - i. A question was raised if there was a location in mind outside of the Garden Level of Swem.
 1. The team indicated that they are primarily looking at the Garden Level of Swem. Ann Marie Stock expressed that there is a unanimous sentiment that the library is the ideal space as an intellectual hub that does not belong to any one constituency. This seems to be ideal in moving forward in a collective agenda.
 - ii. Shantá Hinton (Biology) asked about an inclusion of students and the struggles they face in learning.
 1. Chris Nemechek responded that this is a faculty focused model working to overcome the barrier of “brand new” for junior faculty members. Students are employed as user testers at Harvard, providing feedback on instruction techniques. Student may be involved as co-collaborators.

- iii. Berhanu Abegaz (Public Policy) asked if there was a thought to match teaching skills with research skills, aligning with a focus on students, particularly in the social sciences. One example provided is the process of creating an answerable research question.
 - 1. Chris Nemecheck explained that a lot of time is spent collaborating with students but that faculty are not taught how to do this. Opportunities for this have been a point of discussion.

IX. Report from the Committee on Academic Status (Jim Kaste and Melanie Dawson)

- a. The CAS petitions are broken into two main groups, medical (455) and non-medical (813). Listed below are common petitions, although others are considered.
 - i. Overload – the most common petition type observed. This type of petition is quickly routed. This type of petition of refused in the first year. Additionally, the CAS does not allow perpetual overloads. The CAS looks favorably on overload petitions when the student is taking a diverse course load. The following are examples of approved overload petitions:
 - a. 19 credits in graduating semester with GPA greater than a 3.0
 - b. Student pursuing a CPA licensure
 - c. Students close to completing double major
 - ii. Late add – 140 petitions reviewed
 - iii. Underload – 95 petitions reviewed
 - iv. Late drop – 75 petitions reviewed
 - v. Late withdrawal
- b. While the number of non-medical petitions has not varied greatly, the number of medical petitions has risen, almost doubling after 2016. Care reports also tripled following that year, aligning with increased diagnoses and accommodation requests.
 - i. The CAS is not able to differentiate completely between physical and mental health related petitions but the increase seems to be mental health related.
 - ii. Janice Zeman (Dean of Undergraduate Studies) indicated that this might be due to an increased awareness and a better Care Report process.
 - iii. Ben Boone (CLA) also mentioned that SAS experienced a shift in the approach to help students continue in some courses during the semester without full withdrawal.
- c. Underloads are typically approved if the student has completed eight full semesters or they are in their eighth semester but facing financial difficulties.
- d. Late Adds that are approved require a note from faculty. The DC program and winter off-campus trips also fall into this category.
- e. Late drops are considered most often when the student did not receive feedback prior to the withdrawal deadline.

- f. Medical review committee petition includes re-instatement after medical absence.
- g. Marc Sher (Physics) mentioned the fact that the university has eliminated the possibility of partially withdrawing after the fact.
- h. Margaret Saha (Biology) expressed that she would like to see leniency for first semester freshman who do not succeed in difficult courses that they might should have avoided but did not realize the difficulty. She also emphasized that financial difficulties should be considered.

The meeting was adjourned by Dean Conley 5:01 PM.

Respectfully submitted,

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Secretary to the Faculty of Arts & Sciences