

Part II: Summary of Annual Reports of the Senate Committees and General Faculty Committees for 2011-2012

Annual reports were solicited from three (3) Senate committees and twenty (20) faculty committees in a format intended to capture information on the number of meetings held, names of committee members, a summary of major activities or accomplishments for 2011-2012, unfinished business – if any, and recommendations for the incoming Senate Leadership to consider. A summary of each committee report is given below. Full-length, individual reports can be provided by the Faculty Senate office.

Academic Computing Committee

- Summary of major activities or accomplishments

The main issues they addressed include the student/faculty laptop program, secure keys for electronic signatures, problems with computer labs, and the virtual UNCG desktop.

Bruce Kirchoff of the biology department presented/demonstrated to the committee the concept map software CMAP. We surveyed the departments for interest in the software.

We also discussed the wireless peer connection using mobile devices, such as iPhone and iPad, on the university network. Because it involved the university's security policy on its network, we did not reach solutions.

- Chair for 2012-2013 - Matthew Libera
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Academic Policies & Regulations Committee

- Summary of major activities or accomplishments

The committee had a productive year, bringing a number of resolutions before the Faculty Senate. One resolution instituted a "NR" grade for unreported grades at the end of term (Previously, students were assigned an "F", and some did not question it.). Another resolution asked that freshmen, sophomores, and juniors participating in UNCG in 3 be given priority registration. A third important resolution clarified the language for second baccalaureate applicants, removing the ambiguous use of "field" in the Undergraduate Bulletin and replacing it with "department or program" as well as asking for departmental feedback as to whether a distinct program of study was possible.

The committee also revised the academic calendar several times, as the Registrar worked with the Greensboro Coliseum to schedule the December 2012 graduation date.

- Unfinished business or issues to be addressed in 2012-2013
- The committee was asked to take on the issue of Special Topics/variable unit courses. Several programs on campus (i.e. Women's and Gender Studies or African American Studies) allow for 12-18 credit hours toward graduation in Special Topics Courses. A concern was raised (not clear from whom) in 2010-2011 regarding this issue, and Josh Hoffman asked our committee in 2011-2012 to formulate a policy regarding such courses. The committee did discuss this issue at length, and I (Maura Heyn) met with Jodi Pettazzoni regarding SACS oversight (It should be noted that SACS has not made any mention of special topics courses.) The difficulty with creating a policy regarding such courses is that it must be applied across the board once it is written (SACS will notice if we don't do this). A number of other programs on campus: LIHC, Freshman Seminars, and various residential colleges use Special Topics/Shell courses to accommodate the variable expertise of their faculty. The over-riding conclusion of the committee members was the need for some type

of regulation of these courses when they are used for special programs. In meeting with Jerry Pubantz and others, it is clear that there are practices in place to oversee the content of such courses in LIHC (and Freshman Seminars) to ensure that they meet the stated learning outcomes. Also, students who take courses in LIHC or Freshman Seminars are not fulfilling requirements for the major. So, the question is whether we want to formulate a policy that may well be overly restrictive to all (or overly broad, in which case it won't help either)? The over-riding issue for these special topics courses in particular programs would seem to be learning outcomes: when the UCC passes a course, it also approves the learning outcomes. This means that all courses offered under the same course number need to have the same learning outcomes. There is no SACS standard dictating how many sections of a 'Special Topics' course students can take, though it follows that the curriculum must be designed to require multiple courses with the same learning outcomes if students are allowed to take more than one section of the same course. Do we need a policy regarding the enforcement of this practice? Do all departments have explicitly stated "learning outcomes"? Much needs to be clarified before a good policy can be formulated. There is also much confusion about what qualifies as a "special topics" course, and how these are different from "shell" courses and variable unit courses.

- Recommendations for Senate Leadership to consider. – The committee would appreciate guidance as to whether we should pursue the formulation of a policy regarding special topics courses (explained above)
 - Chair for 2012- 2013 - Maura Heyn

Budget Committee of Faculty Senate

- Summary of major activities or accomplishments
- The committee had no issues come up to address, so we met once to share stories of how the budget cuts affected our units differently. The staff senate budget committee was active in scheduling some information sessions
- Unfinished business or issues to be addressed in 2012-2013
 - It may be well for the chair of the faculty budget committee to be in contact with the staff budget committee since there are sometimes concerns shared by both parties.

Bylaws Committee

- Summary of major activities or accomplishments
 - The Committee received no business, held no meetings, and recommended no actions to the Senate.

Committee on Committees

- Summary of major activities or accomplishments
 - At the time of the report Senate Faculty Committees should have full representation from all units except for those that will become open in the event of faculty resignations. Those will be filled at the beginning of the 2012-13 academic year as needed.

Due Process Committee

- Summary of major activities or accomplishments
 - Chair for 2012 -2013 – Lili Sahakyan

Elections Committee of the Senate

- Summary of major activities or accomplishments
- I was not aware of any issues to resolve, so our only activities were to count votes at elections during Senate meetings.

Enrollment Management Committee

- First, it was agreed that the Committee should offer its recommendations to the Provost, rather than directly to the Faculty Senate. Second, it was agreed that the Committee have one “foundational” meeting in the Fall Semester to review admission/retention/graduation data. At the foundational meeting the membership would provide guidance to the Chair for a report on this information to go to the Provost, to be shared with the Faculty Senate as a part of the Provost’s report. Other meetings could be scheduled on an ad hoc basis for specific items requiring Committee input. Any Committee recommendations made on the topics of the ad hoc meetings could be sent forward to the Provost for possible action.
- Chair for 2012-2013: By prior announcement, Nicholas Williamson relinquished the office of Chair of the Committee and will, for the first item dealt with by the Committee in the Fall Semester “foundational” meeting, oversee the process concerning the election of a new Chair for the Committee for AY 2012-2013., the latter who will take charge of the “foundational” meeting immediately upon being elected as Chair for AY 2012-2013

Faculty Assembly Delegation

- Summary of major activities or accomplishments

The Faculty Assembly delegation kept the UNCG Faculty Senate informed through written reports and meeting presentations about several UNC system and General Administration developments, including the evolving state budget situation, new performance measures and funding, legislative initiatives, campus safety measures, and faculty workload reporting.

Professor Jones served on the Faculty Assembly Executive Committee.

The major accomplishment within the Faculty Assembly was its “Academics First” initiative to streamline and coordinate academic policies across the system campuses. The Academics First workgroup within the Faculty Assembly is focusing on policies regarding student retention and graduation rates, minimum admissions requirements, satisfactory progress policies, definitions of attempted hours, and drop/add and withdrawal policies. In addition, the Faculty Assembly is examining cross-campus policies associated with distributed education.

- Unfinished business or issues to be addressed in 2012-2013

The Academics First, distributed education, and faculty workload reporting work groups will continue their business into the next academic year.).

- Chair for 2012-13 is Professor Ribar until the spring. A lead delegate will need to be selected for the spring.

Faculty Compensation Committee

- Summary of major activities or accomplishments
- Chair of committee presented 2008-2011 faculty salary comparison data to the UNCG Deans Council on November 2, 2011. Reviewed salaries across campus by department and rank, and compared UNCG faculty salaries to peer institutions and doctoral programs nationally. Based on the UNCG institutional goal of compensating faculty at the 80th percentile, a report documenting UNCG salary comparisons were made using the 80th percentile target. Inequities in faculty salaries across UNCG were noted as a concern. Report shared with Provost and Chancellor. A Blackboard organization space was created for the Faculty Compensation Committee to facilitate continuity of committee documents from year to year and communication across committee members. Committee Chair served as a member of the Chancellor's Budget Sounding Board Committee meetings to represent faculty interests.
- Unfinished business or issues to be addressed in 2012-2013
A different senator will chair the committee during the next academic year. In order to facilitate this transition a meeting of the outgoing and incoming chairs will be scheduled for the beginning of the 2012 academic year. Also, there were some changes to how the data could be pulled down from CUPA. According to Sarah Carrigan: "There is a new wrinkle this year. CUPA used to provide a comparison group of all public doctoral campuses. Now we can compare on public or on doctoral, but not both together." This will need to be revisited this coming year so that year-to-year comparisons can be made with accuracy. .

Faculty Government Committee

- Summary of major activities or accomplishments
- The Committee presented resolutions on a number of housekeeping tasks, but also finalized work the new Annual and Post-Tenure Review Policy for Faculty, which has been approved by GA and will go to the Board of Governors at their May 2012 meeting.
Among the housekeeping tasks were:
 - Modifying the membership of the Faculty Assembly Delegation
 - Modifying the membership of the Student Learning Enhancement Committee
 - Revising the Constitution of the Faculty to include the Joint School of Nanoscience and Nanoengineering in the Senate; to change the number of Units represented by the Senate to accord with the number that report to the Provost after the merger of two schools to form the School of Health and Human Sciences, and to correct a number of problems in working.
 - Revising and renaming the document that used to be called the FACULTY SENATE & COMMITTEE STRUCTURES to correct outdated language, and to bring it into line with the revised Constitution of the Faculty.
 - Revising UNCG's Promotion, Tenure, Academic Freedom, and Due Process Regulations to address a number of issues that had been brought to our attention by the Senate leadership, or by the Dean of the College of Arts and Sciences.
- Unfinished business or issues to be addressed in 2012-2013
- None, but the Committee will undertake a review of the Constitution of the Faculty, the Bylaws, and the Appendices if time permits

Faculty Grievance Committee

- Summary of major activities or accomplishments
- Committee dealt with one petition for a Grievance Committee hearing. The petition was dismissed by the Committee and no hearing was held
- Unfinished business or issues to be addressed in 2012-2013
 - None.

Chair for 2012-2013 – John Rife, HHS

Faculty Professional Development & Welfare Committee

- Summary of major activities or accomplishments
- No meetings during 2011-2012

Faculty Promotion & Tenure Guidelines Committee

- Summary of major activities or accomplishments
 - The Chair of the Promotion and Tenure Committee surveyed the members of the committee on two different occasions this academic year. The first survey addressed the composition of faculty members on the unit committees. Units vary on how members are elected to the committee, rank of committee members and if an elected committee, what the role the elected committee is for the unit. (candidate review and/or procedural changes to documents). The second survey addressed the new on-line format for promotion and tenure. The chair reported the results of the survey at the meetings held by Senate Leadership in the Spring on the on-line process. Suggestions made by unit chairs were taken in to consideration by Senate Leadership; changes made will be reflected in the directions for the on-line format which can be found on the Provost Website.
- Unfinished business or issues to be addressed in 2012-2013
 - None
 - Chair - At the final meeting of the Promotion and Tenure Guidelines Committee in April, 2012 no members were present who would be continuing beyond 2012, thus a chair will need to be elected by the new committee.

General Education Council

- Summary of major activities or accomplishments
No report available

Graduate Studies Committee

- Summary of major activities or accomplishments
- Continued to review and approve graduate curriculum including proposals for new programs and modifications to existing programs. Developed process for dealing with program discontinuation requests per the Academic Program Review process (which continues into 2012-13, see below) that is SACS compliant per OPA (including a teach-out plan, etc.). Included mission statement guiding academic programs on curricular signature sheet (per SACS requirement). Revised committee membership to reflect academic restructuring and to include representatives from JSNN (voting) and the library (non-voting) per Faculty Senate

resolution. Reviewed and revised several graduate school policies, including clarifying time limits for appeals process as well as articulating appeals procedures, clarifying leaves of absence requests, and specifying a time limit on graduate certificates.

- Unfinished business or issues to be addressed in 2012-2013
- Continue discussion of policy regarding annual review of doctoral and specialist students as well as creation of centralized Accelerated Bachelor's to Master's Degree Program. Continue reviewing graduate program discontinuation requests resulting from final results of Academic Program Review.
- Chair 2012-2013 – David Teachout

Intercollegiate Athletics

- Summary of major activities or accomplishments
- Major Activities for FCIA (2011/12) included:
 1. Touring athletic facilities (baseball club house and all new locker rooms)
 2. Meeting with Head Coaches
 - a. Emily Maron (Women's Golf)
 - b. Linh Nguyen (Men's & Women's Cross Country & Track)
 - c. Justin Maudlin (Men's Soccer)
 - d. Wendy Palmer (Women's Basketball)
 - e. Mike Gaski (Baseball)
 3. Completing an NCAA-required review of Academic Support Services for Student-Athletes. The review team included FCIA members as well as other faculty and staff. The report was submitted and accepted by the NCAA.
 4. FCIA completed a review of the Athletic Department's Alcohol and Other Drug (AOD) Policy as well as specific team policies. FCIA directed the review but much of the work was completed by an undergraduate student from Public Health Education (Janie Burley) as part of her Internship requirement. Highlights from the AOD policy review include:
 - Every student-athlete is drug tested at the start of the year.
 - Then we randomly test student-athletes during the course of the year.
 - The first positive is treated as an educational opportunity.
 - An administrator meets with the student-athlete.
 - The student-athlete then has to call their parent or guardian to let them know the situation.
 - The student-athlete needs to meet with the Athletic Director.
 - The student-athlete is put into a substance abuse educational program.
 - The educational program results in a risk rating for each student athlete and it may recommend some additional steps.
 - There is also a community service component to the program. First violation requires 10 hours of community service.
 - The second positive is the same as the first but adds a suspension from the team.
 - The third positive and you are done.
 - We have seen fewer violations this year than last year.
 - There was discussion of the need for student-athletes to keep their trainers informed on any legitimate medications they maybe be taking – both over the counter and prescription.
- Jane Burley
 - A great deal of the discussion on whether or not there should be difference in violations

with alcohol vs. other drugs.

5. FCIA completed a review of the UNCG Concussion Policy. Highlights include:

- Terry Ackerman (Faculty Athletic Representative) emailed a copy of the UNCG Concussion Management Policy to FCIA members.
- Kim Record (Athletic Director) provided an overview of how UNCG got to the point of the Concussion Management Plan and Statement.
- Kim Record mentioned that while this policy started in athletics, that ACIA and FCIA had approached the Dean's Council to look at a school wide policy to deal with all students who have to deal with concussions during the school year.
- Terry Ackerman brought up that he had had a discussion with John Imarino with the Southern Conference making sure that game officials were trained in concussion management. The SoCon football officials are but the other sports (for example men's and women's basketball) have not discussed the issue.

6. FCIA reviewed the Leave/Missed Class Policy for student-athletes. Highlights include:

- Terry Ackerman emailed FCIA members the UNCG missed class policy.
- Terry Ackerman also provided sample leave policies from other SoCon schools and other schools in the UNC system.
- Terry Ackerman as the other faculty members present at the meeting what had been their experience with student-athletes missing classes do to completions. The faculty present said that the way the department notifies professors of student-athletes needing to miss class due to competition was very positive.
- Terry Ackerman asked the student-athletes present what had been their experience with dealing with professors about having to miss class time due to athletic competition. It was brought but that it varies from teacher to teacher. Some teachers were very positive and accommodating. But other professors had set policies about dropping students a letter grade based on the number of missed classes.
- There was a discussion about whether such policies were really fair to student-athletes and other students in general.
- Kim Record mentioned that Athletics attempts to look at competition schedules and how that would affect class attendance.
- David Wyrick brought up that the way a student-athlete approaches a faculty member about having to miss classes, could affect how willing the professor will be in working with a student-athletes schedule.
- Brian Battle brought up that we ask coaches to collect course syllabuses from their student athletes and the AEP staff making a list of classes that have issues with missed classes.
- There was also discussion of online vs. in-person classes as a way of being able to work around missed class issues.
- Terry Ackerman explained that we are in an information gathering stage when it comes to altering this policy and asked the members to talk with their fellow faculty members about their thoughts on this issue.

7. FCIA reviewed the required AOD class (HEA 331) required of all new (Freshman and Transfer) UNCG student-athletes. Highlights include:

- Instructor Chris Seitz gave a brief overview of the class.
- This year the course has gone from three sections of 30 student-athletes to one section of 75 student-athletes.

- The class has recently taken on a component dealing with communication with media and professors.
- There has been a lot of positive feedback from student-athletes taking the course.
- Last spring there was discussion on how the program could be improved.
- Ed Wahesh (Doctoral student from Educational Counseling) has been brought into to add a component dealing with Group Motivational Interviewing.
- Group Motivational Interviewing holds a lot of promise as being the most effective way of reaching college students a limited amount of time.
- Ed gave an overview of the motivation interviewing component of the program and his experiences with the success of motivational interviewing at Fordham University.
- Motivational interviewing is a directed counseling approach to exploring substance abuse and ambivalence to making changes to behavior
- Unfinished business or issues to be addressed in 2012-2013 –
 1. Continued work on the Leave/Missed Class Policy for UNCG student-athletes.
 2. Continued work on HEA 331
 3. Education with coaches regarding team AOD policies
 4. Continued revision of Athletic Department AOD policy
- Chair for 2012-2013 – David L Wyrick

Promotions & Tenure Committee

- Summary of major activities or accomplishments
- As has become standard practice, the Provost referred to the Committee for its advice all of those cases where there was not unanimity at the lower levels of review, and those cases that were applications for early promotion and/or tenure. The Committee was informed of the cases it would be evaluating at its first meeting, and laid out its procedure for evaluating the assigned cases. At a second meeting, after Committee members had studied the dossiers of the candidates, the Committee deliberated over the assigned cases, and voted on what advice to give the Chancellor. The Committee reported its advice on these cases to the Provost and Chancellor in a third meeting scheduled for that purpose, and, subsequently, at a fourth meeting, with the Chancellor and Provost, learned of the Chancellor's final decisions on the cases in question.

Unfinished business or issues to be addressed in 2012-2013 –

The Committee this past year was the first to enjoy access to candidates' dossiers online. For the most part, this new access went very smoothly, and made the Committee's job much easier. In meetings which I attended after the Committee's business had concluded, further improvements to the format and instructions for the online dossiers were discussed, and changes have been made for next year. No doubt, this will be an ongoing process.

- Chair for 2012-2013 – John Lepri

Research Grants Committee

- Summary of major activities or accomplishments
 - Reviewed and selected the awards for the Regular Faculty Grants, Regular Faculty Summer Excellence Research Awards, New Faculty Grants and New Faculty Summer Excellence Research Awards (the Regular Faculty Summer Excellence Research Awards program was new this year). Held 2 training sessions for faculty on submitting the grants.
 - Reviewed and updated the instructions and guidelines for submission for AY 2011-2012,

including incorporating instructions and guidelines for the new Regular Faculty Summer Excellence Research Awards program. Reviewed and selected awardees for the publication subsidy funding. Discussed options and opportunities to expand the amount of funding available for subsidies.

- Unfinished business or issues to be addressed in 2012-2013 –
 - Continue discussing options and opportunities to expand the amount of funding available for subsidies and discussing ideas for further expanding the funding for Regular Faculty proposal programs since there are so many more excellent proposals submitted for the Regular Faculty grant proposal programs (Regular Faculty Grant and Summer Excellence Research Award) than could be funded (please note that \$80,000 was added to the funding amounts provided by Terri Shelton's office this year, to support the newly added Regular Faculty Summer Excellence Research Awards program; the response to this new program was huge)
 - Chair for 2012-2013 – Heidi Krowchuk

Research Policies Committee

- Summary of major activities or accomplishments
- The RPC dealt with the formulation of two policies in collaboration with the Office of Research and Economic Development. In both cases, RPC members were particularly focused on specific scenarios and uncertainties that might arise from the implementation of the policies based on their wording, and offered language to alleviate these potential issues. For the Minors in the Lab Policy which culminated in the completion of a policy statement, RPC members indicated that the wording of consent forms was not suitable for minors and their guardians/parents, and also raised concerns about the distinction between research subjects who are minors. The RPC provided feedback, suggested revisions, and addressed a variety of issues in order to sharpen and clarify a Data Access and Management Policy that ultimately was approved by the Chancellor in April, 2012. These included concerns about data access for faculty who leave UNCG for other institutions and for those who subcontract from other institutions. Concerns were also raised about the level of security necessary for human subjects research, and its distinction from HIPAA information. For both policies, RPC had suggested that an annual review of the policy be included as part of its implementation, which was adopted.
- Unfinished business or issues to be addressed in 2012-2013
- The RPC undertook two major areas for discussion with Associate Chancellor Terri Shelton, and these discussions will continue next year: Conflicts of Interest and Faculty Workload issues, particularly as these pertain to areas of research and scholarship..
- Chair for 2012-2013 – Christina Rodriguez

Scholarly Communications Committee

- Summary of major activities or accomplishments
 - In October 2012, the Committee sponsored a Faculty Forum concerning article processing fees for open access journal publishing, and after the forum, committee members worked with the Libraries and the Office of Research and Economic Development on the creation of the Open Access Publishing Support Fund, a pilot project providing grants of up-to \$1,000 for faculty, EPAs, and graduate students who publish in open access journals. The fund was established in January 2012, and two members of the

- Committee are on the three-person panel that reviews applications and makes recommendations. The Committee also continued to support and promote NC DOCKS and the OJS journal publishing software.
- Unfinished business or issues to be addressed in 2012-2013
 - The Committee will sponsor a Faculty Forum in October 2012, and the tentative plan is to have a panel of local faculty members who would discuss the many issues related to open access publishing and how publishing in open-access journals fits within the promotion, tenure, and post-tenure review processes on campus. The Committee is also considering sponsorship for two other faculty forums during the 2012-13 academic year—one forum would be similar to the forum mentioned above, but it would concern technology transfer, and the other forum would also be similar but would focus on community engaged scholarship.
 - Chair for 2012-2013 – Stephen Dew

Student Learning Enhancement Committee

- Summary of major activities or accomplishments
 - A. Completed reviews of departmental assessment plans and reports based on 2010-2011 Compliance Assist reports.
 - B. Established monthly committee meeting schedule and additional conference/workshop opportunities for further faculty development activities.
 - C. Arranged with Associate Deans to replace three departing committee members.
 - D. Held eight committee meetings in 2011-12.
 - E. Revised, provided committee development, and applied Enhancement Progress Rubric which is used to review all academic programs' learning enhancement processes. Presently being used to review and communicate with Associate Deans and then departmental faculty.
 - F. Refined guidelines, and made one award, for the Student Learning Enhancement Excellence Award. We also provided detailed feedback to the other two submitters for improvement purposes.
 - G. Worked with Liane Davenport of Office of Academic Assessment (OAA) to produce a BB site for committee with a series of Best Practices, readings, committee reports, etc. for faculty development.
 - H. Maintained excellent working relationship with Dr. Jodi Pettazzoni, Director of OAA.
- Unfinished business or issues to be addressed in 2012-2013
 - A. Amy Lixl-Purcell and Jerry Walsh are returning for another term. We are soliciting nominations for a Graduate Student to join the committee, as Korinne Chiu has accepted an assessment position in Virginia.
 - B. Departmental reports based on 2009-2010 Compliance Assist reports have been completed and submitted to appropriate Associate Dean or Department Head.
 - C. Guidelines for the Student Learning Enhancement Excellence Award are ready for next year.
 - D. Repeat cycle for 2011-12 CA reports in the upcoming year.
 - E. Report the status of academic assessment to the Faculty Senate and Associate Provost for Planning and Assessment.

Undergraduate Curriculum Committee

- Summary of major activities or accomplishments
 - 1) As a result of the Program Review process, there were numerous requests to discontinue programs and concentrations over the course of the academic year. The committee approved the program requests noting that discontinuation would only be final after approval from General Administration and SACS. Approval of discontinuation of concentrations did not need GA and SACS approval as long as the degree program continued to exist.
 - 2) Changes to the University Curriculum Guide were requested including inclusion of a statement on the forms indicating that in the normal course of discussion of course approval and program revisions that consideration of the University mission statement occurred. This statement will be included to clarify adherence to SACS policy with regard to the approval process and the University's mission statement.
 - 3) Approved 65 new and amended course proposals (see attached), 55 program revisions, and numerous routine changes.
- Unfinished business or issues to be addressed in 2012-2013
 - At the April 13th meeting the committee was asked to approve courses at the Undergraduate level in Peace Studies and Conflict Resolution. The committee tabled any action on these because they were uneasy with approval of courses where no major or program existed at the undergraduate level. A motion was approved to allow Peace Studies and Conflict Resolution to proceed with intent to plan a new baccalaureate degree

Chair for 2012- 2013 – Karen Poole.

University Teaching & Learning Center Committee

- Summary of major activities or accomplishments
 - FTLC focused on conducting the Executive Director search. The Oak Grant Foundation faculty development was started, where the Universal Design for Learning workshops were implemented.
- Unfinished business or issues to be addressed in 2012-2013.

None

Chair for 2012-2013 – Joi W. Bulls