

*2018-9 College of Arts and Letters Faculty Council*  
*Meeting Minutes*  
*October 30, 2018*

**I. Call to order:** Sixth meeting of the 2018-9 council called to order 4:00 p.m., SU 3018.

**II. Roll call**

Present: Alam, Baltus, Barnes, Black, Brakel, Coulter-Harris, Coventry, Cox, Day, Egan, Emonds, Fitzgerald, Foss, Kistner, Langan, Lundquist, Padilla, Piotrowski, Reising (for Mattison), Rouillard, Sapci, Srinivasan, Taylor, Thompson-Casado, Wu

Excused: Smith

Absent: Allred, Benton, Caceres, Christman, Beatty-Medina, Ferris, Forte, Mezo, Miner, Nemeth, Sakowski

Non Voting: Case

Quorum was present.

**III. Approval of Minutes & Agenda**

Minutes of the October 16 session were approved as submitted. Brakel made a motion to alter today's agenda, to add an item under New Business regarding a curriculum proposal timeline. Motion passed. Revised Agenda was approved.

**IV. Committee Reports**

**Executive Committee: Jami Taylor**

Taylor reported on the meeting of the Executive Committee held earlier the same day.

Executive Committee discussed progress on tenure elaborations documents, and decided to present comparisons of various drafts at council. Taylor thanked Day, head of elections committee, for completion of filling positions on CCAP. The finished draft of the Constitution was provided to council members before the meeting.

Taylor reported that the UT Website has a CAL Council website now, thanks to efforts by Melissa Gregory. The web address is [utoledo.edu/al/facultycouncil.html](http://utoledo.edu/al/facultycouncil.html). Taylor asked council for advice on posting agendas and minutes on this site publicly. General consensus was in favor.

### **Faculty Senate: Tim Brakel**

Tim Brakel summarized business conducted at the most recent Faculty Senate meeting.

Provost Shu had reported that interim sessions courses are in place for Winter 2018. Courses are either on-line offerings or courses that meet abroad. A workshop on “The Future of Online and Blended Learning” was announced for October 31. Schneider reported on data about student success, and targeting student populations with lower graduation rates than others at the university. The new dean of the College of Business & Innovation, Dr. Anne Balasz, was introduced.

### **Graduate Council: Sara Lundquist**

Lundquist reported that graduate council needs to draft a formal independent study policy. State subsidy for graduate students has changed drastically from 95% to 20% based on enrollment. A new IRB Manager went live on the university website. [No required training was indicated for its use.] Requiring all grant proposals must go through the Research Office will be enforced to prevent faculty from searching for funds on their own. The Graduate Student Association is at work on forming a new constitution. The Midwest Graduate Research Symposium was indicated as a resource for graduate students seeking places to make presentations.

C. Gruden indicated the health insurance provider for graduate students was changed without notice. Costs are high, especially for those on family plans. There is a need to provide grad students with information about options.

The CAL has applications submitted by three faculty members for joining the graduate faculty.

### **IV. Administrator’s Report: Patricia Case**

Dean Gilbert was unable to attend council today. Patricia Case passed on the dean’s appreciation for work on the college tenure and promotion elaborations.

### **V. Old Business**

#### **Constitution Update: Taylor**

Copies of the completed College Constitution were distributed electronically to council members. Changes included font and style changes as requested. Taylor asked if the draft could be sent out for the vote by faculty. The draft was displayed and scrolled through for brief inspection and questions. Motion to endorse the constitution was made and approved by voice vote.

Taylor encouraged faculty to vote on adoption, and to encourage fellow faculty to vote also, as the draft represented three years of work by council.

#### **Elections Committee: Ally Day**

Day announced that CCAP positions had been filled: Melinda Reichelt, Deb Orloff, Tammy Kinsey, Oleg Smirnov, Kristen Keith. It will be up to the committee to select its own chair. Day also noted one more graduate council position needed to be filled.

Day will create an online ballot for voting to approve the new constitution by Wednesday (October 30), and balloting will be open for two weeks.

#### **Curriculum Committee: T. Brakel**

A handful of courses currently in the system were cleared out so that there will be a clean slate when the new system is in place next January.

#### **VI. New Business**

These items brought forth as New Business.

#### **Tenure & Promotion Guidelines: Lingan**

Edmund Lingan offered a comparison of wording in the current elaborations on Tenure & Promotion for the college. Wording from the University guidelines, as well as former CCAP guidelines, was compared and discussed. In particular, the wording for selecting external reviewers was discussed. The crux of the matter concerned whether the department chair should produce 3-5 references, or whether the chair should act in conjunction with tenure faculty to produce references. An informal poll of council resulted in 13 favoring the input of the departmental tenure faculty, with a number of abstain votes. Suggestions were to use an “and/or” or “department chair in consultation with” phrase.

A second issue revolved around whether textbooks may be considered scholarly work to use in tenure evaluation. The crux of the matter was a phrase that identified “[especially] if there is evidence if it is widely adopted” as difficult to interpret.

A section identifying an “exception to the rule” was deleted because it referred to other colleges, so is irrelevant in the college elaborations. Some grammatical blunders were publicly admitted by Lingan, and promised to be revised .

#### **Core Curriculum Proposal Timeline: Brakel**

Brakel introduced a plan for the work on the College Curriculum. He proposed presenting one document to the council at the last meeting of this semester. Members would receive a draft by December 8 to discuss at the December 11 meeting. Following that, two meetings would be allowed for proposing amendments with a goal of a resolution before March.

Instead of separate drafts being presented at council by different constituencies, departments are asked to submit proposals directly to the Curriculum Committee within the next few weeks so that ideas could be incorporated into one draft for December 8. There was a call for agreement to accept this plan, accepted by voice assent.

## **VII. Announcements**

Fitzgerald repeated her invitation to the Summers Lecture, Elaine Treharne.

Emonds invited faculty to attend the World War I Symposium, sponsored by the World Languages department and the Humanities Institute.

Brakel announced that the search committee for an Associate VP for Enrollment would be having public forums with candidates soon.

## **VIII. Adjournment** Motion to adjourn at 5:28 PM

Minutes submitted by Michael Piotrowski, council secretary. Send amendments / corrections to [michael.piotrowski@utoledo.edu](mailto:michael.piotrowski@utoledo.edu).