

2018-9 College of Arts and Letters Faculty Council
Meeting Minutes
September 18, 2018

I. Call to order: Third meeting of the 2018-9 council called to order 4:00 p.m., SM 2100.

II. Roll call

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

Excused: Emonds

Absent: Alam, Allred, Caceres, Beatty-Medina, Ferris, Forte, Mezo, Sakowski

Non Voting: Case, Gilbert, Hintz, Monsos, Wedding

Quorum was present.

III. Approval of Minutes & Agenda

Minutes of the September 4 session were approved as submitted. Brakel made a motion to alter today's agenda, to remove AAUP Report from the Committee Reports today and going forward. 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 method for replacing Barbara Schneider as council's representative on Faculty Senate. She is no longer eligible due to her promotion to Vice Provost. Taylor proposed asking council if they would accept Mike Dowd as a replacement in lieu of an election for the position. Mike Dowd had been contacted prior to council meeting, and was willing.

Work on the constitution was in progress, with a key issue being Lecturer representation. Suggested strategies vary.

Taylor asked council for suggestions on proceeding with drafting College Tenure & Promotion Guidelines to match the College elaborations. Melinda Gregory will be invited to meet at the 10/2 Executive Committee to advise. Discussion of whether forming a new

drafting committee was necessary, or if past work had made sufficient progress to carry through at this point.

Faculty Senate: Tim Brakel

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

Provost Shu reported that enrollment was down, but up in retention areas. The Student Center for Advocacy was presented. It is housed in the College of Health and Human Services. It includes a Victims Assistance Program that will provide confidential help for students, faculty or staff victims of harassment or assault.

Graduate Council: Sara Lundquist

This term will have a graduate student commencement ceremony on Saturday at the end of the term. The registrar will no longer include in catalog listings for graduate courses a designation for Health Science or Main campus. Interim Dean Grothen reported that the cause of the dip in graduate school enrollment could not be attributed to any one specific cause. The new curriculum tracking system will begin in January. The graduate college plans to have workshops on responsible research, mentors and mentoring, plagiarism, etc. Graduate student insurance has increased. The Office of Research will start scrutinizing travel to some countries more closely.

IV. Dean's Report: Charlene Gilbert

Dean Gilbert presented a PPT slideshow of information. The PPT covered several topics:

Fall enrollment—figures explained at the previous council meeting were presented again. College enrollment is down by 5.8%, but that is better than last year. Gains were made in First Time in College (10.9%) and New Adult (14.3%) categories.

Recruitment & Retention—Recruitment is looking into transfer student & adults in graduate courses. The current retention rate of 66% is down from last year. Largest group (22) was students on academic suspension. The dean requested faculty make use of the Starfish system.

Discussion of the effectiveness of the Success Coach roles in Starfish program focused on the high number of students per Success Coach and whether Success Coaches were assigned to students from a specific college. Is there a specific coach just for CAL students?

Other suggestions for retention initiatives included creating department connections through a “welcome students” event, creation of more early arrival programs, possibly for Spring enrollees, and a First Read or Common Read program with an invited speaker.

Cost of books was pondered, and whether the college could sponsor the program. A limited Common Read program is used in the current Composition Program.

Graduation Rate—While the university as a whole had a graduation rate up 5 points, the CAL graduation rate went up 7 pts. Dean wants to focus on strategies for junior year students and strategic scholarships for students.

Data Analysis--Dean was involved in college wide discussion of creating academic programs in “data analysis.” Possible course development in this field could be beneficial. CAL approved a Data Analysis minor, with possible courses such as the ethics of using big data, or data visualization courses. Fitzgerald suggested a digital humanities course could be an idea to pursue.

Tenure & Promotions Guidelines—Faculty Senate has approved these, and departments will need to see if their Elaborations align. Discussion of whether CAL guidelines should be completed first.

Shapiro Lecture--This year’s Edward Shapiro Annual Lecture will be given by Zanny Minton Beddoes, the Editor-in-Chief of *The Economist*. The lecture will be held this Wednesday, October 3 at 7 PM in Doermann Theatre.

V. Old Business

Diversity & Inclusion Plan: Patricia Case

Dean Case presented a revised portion of the Diversity & Inclusion Plan presented in New Business at the previous CAL meeting. The identification of “inclusion” was expanded to a greater list of identities. The revised text is as follows:

Inclusion

An inclusive environment provides opportunity for full participation in the life of the University by each of its members, embracing differences and fostering a sense of belonging among faculty, staff, students, and the community. An inclusive university recognizes that our institution derives strength from many different kinds of diversity, including but not limited to, race, ethnicity and national origins, gender and gender identity, sexuality, socioeconomic class, age, disability, and religion. It is committed to justice and equality for all such groups. Diversity in all dimensions sustains the intellectual and cultural vibrancy of our community.

No other amendments were presented. Case requested council vote to “endorse” the plan. Motion to accept the changes, endorse plan, and approval by voice vote followed. Case

also solicited volunteer members to serve on the Diversity Committee. Barnes was identified as a currently serving member.

Elections Committee: Ally Day

Day announced that we need to find two Humanities representatives for CCAP. She was able to find only one person to be on the ballot for CCAP elections. Some speculation that Social Science would need a new representative also, which was confirmed after council meeting. Day requested that departments consult their faculty again and stress the need.

Constitution Committee: J. Taylor

The committee has received some suggestions from members and will meet to consider them. The committee expects to have a new draft at the next meeting of council, and items not agreed upon can be taken to the floor. The next step of the process will involve changes suggested as motions in council.

Curriculum Committee: T. Brakel

The committee is forming and has scheduled a future meeting time to talk about curriculum.

VI. New Business

These items brought forth as New Business.

Faculty Senate Representative

Because of the need to replace Barbara Schneider, council was asked if Mike Dowd, runner-up in the last election, could be appointed without an election. Discussion led to accepting the suggestion. A motion for the nomination was made and approved.

Tenure & Promotion Guidelines

College needs to align the Tenure & Promotion Guidelines with the Elaborations for the College. Melinda Gregory will meet with the executive committee to discuss the previous elaborations and how they match the new guidelines to help alleviate re-doing the same work. Departments should wait to create departmental elaborations until the college elaborations are finished. Discussion of a time line for completing college elaborations. Question: Should the executive Committee or CCAP write the college elaborations?

VII. Announcements

Women's Studies is bringing speakers to campus. Watch for announcements. The dean added that faculty should put events into the Master Calendar.

The PBS series *The Great American Read* will feature on air interviews of two CAL faculty, Tim Geiger & Deborah Coulter-Harris.

VIII. Adjournment Motion to adjourn at 5:19 PM

Minutes submitted by Michael Piotrowski, council secretary. Send amendments / corrections to michael.piotrowski@utoledo.edu.