

**2018-9 College of Arts and Letters Faculty Council**  
**Meeting Minutes**  
**September 4, 2018**

**I. Call to order:** Second meeting of the 2018-9 council called to order 4:00 p.m., SU 2591.

**II. Roll call**

Present: Alam, Baltus, Barnes, Benton, Brakel, Coulter-Harris, Coventry, Cox, Day, Dombrowski, Egan, Emonds, Fitzgerald, Foss, Kistner, Langan, Lundquist, Mezo, Nemeth, Padilla, Piotrowski, Rouillard, Sakowski, Sapci, Smith, Taylor, Thomas-Casado, Wu

Excused: Beatty-Medina, Ferris

Absent: Allred, Black, Caceres, Christman, Forte, Miner, Reising (for Mattison)

Ex Officio: Case, Gilbert, Hinz

Quorum was present.

**III. Approval of Minutes**

Minutes of the May 1 session were approved as submitted, although not read.

**IV. Committee Reports**

Chair Taylor asked for volunteers to report on Graduate Council and AAUP. Lundquist, Fitzgerald and Kistner volunteered.

**Executive Committee: Jami Taylor**

Taylor reported on the meeting of the Executive Committee held earlier the same day. Executive Committee agreed that New Business shall not be voted on unless there is unanimous consent to vote from Council. This measure provides members opportunity to consider issues and discuss them with their constituent departments before voting. New Business does not include curriculum items vetted by the curriculum committee or elections for committee membership.

A new curriculum tracking system will be in place next Spring. For program modifications entered into the system, take screenshots and make back up paper copies in case data is lost in the transition.

Executive Committee moved to request the Dean distribute the approved College Tenure and Promotion Elaborations to department chairs, so that departments can ensure their elaborations are in compliance.

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

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

Dr. Gaber announced that the university is about to begin a capital campaign. Dr. Cockrell presented information on Student Affairs resources for students with personal and social problems. Provost Ayres discussed intersession courses. The Ally tool for accessibility on Blackboard was presented. Dr. Bartell presented strategies on retention, student success and orientations.

### **Graduate Council: Sara Lundquist & Tina Fitzgerald**

Information from the Graduate Council was shared. Graduate student enrollment is down. Currently, there are 117 graduate students in the college. Announcement was made that intersession courses will not be approved for graduate level courses. Also, the Graduate Student Association has funds available for grad students to travel and study abroad.

### **AAUP: Michael Kistner**

Kistner reminded AAUP members about enrollment in the sick leave bank. Contact him if interested. Because of recent Supreme Court rulings, faculty not currently members of AAUP no longer have agency fees deducted from pay. Taylor believes the union missed an opportunity to publicize this fact over the Labor Day holiday.

### **IV. Old Business**

No old business.

### **V. New Business**

These items brought forth as New Business.

### **Constitution Process and Current Draft**

A revised version of the College Constitution draft was sent out through email and presented on the table for consideration. Member input is solicited from the chair. The process will allow faculty an opportunity to send comments and suggest improvements through a period of open comments submitted to a constitution committee.

Questions were raised about Lecturer representation wording in the current draft. Discussion focused on wording limiting Lecturer representatives to two per department, and three per division. Larger numbers of Lecturers in English, Communications and World Languages is an extenuating issue.

Discussion of extending constitution revision deadlines resulted in the following timeline:

- Period of Open Comment—suggestions emailed to the committee—through September 18

- Committee will revise and present a draft, based on gathered comments—October 2 meeting of Council
- Second Open Comment period and discussion of new draft—presented at October 16 meeting of Council
- Finalized draft to be prepared for October 30 Council meeting with a vote on whether to send the draft to faculty for approval.

Constitution is to be regarded as the priority issue over other council business until passage of a final draft.

### **Elections to CCAP Needed**

Because membership on CCAP (College Committee on Academic Personnel) has dwindled, urgent replacement is needed so that candidates for advancement can present their cases. In order to hold elections to CCAP, an Elections Committee needs to be formed immediately.

### **Forming Council Committees**

The following Council Committees were formed.

#### **Elections Committee**

Ally Day volunteered to serve as chair of the Elections Committee. Melissa Baltus from the Social Sciences division, and Jason Cox from the Arts division also agreed to serve. Motion was made to accept their nominations, and it was approved by voice vote unanimously. Elections Committee will set up the CCAP election as well as the Spring elections.

#### **Constitution Committee**

Jami Taylor volunteered to serve as chair of the Constitution Committee. Deborah Coulter-Harris from the Humanities division, and Ed Lingan from the Arts division also agreed to serve. Motion was made to accept their nominations, and it was approved by voice vote unanimously. Members should send open comments on constitution revisions to these committee members.

#### **Curriculum Committee**

Tim Brakel volunteered to serve as chair of the Elections Committee, but requested the assistance of a co-chair. Bhuiyam Alam agreed to serve as co-chair. Additionally, Kathy Thompson-Casado, Ally Day, Barbara Coventry and Matt Foss also agreed to serve. Motion was made to accept their nominations, and approved by voice vote unanimously. Concern for continuity from year to year was suggested, but no means could be found to electing committee members to serve consecutive terms.

## **Diversity and Inclusion Plan: Trish Case**

Research conducted in the college office by Trish Case and Barbara Schneider resulted in a "Diversity & Inclusion Plan" documented circulated to council members before the meeting. Some members admitted to not having time to read the document yet (TL:DR). Plan includes visual aids of data about student populations in terms of minority representation and success goals. The data generally indicates the CAL is not far off from the university as a whole in meeting diversity & inclusion goals.

Case is seeking council's endorsement of the plan. The plan outlines five specific strategies. Members are asked to review it between now and the next meeting, and can send comments to Case. Discussion of the plan and voting will be placed on the agenda for next meeting.

Questions from the floor centered on why the definition of URMs (Under-represented Minorities) was limited to a few minorities, rather than inclusive. Data on other minorities was not provided. Is it problematic to use federal agency definitions for minority? How are minorities that "count" identified by the researchers? Case explained that URMs are the groups identified with the least favorable outcomes and most in need of interventions. Could the alternative term "at risk" be used?

What is the goal of the plan? Case identified creating an inclusive environment as a strategy for improving the success outcomes (graduation on time, etc.) for the at risk populations.

## **Dean's Report: Charlene Gilbert**

The dean welcomed faculty back for the Fall term. Along with her brief salutatory remarks, she distributed several copies of the following documents:

- Copy of her "Message from the Dean" which includes an invitation to the Welcome Reception On Thursday September 13, 4-6 PM in Savage Arena
- Flyer for the "Dean's Ice Cream Social," on Wednesday, September 5 in Centennial Mall
- List of Fall Events in the College of Arts & Letters
- Viewbook for the College of Arts & Letters
- Draft of her goals for the College of Arts & Letters

Reporting on her interactions at the recent Dean's meeting, Gilbert noted she was not interested in fighting over crumbs with other colleges, but wanted to make positive strides. Enrollment in CAL is down 5.8%, but that is better than 6% last year. FTEs are also down 2.2 %, but that figure is better than other colleges. Continuing students was down 11.3%, but can be attributed to an increase of student completion for last year. Increases were noted in new, direct from high school, new international, and readmit categories.

## **VII. Announcements**

No room assigned for the next meeting of council. Taylor will inform everyone when she has found a location. It could possibly be SM 3066.

World Languages is soliciting proposals for a UT symposium on WWI.

The Annual Summers Lecture is scheduled for November 8, and will feature Elaine Traherne.

## **VIII. Adjournment** Motion to adjourn at 5:30 PM

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