

**Natural Sciences and Mathematics Council Meeting Minutes**  
**17 April 2018 in SU2579 3:30-5:00 PM**

**Call to Order**

- Presiding: Hans Gottgens
- Present: Jim Anderson, John Bellizzi, Kathy Fisher, Michael Heben, Edith Kippenhan, , Brenda Leady (secretary), Song-Tao Liu, Timothy Mueser, Hassam Quershi, Kathy Shan, Qin Shao, Rebecca Sturges, Deborah Vestal and Sibylle Weck-Schwarz
- Absent: David Krantz (excused), Tom Megeath (excused), Don Stierman (excused)
- New Members: Kristi Mock, Von Sigler, Song Qian, and Terry Bigioni
- Others: Brian Ashburner, Karen Bjorkman, John Plenefisch

**Approval of Minutes**

- March 2018 minutes approved via email (sent 4/26/20128 by Hans Gottgens to Council)

Dean Bjorkman thanked NSM Council members for all their work and welcomed new members. Input from constituents is important. Much good news for the college– research funding is up, several faculty awards, and retention rates up.

John Plenefisch: Revised admission policy update – The newly approved admission standards will go into effect starting the fall of 2019. We can inform Faculty Senate but this is not required. We may want to update University College. We do want to welcome students who end up in University College because they did not meet the new admission criteria as soon as they meet our new standards.

**Unfinished Business**

- CCAP bylaws revision (Hans Gottgens)
  - Revision based on allowing only full professors to (1) run for at-large membership of CCAP and (2) vote on promotions to full professor.
  - Received feedback from departments and noted support for the revisions to at-large membership but significant opposition to the new proposal for voting
    - John P. – document circulated to Senate that only full professors can vote on promotion to full professor may be required to keep this policy. UCAP guidelines say all tenured ranks can serve and vote on all cases
    - Sybille- Unequal distribution of full professors among departments remains a concern. Math concerned with only six full professors there may not be enough candidates.
    - Hans – Imbalance issue – feedback suggest this may be a non-issue because max representation on CCAP for any department is two and the minimum is one.
    - Hans – Propose to vote on CCAP revisions with only the change in CCAP at–large membership.
  - CCAP bylaw revision was approved by a vote of 11 in favor and 4 opposed, no abstentions. We had a total of 15 voting members present. The revised CCAP bylaws are appended to these minutes.
- Endorsement of WAC recertification process (Guest: Barbara Schneider)
  - Our assessment reports underline how bad our students are at writing.
  - Barbara distributed a revised WAC proposal.
  - All WAC courses should be up for a three-year review. Black Board site to provide resources for this
  - Tim – Do brand new WAC courses need approval?
    - Barbara – No. But they will be on a three year review cycle and the instructor needs to attend workshops.

- Tim – Co-listing of graduate class with undergrad WAC class – does the graduate class need to be part of this as well?
  - Barbara: WAC is a pedagogical approach. All students are getting the same teaching. But you only need WAC approval for the undergraduate portion.
- Mike H. – Engineering doesn't have WAC. Physics kept separate WAC sections for them for fear it would drive down FTE and money from losing engineering students.
- John P. – Students have to take two WAC courses, including one in their major.
- Barbara – Willing to have a conversation with Engineering about the value of WAC courses.
- Hans – If WAC is such a significant component of our mission, what the institutional commitment to WAC? If we are reinvigorating WAC, can we do that without significant institutional commitment in terms of resources and staff?
- Barbara – In the past, it was part of my job. It would be nice if UT would invest more across the university in WAC. It may be more persuasive to have it up front and running and then ask for money instead of insisting on resources up front.
- Hans – If we endorse this as NSM Council in the form of a resolution, we should include a request for adequate resources to support WAC.
- Deb – Has the College signed off on this?
- Barbara – Yes, years ago they endorsed the WAC charter.
- Brian – The new curriculum for NSM had this WAC charter endorsed.
- Barbara – Asking for commitment to review process. In the past, our review process has been less vigorous and courses have wandered off topic.
- Hans will email revised WAC proposal to Council members, ask for input and act on this by vote before this spring term ends.

Hans sent an email on 4/26/2018 to Council with the following text “The WAC proposal and the associated resolution I drafted and sent to all last week are now approved (11 in favor, 3 opposed, no abstentions). With this email, I now forward this vote of support and the resolution to Barbara Schneider (copied) who will present both to the Office of the Provost”. The approved WAC resolution and revised WAC proposal from NSM College Council are both appended to these minutes.

## **Council Committee Reports**

### **Curriculum Committee (John Bellizzi)**

- Course Modifications
  - Biological Sciences – 5 Med Tech courses
    - Committee approves, Council approves
- Undergraduate program modification
  - Biological Sciences - Change credit hours from 124 to 120.
    - Committee approves, Council approves

### **Election Committee (Sybille Weck-Schwarz)**

- Many people voted after last meeting. 39 ballots CCAP, 48 for Grad Council
- As much or more participation than with paper ballots
- Elections now closed.
- See election report emailed to Dr. Gottgens on 4/30/2018 and appended to these minutes.

### **Academic Grievance Committee (Hans Gottgens for Tim Mueser)**

- Showed from in last meeting.
- Council wanted instruction form.
- Council approval not required.
- Tim will email both out.

## University reports and Proposals

### Faculty Senate (Edith Kippenhan)

- Academic dishonesty issues brought to Senate.
  - Provost/ Senate committee
- Transition for incoming student TOEFL
- Textbook and research misconduct policies read
- Constitution will be voted on next year
- Competency Based Education – UT will be leading. Based on mastery. New approach designed for adult learners.
- Three retirements in Provost's Office – party June 5.

### Graduate Council Report (Brian Ashburner)

- Two meetings since last council meeting.
- First meeting – President answering questions with little other business.
- Second meeting - discussions with Amy Thompson on recognizing students in crisis. Finding: 37% of students in some kind of mental health crisis out of the 1300 students surveyed at UT.
- Flapp Cockerel – new VP for Student Affairs – Who do you contact when students are in crisis? Food pantry, Blue crisis folders have excellent info. Switching from emailing to tweeting to get info to students.
  - Edith – Rocket Care Report – file online report to get students help
  - Rebecca – Students can donate unused meal exchanges from Rocket Card.
- Brief report from the Office of Research – new budget bill had big increases to NIH and NSF. Have more money than anticipated. Reach out to program officer on plans for additional money.
- Max Funk, now at NSF as a program officer, will be on campus giving two talks May 14.

## College Reports and Proposals

### NSM Chairs meeting (Hans Gottgens)

- Most issues already covered. Changes in our sabbatical approval process are now implemented. In the past, application during year 6 and sabbatical in year 7. State law mandates that application is moved to year 7.

## New Business

None

Chair Gottgens thanked all council members and others present for their service during the past academic year. A lot has been accomplished. Meeting of the AY17-18 NSM Council adjourned at 4:52pm.

## Installation of new NSM Council for AY 18-19

Dr. Kathy Shan presiding

- Roll call
- Need to have names of new members for Math and for Physics.
- We will not know about student representatives until next week.
- Kathy will be contacting people about committee positions.
- Mike H. – Thank you Brenda Leady for being secretary.
- John B. – Last two Saturday Morning Science coming up.
- Edith - Andy Jorgensen presentation on climate change – bring a non-science person along when you go.

Adjourn 4:58pm

# **BY-LAWS OF THE COLLEGE COMMITTEE ON ACADEMIC PERSONNEL FOR THE COLLEGE OF NATURAL SCIENCES AND MATHEMATICS**

## **Section 1. Number of Positions and Divisions**

Each Department in the College of Natural Sciences and Mathematics will have one position on CCAP to be filled by an eligible member of that Department, elected for office of 'member of CCAP' by the eligible voters of the Department in accordance with Departmental rules. Two additional at-large positions on CCAP are filled by eligible members of the College of Natural Sciences and Mathematics and are elected by faculty of the College of Natural Sciences and Mathematics who are eligible to vote for the office of member of CCAP. Both at-large members **have to hold the rank of full professor and** cannot be from the same department.

## **Section 2. Term of Office**

The term of office of members of the Natural Sciences and Mathematics College Committee on Academic Personnel (CCAP) is two years. The terms of the individual members will be staggered such that in any year a minimum of three and a maximum of four terms expire. The term of one at-large member will expire each year. A member cannot serve two consecutive terms. The terms of expiration for the founding members of the departmental seats for 2011-2012 CCAP shall be: Mathematics (2012), Physics and Astronomy (2013), Chemistry (2012), Environmental Sciences (2013), Biological Sciences (2012). If two at-large members are elected in the same year, the term of the member who received the greater number of votes will be two years and the member who received the lesser number of votes will be one year. If both elected members received the same number of votes, the Elections Committee will randomly assign the one and two year terms lengths of the two newly elected at-large members.

## **Section 3. Eligibility for Election to CCAP**

Except as noted below, all full-time tenured members of the College of Natural Sciences and Mathematics are eligible to serve on CCAP. However, faculty members whose positions are half-time or more in administrative duties, departmental chairs, the Natural Sciences and Mathematics member of the following year's University Committee on Academic Personnel and faculty who are superannuate or on a leave of absence are not eligible to serve on CCAP. All members of the department to which the continuing at large member belongs are ineligible for election to the office of at-large member of CCAP.

## **Section 4. Eligibility to Vote**

All full-time tenured or tenure-track faculty members of the College of Natural Sciences and Mathematics shall be eligible to vote in the nomination and election balloting for the at-large offices of member of CCAP.

## **Section 5. Nominations for At-Large members of CCAP**

Nomination ballots will list all faculty **with a rank of full professor** of the College of Natural Sciences and Mathematics eligible for election to CCAP, and up to five names may be selected by each eligible voter. Each year five persons shall be nominated for election as a result of the nomination balloting. No more than two nominees can be from the same department.

## **Section 6. Election of At-Large members of CCAP**

Election ballots shall list the five nominees, and up to two names may be voted for by each eligible voter. Each year one person shall be elected to serve as at-large member of CCAP. If both positions are unfilled, then two persons shall be elected subject to the limitations of Sections 2 and 3.

## **Results of Graduate Council Election, Spring 2018**

Provided by Sibylle Weck-Schwarz

The newly elected representative of the College of Natural Sciences and Mathematics on the Graduate Council is:

Terry Bigioni (3-year term, 2018/19-2020/21)

The list of runners-up, ranked by number of votes received, is as follows:

2. Gerard Thompson
3. Qian Song
4. Nikolas Podraza
5. Maria Diakonova
6. Malathi Krishnamurthy
7. William Taylor (tied for 7<sup>th</sup> place, ranking determined by random number)
8. Heather Conti (tied for 7<sup>th</sup> place, ranking determined by random number)

The total number of ballots submitted was 48. One was void, and 3 were invalid.

The Secretary shall retain the list of runners-up for one year to enable the Executive Committee to make temporary replacements or fill vacancies, as needed. According to the Handbook of Election Procedures, Article I, Section 10: "As long as any replacement need exists in an elective body, even though created by the consecutive absences of different members, the person highest on the list of runners-up shall be continued in office. After a replacement has served a temporary period, his or her name shall be returned to the top of the list."

## **Results of CCAP Election, Spring 2018**

Elected as at-large member of the College Committee on Academic Personnel for the College of Natural Sciences and Mathematics:

William Taylor (Biological Sciences; 2-year term, 2018/19-2019/20)

The list of runners-up, ranked by number of votes received, is as follows:

2. Randy Ellingson (tied for 2<sup>nd</sup> place, ranking determined by random number)
3. Zeljko Cuckovic (tied for 2<sup>nd</sup> place, ranking determined by random number)
4. John Gray (tied for 2<sup>nd</sup> place, ranking determined by random number)
5. John-David Smith

The total number of ballots submitted was 39. All were valid, but one was void.

The Secretary shall retain the list of runners-up for one year for purposes of making replacements, as above. However, when choosing replacements, note that, according to Section 1 of the CCAP by-laws, the two at-large members cannot be from the same department. The continuing CCAP at-large member is John Bellizzi (Chemistry and Biochemistry).

**Resolution on 'Reinventing WAC at The University of Toledo',  
adopted by the Council of the College of Natural Sciences and Mathematics,  
The University of Toledo.**

**April xx, 2018**

**Whereas** the Council of the College of Natural Sciences and Mathematics strongly supports the inclusion of the Writing Across the Curriculum ('WAC') pedagogy and courses in our curriculum;

**Whereas** the Council of the College of Natural Sciences and Mathematics believes the WAC program will benefit greatly from the reinvigorating approach suggested by the WAC Committee in their April 17 proposal (attached);

**Whereas** the Council of the College of Natural Sciences and Mathematics considers approval of such proposals part of faculty governance; and

**Whereas** the Council of the College of Natural Sciences and Mathematics believes these important educational programs can only be effective if they are supported by adequate resources and staff; now, therefore, be it

**Resolved**, that the Council of the College of Natural Sciences and Mathematics:

1. Endorses the attached WAC proposal (d.d. April 17, 2018);
2. Urges the Office of the Provost to make available adequate resources (financial and other) to properly implement and manage a reinvigorated WAC program at The University of Toledo.

Mover: Deborah Vestal

Seconder: Edith Kippenhan

Council Chair: Johan F. Gottgens

**Revised WAC proposal to NSM College Council and Arts and Letters  
College Council  
Presented to both Councils  
April 17, 2018**

Every course that carries a WAC attribute will be reviewed once every three years by the committee. Every faculty member teaching a WAC course will be required to engage in a WAC workshop before submitting their course for renewal.

The review cycle will proceed by departments so that faculty might use that time to review the WAC curriculum in their programs and study make adjustments at that time.

The 50 plus courses and 31 faculty members who participated in workshops this spring will be certified for three years once they submit their reviewed syllabi to the committee.

The next review cycle will begin in Spring 2019. A list of those courses up for review will be sent to the chairs of curriculum councils in the respective colleges by the end of this school year. Two workshops will be offered next fall, and the dates for those workshops will be posted on the WAC resource website by mid-summer.

In the meantime, and at the request of a number of faculty participating in the workshops, I will be working with DL to create a stable WAC course that will be used as a place to post local resources, examples of best practices, and to maintain the lists of approved courses and renewal dates for faculty.

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