

9-26-2019

Minutes, College of Liberal Arts Executive Committee Meeting, Thursday, September 26, 2019

College of Liberal Arts Executive Committe



EXECUTIVE COMMITTEE MEETING
September 26, 2019
Agenda

12:30 p.m. in CSS 167
Lunch will be served

- I. Approval of Minutes from 9/12/19 EC Meeting

- II. Business
 - a. Expressive Arts Representative on Diversity Council
 - b. 2020-21 Academic Calendar
 - c. Revised Lecturer Recommendations
 - d. Tenure and Promotion Review Working Group, Part Deux
 - e. Associate Dean of Academics Search Committee
 - f. CLA Faculty Meeting Minutes

- III. Reports
 - a. Curriculum Committee
 - b. Faculty Affairs Committee
 - c. Student Government Association



EXECUTIVE COMMITTEE MEETING
September 26, 2019
Minutes

PRESENT

Jennifer Cavanaugh, Dan Chong, Grant Cornwell, Donald Davison, Richard Lewin, Jennifer Queen, Dawn Roe, Scott Rubarth, Emily Russell, Rob Sanders, Susan Singer, Anne Stone, Martina Vidovic, Matthew Weiner, Wenxian Zhang

Excused: Paul Reich and Rob Sanders

CALL TO ORDER

Jennifer Queen called the meeting to order at 12:35 PM.

APPROVAL OF MINUTES FROM 9/12/19

Zhang made a motion to approve the minutes from the 9/12/19 EC meeting. Rubarth seconded the motion. Motion passed unanimously.

BUSINESS

Expressive Arts Representative on Diversity Council

Jennifer Queen

EC received one self-nomination for the open position on the Diversity Council. Roe asked if we should wait until after the Expressive Arts Division Meeting on the 27th before making a decision.

Roe made a motion to defer this decision to the next EC meeting. Chong seconded the motion. Motion passed unanimously.

2020-21 Academic Calendar

Attachment #1

Martina Vidovic

EC reviewed the proposed 2020-21 Academic Calendar. Rubarth made a motion to approve the 2020-21 Academic Calendar. Zhang seconded the motion. Motion passed unanimously.

Revised Lecturer Recommendations

Attachment #2

Donald Davison

The Faculty Affairs Committee (FAC) endorsed a set of principles for the administration to use when making decisions about lecturer hires and is looking for endorsement from EC.

Zhang asked about the budget impact of implementing the principles. Singer explained the other items that may impact the faculty salary pool next year, including the race and gender study faculty committed to previously. She asked EC for guidance on prioritizing the various pulls on the faculty salary pool.

Lewin made a motion to accept the principles with a modification to the minimum salary. Motion was not seconded.

Davison made a motion for EC to endorse principles #1 and 5-8 with #7 & 8 modified. #7 now reads "Evaluation of lectures should be conducted by the department chair and at least one tenured or tenure-track faculty member from the department in consultation with the Dean of the Faculty. #8 now reads "After six years consecutive years of satisfactory service, lecturers are eligible to apply for a 'senior lecturer' designation." Rubarth seconded the motion. Motion passed.

Lewin made a motion to refer principles #2, 3, and 4 to the administration for analysis, feasibility, and budget impact. Davison seconded the motion. Motion passed unanimously.

Tenure and Promotion Review Working Group, Part Deux

Jennifer Queen

Division representatives were tasked with bringing names of three faculty from their division willing to serve on this year's Tenure and Promotion Review Working Group. EC discussed the potential members and decided to forward the following names for consideration: Bill Boles, Jana Mathews, Marc Fetscherin, Kimberly Dennis, Benjamin Balak, Mattea Garcia, and James Patrone. Paul Reich is crafting the charge for the committee and will bring it to the next EC meeting.

Associate Dean of Academics Search Committee

Susan Singer

The EC Divisional representatives, the president of the CLA Faculty, the Dean of the Holt School and a student representative comprise the search committee. Queen asked about the selection process. Singer responded that the prior search committee created a potential real-world problem that an associate dean of academics would need to address. They gave candidates a finite amount of time to submit a written response and reviewed responses as a committee. Candidates [for the dean's role] with strong responses were invited to interview with the search committee. This issue was tabled until the next EC meeting.

REPORTS

Student Government Association (SLC)

Matthew Weiner

Weiner reported that SGA had its first official senate meeting. They are opening five new positions on the senate for previously unrepresented departments.

ADJOURNMENT

Jennifer Queen

Davison made a motion to adjourn. Meeting adjourned at 1:47 PM.

2020-21 Academic Calendar
(DRAFT)
College of Liberal Arts and Holt

Office of the Registrar
9/20/2019

FALL SEMESTER	CLA 2020-21	HOLT 2020-21
New International Students Report	Sun., Aug. 16	
New Students Report	Wed., Aug. 19	
Returning Students Report	Sat., Aug. 22	
First Day of Class	Mon., Aug. 24	Mon., Aug. 24
Labor Day Holiday (No Classes)	Mon., Sept. 7	Mon., Sept. 7
Fall Break (No Classes for CLA only)	Sat., Oct. 10, through Tues., Oct. 13	Holt classes will meet during Fall break
Academic and Career Planning for Spring Begins	Mon., Oct. 26	
Thanksgiving Recess (No Classes)	Wed., Nov. 25, to Sun., Nov 29 (CLA)	Tues., Nov. 24, to Sun., Nov. 29 (Holt)
		Thur., Nov. 26, to Sun., Nov. 29 (Grad Counseling)
Classes End	Fri. Dec. 4	Fri., Dec. 11
Reading Days	Sat., Dec. 5, and Sun., Dec. 6	
Final Exams	Mon., Dec. 7, and Tues., Dec. 8	Mon., Dec. 7, through Fri. Dec. 11
Reading Day	Wed., Dec. 9	
Final Exams	Thurs., Dec. 10, and Fri. Dec. 11	
Grades Due at Noon	Tues. Dec. 15	
(Contingency Days)	Mon., Dec. 14, through Fri. Dec. 18	Mon., Dec. 14, through Fri. Dec. 18
Counts	Count:69 in class/3 reading/4 exam/6 Holiday.Days:13M/14T/14W/14R/14F	Count:70 in class/5 exam/5 Holiday.Days:14M/14T/14W/14R/14F
SPRING SEMESTER	2020-21	2020-21
First Day of Class	Tues., Jan. 12	Mon., Jan. 11-Holt Tue., Jan. 19- Grad Counseling
M.L. King, Jr. Day (No Classes)	Mon., Jan. 18	Mon., Jan. 18
Spring Break (No Classes)	Sat., Mar. 13 through Sun. Mar. 21	Mon., Mar. 15 through Sun. Mar. 21
Classes End	Tues., Apr. 27	Mon., May 3
Reading Day	Wed., Apr. 28	
Final Exams	Thurs., Apr. 29 and Fri., Apr. 30	Tues., Apr. 27 through Mon., May 3
Reading Days	Sat., May 1, and Sun., May 2	
Final Exams	Mon., May 3, and Tues., May 4	
Grades for Graduating Seniors Due at Noon	Wed. May 5	Wed. May 5
Commencement	Sun., May 9 (Mother's Day)	Sat., May 8
Grades for All Other Students Due at Noon	Mon. May 10	Mon. May 10
Counts	Count:70 in class/3 reading/4 exam/6 Holiday.Days:13M/15T/14W/14R/14F	Count:70 in class/5 exam/5 Holiday.Days:14M/14T/14W/14R/14F
	MAYMESTER	SUMMER
First Day of Class	Mon., May 10	
Memorial Day Holiday (No Classes)	Mon., May 24	
Classes End	Thur., June 3	
Final Exams	Fri. June 4	
First Day of Class (12 and 1st 6-week session)		Mon., May 17
First Day of Class-Grad Counseling		Mon., May 17
Memorial Day (No Classes)		Mon., May 31
Last Day of 1 st 6-week session		Mon., June 28
Grades Due (1 st 6-week session)		Mon., July 5 (at noon)
First Day of Class 2nd 6-week session)		Mon., July 5
Last Day of Class Grad Counseling		Mon., July 16
Last Day of Class, 12-week & 2 nd 6-week		Fri., Aug. 13
Grades Due 12-week & 2 nd 6-week		Tues., Aug. 17 (at noon)

Approved by CC 9/24/2019

Lecturer Recommendations

1. The College commits to a policy stating that lecturers should constitute no more than 15% of the full-time faculty at the institution.
2. The minimum lecturer salary should be set at \$55,000/yr.
3. Any lecturers participating in service activities (advising, program directorship, etc.) should be compensated accordingly. The rate of compensation should be commensurate with compensation practices used for tenure and tenure-track faculty.
4. After six consecutive years of satisfactory performance meeting departmental expectations, lecturers should receive a base-pay increase commensurate with raises from assistant to associate professor.
5. After six consecutive years of satisfactory performance the dean can offer multiyear contracts to lecturers. The recommended contract length is 3 years.
6. Establish a date by which contracts renewals are given.
7. Evaluation of lecturers should be conducted by the department chair and at least one tenured or tenure-track faculty member from the department.
8. After six consecutive years of satisfactory service, the FAC supports the principle of creating a 'senior lecturer' designation.

**FAC Report to the Executive Committee
September 26, 2019**

The FAC met on 9/24/2019. The members worked on two items of business. First, the FAC continued its discussion of how best to proceed with producing a white paper examining course evaluations. The members agreed that it should include a section that summarizes best practices for evaluating teaching.

The FAC began deliberations of a provision in Article VI, Section 3, of the All Faculty Bylaws concerning the appeal process. The clause in question is, “After reviewing the case, the All-Faculty Appeals Committee makes a recommendation to the President either to uphold the original decision or, in the event of a majority vote in favor of the appeal, to recommend a new evaluation.” The clause “recommend a new evaluation” is ambiguous and needs clarification.