

**Faculty Council Meeting**  
**September 9, 2015**  
Mackin Room, Grasselli Library

The following Faculty Council members were in attendance: Barbara D'Ambrosia (chair), Mindy Peden (vice chair), Gerry Guest (secretary), Medora Barnes, Larry Cima, Roy Day, Jeff Dyck, Kristen Ehrhardt, Tina Facca-Miess, Jean Feerick, Simon Fitzpatrick, Nathan Gehlert, Sharon Kaye, Dan Kilbride, Annie Moses, David Shutkin, Elizabeth Stiles, Peifang Tian, and Tom Zlatoper.

The following members were absent: Scott Allen and Dwight Hahn.

The agenda for the meeting was distributed in advance via email. The meeting started at 2:01 pm.

Minutes

1. Chair's announcements

D'Ambrosia went over some of the basics of Council meetings (seating arrangements, Robert's Rules of Order, printing of documents for consideration, the reading in advance of minutes from the previous meeting, etc.). The members who were present introduced themselves. The minutes from the April 8 and May 11 meetings were approved.

The Mass of the Holy Spirit is Thursday, September 10 at 12:00. The Community Forum (on the "Great Colleges to Work For" survey) will be on Wednesday, September 16 at 2:00 in the Dolan Science Center auditorium.

Open hearings on the comparator list for the salary proposal under development by the Compensation Committee will be held Monday 9/14 12:00-1:30; Tuesday 9/15 10:00- 11:00; Thursday 9/17 1:00-2:00 (all in Dolan E 244).

Brent Brossmann will serve as Faculty Council parliamentarian.

The chair is required to announce release time/compensation awarded to members for Faculty Council business. The following releases have been approved: Chair (1 course per semester), Secretary (1 course for the year), chair of Compensation (1 course for the year). The Provost will issue letters confirming this.

The President has approved the minor in Humanitarian Action and Technology.

In the Spring elections, there was no candidate for the Examining the Human Experience Director of the new core curriculum. The CAS Dean in consultation

with the FC chair and the Core director have appointed Roger Purdy to the position.

## 2. Conversation with the Provost

Note: Jeanne Colleran now plans to speak at FC once per semester. An outline of her remarks is included in the Appendix below.

Colleran began by reporting that the *ad hoc* Committee on the Conflict of Interest Policy completed its work and submitted their recommendations to her, all of which have been incorporated into the policy.

Colleran then turned to the issue of accreditation and the Higher Learning Commission. She stressed the urgency of the situation, noting that there are some vulnerabilities and points of anxiety for her. At each level, we have received the same comment repeatedly – namely, that we had been warned in the past about our deficiencies.

We now have a new liaison who will speak to the faculty when she visits campus. We need to have a good turnout for this. We must not confirm their biases about JCU. We have a tense relationship with HLC, and there are vulnerabilities here as we try to get off notice and avoid probation. We must meet all six components of the action letter. We need to demonstrate that we have a mature assessment system. In the area of governance and leadership, we should consider the idea of ex-officio administrator representatives on committees. We have to have a strategic plan endorsed by the JCU community.

The timeline is short for all of these requirements. In the future, we will also have to discuss what to do for the next site visit.

D'Ambrosia asked if there was a timeline for getting the Strategic Plan to the Board. Colleran replied that it will probably be in December. D'Ambrosia asked faculty to read the plan and use the feedback mechanism. Chris Sheil asked when a new draft will be able to faculty. Colleran answered perhaps October 1.

## 3. Overview of Faculty Council constitution and procedures for Faculty Council meetings (Mindy Peden)

Peden passed out copies of the Constitution and discussed the Preamble and Basic Objective of FC. The attendance policy for members was reviewed. She argued that if we are an effective body, we will be doing what the Provost just asked us to do.

#### 4. Report on the Provost's Council (Peden)

Peden distributed a written report (see Appendix below). Chairs have been requested to gather feedback about the new diversity teaching post-docs. It was noted that this program is not in the proposal stage; it is in process. The Provost expressed a desire to strengthen (in general) collaboration between Student Affairs and Academics.

D'Ambrosia asked if the Leave of Absence policy mentioned in Peden's report refers to students (response: yes).

The Provost has asked for feedback on this year's new student Convocation.

#### 5. Items for Business

- a. Vacancies on Faculty and University committees (Roy Day) – see Day's written report in the Appendix below.

Day noted that we have four FC vacancies, so we need to run an election soon (see the written report for a timetable). There is also a CAP opening and an RSFD opening. We need to resolve a problem with the Teacher Education Committee: one person who ran in the Spring was already on the committee. Can the second place candidate now be appointed? Roy will ask this person if he would be interested in serving.

- i. We need to appoint a faculty member to replace Beth Martin on the USPG for Fall 2015; she has class during the standard meeting time. Paul Lauritzen is willing to do this after having served last year, but we do not have a policy for a situation such as this. D'Ambrosia recommended that we allow Lauritzen to serve for a semester. **Day moved that Lauritzen substitute for Beth Martin (seconded Tian).** Peden asked that the representatives to the UPG (Day, D'Ambrosia, Martin/Martin's temporary replacement) report back regularly to faculty. The motion passed unanimously.

- ii. Elect a chair of Committee on Academic Policies.

- iii. Elect a chair of the Committee on Revenue and Spending.

We could wait until after the next election to fill these positions. D'Ambrosia asked for nominations for these two vacancies and noted that chairs of FC committees cannot serve on any other FC committee. Peden pointed out how important the chair of CAP is. Day pointed out that we need a committed person, not a spur of the moment nomination. Day will look to see who has been on CAP in the past to find a potential chair. D'Ambrosia noted that we must fill these vacancies at the next FC meeting.

- iv. Elect a representative to the Integrated Core Committee (meetings are Mondays, 2-3:15). We waited until now to fill this seat because we didn't know when the meeting was. Peden suggested that we take some more time

to recruit people for these positions. D'Ambrosia offered to attend until somebody can take up the position.

- b. Poverty minor. D'Ambrosia asked whether FC should send this proposal to CAP. She also noted that the Provost has put a moratorium on new programs during the strategic planning process but that this proposal was ready to go last semester. It is thus an allowed exception to the moratorium. **Peden moved that the proposal be sent to CAP** (seconded Day). Save one abstention, the motion passed unanimously. Facca-Miess then asked whether there might be an overlap here with the new HAT minor. D'Ambrosia responded that CAP can look into the matter; also in the future, these programs can be examined in light of the new strategic plan.

Because the proposal was submitted the day before the meeting, D'Ambrosia asked how much lead time there should be for proposals to be discussed at FC meetings. More than one person suggested that a week be required.

- c. Canvas discussions as an alternative to open hearings. D'Ambrosia reported that traditionally, open hearings are poorly attended. This seems like an inefficient model. On Canvas, we have an established course that includes all faculty as participants. There is a discussion tool there that could be used for dialogue on proposals. D'Ambrosia asked whether an *ad hoc* committee be formed to consider this. The FC Constitution would not bar such an option. Facca-Miess noted that it allows greater dialogue and collaboration; Shutkin countered that other virtual platforms could allow this as well. Barnes noted that not all faculty participate in online environments, so we would need to hold on to some open hearings. **Kilbride moved that FC form an *ad hoc* committee to study the implementation of online discussion boards to complement open hearings** (seconded Barnes). The motion passed unanimously. Interested members should contact D'Ambrosia to serve on the committee; four was agreed upon as a good number.
- d. Request from Maryclaire Moroney for CAP collaboration with administrators for collective review and revision of academic policies in the Undergraduate Bulletin. D'Ambrosia noted that this is roughly 15 to 20 pages of policies that treat issues such as transfer credit, courses at 2-year institutions, grading options, etc. These policies have not been reviewed in a long time and need to be looked at in light of the new core and new number of credits required for graduation. Ultimately, this would likely generate a proposal requiring a faculty vote. D'Ambrosia will communicate with CAP on this issue while there is no CAP chair. **A motion was made that CAP collaborate with administrators for collective review and revision of the academic policies in the Undergraduate Bulletin** (seconded Peden). The motion passed unanimously.

- e. Request to suggest changes to the annual faculty evaluation form. This was suggested by Graciela Lacueva as interim CAS Dean last year. It would require FC consideration while working in consultation with the academic deans and provost. Kilbride noted that the Compensation Committee discussed looking at this. **Peden moved that we send this to the Compensation Committee** (Dyck seconded). The motion passed unanimously. Zlatoper asked if staggering faculty evaluations and making them less frequent than annually was on the table. D'Ambrosia replied that the whole process would be open to discussion.

## 6. Reports

- a. Gender & Diversity (see the report in the Appendix below) – Barnes reported that in the past two years issues such as childcare, paid family leave, and adjunct faculty issues had been discussed by the Committee. At this point, she isn't sure what can be accomplished in light of our HLC issues. She noted that work needs to be done on Title IX issues to ensure compliance. Barnes then asked for input about where the Committee might put its efforts this year. Peden noted that the Committee's work intersects with HLC issues such as morale and therefore is important within that context.

## 7. Items for September 30 Faculty Meeting

- a. Introduction of new Faculty
- b. Nominations
- c. Discussion of the Strategic Plan?
- d. Progress report on the HLC writing effort

## 8. New Business

9. The meeting was adjourned at 3:15 pm

Respectfully submitted,  
Gerry Guest / FC Secretary

(Appendix follows)

## Appendix

### Handout from the Provost Outlining her Remarks

Provost remarks to Faculty Council

#### A. Urgency about HLC

1. History of JCU and HLC
2. Failing to get off Notice will mean we are put on Probation
3. We must meet ALL six components or we will be put on probation
4. Assessment – 3B outcomes and alignment and degree differentiation
  - 4.A. APR
  - 4.B. data collection, analysis, use: the assessment data reflected only initial stages of collection and analysis and provided no indication that assessment was used to improve student learning; faculty had not been fully engaged in the assessment process • since the evaluation visit University has made progress in identifying leadership for assessment; completing student learning outcomes for all majors; establishing a clear assessment plan, timetable and system; allocating resources for assessment; and engaging faculty in assessment;  
• however, the University has not yet shown evidence of a mature assessment system operating on regular basis to inform decision-making and contribute to ongoing improvement of the curricula, as required by this Core Component.

#### Governance and Leadership

- 5.B. “since the evaluation visit the University has acted to re-establish leadership structures across the University, establish new committees to address collaboratively the budget and related areas, and provide increased opportunities for communication; • however, the University has not yet demonstrated that such changes are effective on a long-term basis in facilitating effective leadership and collaboration.

#### Planning

- 5.C. however, the University has not demonstrated a long-term pattern and practice of systematic and integrated planning, as required by this Core Component.

The University is at risk of being out of compliance with Criterion Five, Core

#### Institutional Effectiveness

##### 5D

5. Effect of the knowledge, engagement, “atmosphere” at HLC visit
6. Sufficient evidence room
7. Remarks, this year that demonstrate insufficient knowledge/understanding.

#### B. What can Faculty Council do?

1. Leadership that communicates both ways; reporting out
2. Make a movement toward administration - faculty collaborative governance  
Such as: ex officio
3. Communicate the Urgency at Faculty Meeting

#### C. Other Business

1. Response to Ad Hoc COI
2. Diversity Fellowships: promised kept to Diversity Steering Group and FOCO
3. White paper on Governance from Tom Longin

## **Vice President's Report on the Provost's Council Meeting**

The Provost's council considered the following issues, which were laid out by the Provost, Jeanne Colleran, as priorities for the next meetings

1. Leave of Absence Policy development
2. Retention goals and strategies
3. IT reporting directly to the President
4. Teaching Post-docs to be taken to the chairs, through deans, for endorsement. If not endorsed, why? Issues raised by process; how to collaborate with faculty earlier in this kind of process? Duly noted by provost; too late for this initiative which is in process.
5. Long term: endorsement of strategic plan by faculty council, Staff council, provost's council, student union
6. Mindful of communication and who needs to know, when.
7. Relatedly, collaborations are important; Provost is interested especially in Academic and Student Affairs collaborations.
8. Structure that enhances Ignatian Identity
9. Should there be a student on Provost's council?

Provost has requested feedback on convocation.

## **Gender & Diversity Committee Report (Medora Barnes)**

Our first task will be to prioritize which things to focus on this year. I am looking for input from council members on this. Some issues that have been brought to my attention include:

- 1) The need for JCU to create a faculty policy on appropriate intimate/romantic relationships to be better aligned with recent updates to Title IX.
- 2) Our lack of compliance with the timeline required for Title IX investigations, as all investigations--including those involving faculty--have to be resolved and appealed in approximately 60 days. (This involves multiple groups/committees on campus—who should be working on this?)
- 3) Exploring the possibility of a formal paid family leave policy
- 4) Exploring the possibility of a childcare center for JCU community (preliminary background information begun last 18 months)
- 5) Adjunct faculty issues (begun last year; which committee should be working on this?)

## Elections Committee Report (Roy Day)

We will be holding elections for the vacancies listed below. I would like to open nominations on 9/9/2015 and close them on 9/24/2015. The election would run from Friday, September 25 through Friday, October 2. Although this means starting the election before the first general faculty meeting it allows us to elect the new members of Faculty Council before the October Faculty Council meeting. If we start the election until after the general faculty meeting (as is the usual practice) the new members of council won't be elected until after the Faculty Council meeting.

Vacancies:

Committee	Division	Term ends
<b>Faculty Council</b>	I	2017
	II	2018
	IV	2017
	IV	2018
<b>Standing Committees of the Faculty</b>		
CAP	II	2018
RSFD	II	2017
<b>University Committees</b>		
USPG	BSOB	2018
Retirement Allowances	At large	2016
	At large	2017
Teacher Education	At large	2016
University Hearing Board	At large	2017