**CHSS College Faculty Council Meeting**

**March 12, 2019**

**11:00am – 12:15 pm**

**Dean’s Office Conference Room (SO 5012)**

Attending: Kerwin Swint (Dean’s Office), Jennifer McMahon-Howard (CFC co-chair, SCJ), Tim Hedeen (CFC co-chair, SCMPD), Steve Collins (SGIA), Federica Santini (DFL), Sarasij Majumder (ISD), Tim Martin (PSYC), Beth Giddens (English), Brandon Lundy (GEO/ANTH), Al Churella (HIST/PHIL), Chuck Aust (COMM), Jonathan Arnett (TCID).

**Continuing Business**

1. **Minutes from the last meeting were approved.**
2. **Bookstore-related interests**

* Representatives from the bookstore, Paul Oliphant (Director: polipha1@kennesaw.edu), DelShaun Hudson (Assistant Director of Course Materials and Intellectual Property: dhudso36@kennesaw.edu), and Kimberly Holland (Associate Director: kholla12@kennesaw.edu), attended our meeting to discuss some concerns with the bookstore. Issues brought up: faculty sending book orders to the bookstore, but the bookstore not ordering them; bookstore not ordering enough copies; students purchasing books online and the books not being at the bookstore when the student goes to pick them up (sold out). *Bookstore representatives’ response*: They need more specific information about what happened with the specific book not getting ordered (will research this issue). If there are issues, call the bookstore representatives (some issues the student assistants may not be able to answer/address). They stock books at multiple locations, which has spread their inventory out (try to shift inventory between locations). Tracking real-time inventory is complicated, but we can do a better job of communicating and work to train student assistants and staff. Web orders take 24-48 hours to process; this is new and they are working on improving the process. The bookstore uses historical data to determine how many books to order. If a book is not available, students can prepay using their financial aid. Bookstore will put together an information piece to help students navigate the book buying process.

1. **Workload policy**

* The college workload policy passed by faculty vote and the CHSS P&T committee is now reviewing it. Departments can now work on their own workload documents. Senate is still working on the university workload language, but Dean Swint clarified that the work at the Senate should not hold up the department process of coming up with their own workload documents. A CFC member raised the issue of granting lower teaching loads, when merited, for faculty who have heavier research or service loads. The CFC member indicated the Coles College is able to do this without needing to balance workload across faculty (ex. one faculty member’s teaching load would need to increase in order to support a decrease in another faculty member’s teaching load) and asked if this could be supported by hiring Full Time Visiting Professors. Dean Swint indicated that the resources need to be there to support the lower teaching load and the college needs to work on that. Another CFC member asked if the lower teaching load could be supported by hiring PT faculty and Dean Swint indicated that the university would like to see less reliance on PT faculty so hiring more PT faculty to support lower teaching loads would not be supported.

**New Business**

1. **Dean’s topics for consultation with CFC or faculty colleagues**

* Dean Swint informed the CFC that all Deans met with Kat Schwaig (Provost) and Phaedra Corso (Vice President for Research) to discuss the R2 Roadmaps. The process is ongoing and moving forward.

1. **Faculty topics for consultation with Dean: Merit Raises**

* A CFC member asked what guidance the Dean will provide to Department Chairs for determining merit raises (if we have them this year). Dean Swint indicated that Chairs will follow same process as they have in the past - they cannot give everyone the same merit raise; merit raise determinations must be based on evaluation of faculty. Guidance from the Dean’s office will be for Department Chairs to use multiple years to determine merit (since merit raises have not been available every year), not just the past year. A CFC member requested that the Dean encourage Chairs to be more transparent about merit raises. Although some departments have very clear merit raise guidelines/rubrics/formulas, which are used during the ARD process, some CFC members expressed concerns about other departments not having any guidelines for determining merit raises. A CFC member stated that the hope is that the Provost will be providing some information about this soon – there needs to be clear justification for determining merit raises. For departments who do not have clear guidelines/rubrics/formulas for determining merit raises, a CFC member suggested that the CFC representative for these departments discuss this issue at their next faculty meeting and suggest that the department develop a clear merit raise guideline/rubric/formula.
* A CFC member asked if there were any guidelines from the Dean’s office about determining merit raises for jointly appointed faculty. Dean Swint indicated that the two Chairs are supposed to confer and the merit raise comes from the home department (he can provide Chairs with guidance on this).
* Another CFC member asked how merit raises would be applied for faculty who were promoted recently (ex. is the merit raise applied first and then the promotion raise is applied, is the promotion raise applied first and then the merit raise is applied, or are the both applied concurrently). The CFC member indicated that the previous Dean indicated that this decision was made by the Dean. Dean Swint indicated that this issue has come up with Chairs and that he was not sure if this was the Dean’s decision or the Provost’s decision. A CFC member asked Dean Swint who could get clarification on these merit raise issues and Dean Swint suggested that the CFC co-chairs reach out to the Provost’s office.
  + After the meeting, Ron Matson provided the following information: “Please go here: https://facultyaffairs.kennesaw.edu/fafaqs.php and click on “Faculty Compensation/Payroll” and then on “How are promotion, merit and equity increases calculated” to see how we have done this in the past. It has been done using this formula for many years. Please note… this is subject to change.  As far as FY 20, I’m not sure how all of this will be calculated.  We are waiting on instructions from budget.”
* During the discussion of merit raises, a side discussion occurred about the ARD flow in Digital Measures. It is unclear whether it is possible for Chairs to recall and edit a published annual review write-up. Some Chairs conduct annual review meetings before submitting their evaluation write-ups to DM; other chairs wait to submit their write-ups until after the annual review meetings. CFC members suggested that Chairs allow for revisions by using either a print copy of their comments or an onscreen draft of their comments, rather than a submitted-and-processed version via DM.
  + After the meeting, Dean Swint received the following clarification from Meghan Burke: “The faculty member can recall the submission, or the chair can send it back.  That only works for one step, though, so if it has to go back farther, it has to be taken step by step.  (For example, the faculty member can't recall it from the dean, the associate dean has to recall it and then the chair and then the faculty member.) Chairs should know that they have two options: send back to faculty member, or forward to faculty response.  They may look similar, but faculty response only gives faculty the option of uploading a formal response letter, not to edit the original submission.”

1. **ISD, SCJ departmental bylaws**

* The CFC discussed the ISD bylaws. One CFC member suggested that the removal of chair procedures include a secret ballot. Another CFC member noted that the bylaws do not specify how an ad hoc committee will be formed in the event that there are not enough full professors to serve on the P&T committee. The CFC passed the Bylaws (10 to 1), but the CFC asked the ISD representative to bring these two issues back to the department for their consideration. The CFC will review the SCJ bylaws prior to the next meeting.

1. **Upcoming candidate visits**

* CFC members were encouraged to attend the open forums and the CFC meetings with each of the candidates. Due to the short notice, multiple CFC representatives noted that they will not be able to attend some of the meetings and that they were trying very hard to find a proxy to attend. One CFC member discussed how we could best utilize the time that the CFC has to meet with the candidates and discussed putting together a list of possible questions for the candidates. These questions will be distributed to CFC representatives for feedback prior to the meeting with the first candidate, which is tomorrow (3/13). The schedule for these meetings is as follows:
  + Daniel Ennis - Weds, March 13, 3:55-4:40pm, SO 5010 Dean’s Conf Rm
  + Shawn Long – Thur, March 14, 2:20-3:05pm, SO 5010 Dean’s Conf Rm
  + Sarah Ruffing Robbins – Fri, March 15, 2:15-3:00pm, KH 4427 Provost Conference Room

**Closing**

1. **Agreement on tasks assigned today:**

* CFC members were encouraged to discuss establishing merit raise guidelines in their department, if such guidelines were not already in place.

*Items Moved to next meeting*:

* CFC operations
  + Service terms/bylaws alignment (term starting month, length) and communication protocols (agendas and minutes).
* Approval of SCJ Bylaws.

*Meeting adjourned at 12:15 pm*.