CHSS CFC Minutes  
April 9, 2019

# Attending, in alphabetical order:

Jonathan Arnett (TCID, taking minutes); Chuck Aust (COMM); Steve Collins (SGIA); Beth Giddens (ENGL); Tim Hedeen (SCMPD, co-chair); Marianne Holdzkom (HIST/PHIL); Thierry Léger (Dean’s office); Brandon Lundy (GEOG/ANTH); Jennifer McMahon-Howard (SCJ, co-chair); Tim Martin (PSYC); Sarasij Majumder (ISD); Federica Santini (DFL)

# Approval of minutes

Approved unanimously.

# Continuing Business

## Departmental Bylaw Reviews

* ISD -- approved last week
* SCJ -- approved unanimously

## CFC Operations

Discussion about how to unify starting dates and term lengths. Do it like P&T committee: determine in November but start in August? Consensus that it’s desirable to align term dates with FPAs. English elects in April; reset of month may require re-staggering term dates; what to do with current January-start terms? All CFC members currently scheduled to roll off in December; most members are scheduled for 3-year terms, but some members are currently set up for 2-year terms.

### Consensus

* August start of CFC term.
* Jennifer McMahon-Howard will look at existing terms and communicate recommended adjustments.
* We will adjust term dates within the CFC, then distribute decision to Chairs.
* Departmental bylaws should be corrected to reflect 3-year term on the CFC as specified in the CFC Bylaws.

## Minutes Distribution

ASAP model -- Is it working? (Within 1 week for internal approval, then distribute to dept. colleagues.) Consensus is yes.

### Consensus

* Label draft of minutes as “DRAFT.”
* Silence via email will indicate no changes/approval.
* Cut-and-paste minutes contents into email AND attach minutes as separate document when distributing to departmental colleagues.

# New Business

## Dean’s Office Stuff

Thierry has nothing to report. Taking questions from the CFC attendees.

Q: Will we have another CFC meeting this academic year regarding equity money?  
A: Historically, yes, but no word right now. Salary surveys are still out. Equity problems are still outstanding. Ask Senators to ask President Whitten about equity.

Q: Chairs need to communicate merit rubric to their faculty, yes?  
A: Sort of. The Provost requires Department Chairs to send their merit raise recommendations to the Dean’s Office for approval and then to Academic Affairs for final approval. Chairs are not to talk about raises to the faculty until the money comes through from BoR, though. (Late May, probably.) The Provost is considering how to distribute rationales for raises to faculty members.

Discussion: Raise amounts need to be distributed according to performance. The problem is the Lake Wobegon Effect: since there are so many above-average performers, even excellent performance may not result in a higher-than-average raise.

Q: Is the Legislature-passed raise separate from merit raises?  
A: Probably not. (Ensue discussion of behind-the-scenes money management.)

Q: Aren’t ARDs explicitly related to merit raises?  
A: Yes, they should be. But is the lack of an explicit link a problem across the college? (Consensus seems to be yes.)

Discussion: Inequities in the system; Lake Wobegon Effect; effect on morale. Since no merit last year, chairs should look at two years of ARDs.

Q: Should there be a formal communication to faculty in May, once raise amounts have been determined?  
A: Thierry recommends that Chairs do this. Discussion: But shouldn’t this be Academic Affairs’ responsibility? Tim Hedeen will discuss this idea with the Provost.

Discussion: Announce the total range of raises available in terms of X% of the total possible raise. Chairs need to receive this guidance. Dean’s Office has deadline of next Tuesday; Chairs are asked to submit numbers by this Friday (April 12).

## Absence/Grade Policy

English faculty received information in March about updating attendance policies to avoid setting attendance penalties, setting automatic-fail attendance limits, and forbidding student attendance after reaching a maximum number of absences. Questions were raised about changing policies in the middle of the semester, whether the distributed policy was the current college or university policy, and whether faculty could indeed determine their own attendance policies for their classes. Discussion ensued about not linking attendance to grade; it’s possible to unlink them successfully. Faculty may teach students value of coming to class by directly connecting class time to assignments. A suggestion was made to use HIPs and avoid automatic-F elements in syllabi. Is the policy that was shared actually CHSS or university policy? No, it isn’t. A suggestion was made to consider setting “discussion” as a significant portion of the final grade for discussion-based classes. Need to table until August meeting.

## Summer CFC Ops

There might be one meeting before semester’s end. Historically, whoever can come will come or will send a proxy. Any summer meeting will be emails, so chip in as you can.

# To-Do Items

Prep minutes w/ sensitivity.

Jennifer will send information about CFC terms.

CFC reps should advise departments about 3-year terms on CFC.

Tim Hedeen will discuss a formal this-is-your-raise message with the Provost.

### Meeting adjourned.