CHSS College Faculty Council Meeting

 September 11, 2018

11:00am-12:15pm

 Deans’ Office Conference Room

**Attending:** Kerwin Swint (Deans’ Office), Steve Collins (CFC Committee Chair, SGIA), Brandon D. Lundy (Minutes, GEOG and ANTH), Chuck Aust (SOCM), Al Churella (HIST and PHIL), Beth Giddens (ENGL), Tim Hedeen (SCMPD), Tim Martin (PSYCH), Jennifer McMahon-Howard (SCJ), Federica Santini (FL), Sarasij Majumder (ISD), Jonathan Arnett (TCID)

**AGENDA and MINUTES**

1. Approval of August 21, 2018 meeting minutes.
	1. Collins: Please be sure to recommend changes and approve official minutes through email voting within one week of them being disbursed.
	2. No changes identified or requested.
	3. Giddens motioned to approve. McMahon-Howard seconded. All approved by voice vote.

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| **Suggested Time** |  **Item** |
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| **Opening Items** |
| 11:00-12:30 | Dean Swint: New CHSS initiatives, developments, policies, misc.* **Diversity Taskforce.** Griselda Thomas is creating a Diversity Toolbox that will be added to the College website. The Taskforce is also considering forming a Diversity Working Group toward the development of a spring 2019 event focused on diversity issues in the College.
* **Marketing.** Dean Swint is working to increase the profile of the College. Josh Azriel from Communications is helping the Deans’ Office to create an online newsletter for the College through a free online platform.
* **Observations about President Whitten’s visit to the College on Friday, September 7.** She is still working to better understand the interworkings of the University and College. Dean Swint will invite her back later in the semester. CFC discussed several concerns including: A need for financial assistance to get published in academic presses; A need to recognize time and workload as challenges to increasing scholarly outputs; A need to get clear expectations about faculty workloads; A need for additional Humanities resources for the library; A need to enhance the sabbatical/leave programs to assist faculty to develop their scholarship agendas. Service loads are high for fulltime faculty due to the dearth of eligible members who can serve. President Whitten may not yet fully grasp the concerns of part-time faculty positions at KSU.
* **Honors College.** Honors College is looking to pair faculty with Honors students as Teaching Assistants. Request forms can be found at: <https://kennesawstateuniversity-vbzux.formstack.com/forms/opportunities_honors_students>
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| **New & Continuing Business** |
| 11:10-12:30 | 1. Proposal to Revise the P&T Committee Structure: Department & College
	1. **Department Level:** Feedback from discussion: How are department/school P&T Committee members chosen? Maybe the committee selection process needs to be reconsidered to solve ongoing tenure decision problems. Is the current process fair? Do we need consensus training for committee members? Some departments and schools have not yet had a chance to discuss the proposed changes with their constituents. Would department committees of the whole vote on a recommendation or an entire vetted portfolio? Could be either. Committee of the whole would create too great of service expectations for faculty. How would service credit be evaluated? How carefully would the faculty review the portfolios in large departments/schools? Would this open departments to potential litigation for negative reviews? Faculty liked the idea of getting to know our colleagues better, but this may not be the best approach. Would other service areas suffer? May create additional anxiety for the candidate and the possibility for candidate discussions to devolve or be hijacked by vocal faculty. Committees are often carefully selected by departments/schools to ensure careful review, transparency, and fairness. Could this continue in committees of the whole? Large departments can have as many as 15 candidates going up per year. The majority of faculty in polled departments/schools generally opposed committees of the whole. There is a reason for elected representatives. Could a committee do the review, and then the whole body ratify the decision as a check on concerns? What about jointly-appointed faculty? Faculty appreciated being consulted about this issue.
		1. Option A: Committee of the Whole
		2. Option B: Standard Committee forwards recommendation/letter to the Committee of the Whole for a formal vote. What happens if there is a disagreement between the two Committees? What about the timeline?
		3. Option C: Status quo.
		4. Discussion was held and the Dean agreed that this item does not have clear consensus among the College faculty and should not be acted upon further.
	2. **College Level:** Feedback from discussion: Some support for reducing the number of the committee down to 11 from 22, i.e., by half (one representative per department/school). Is the scheduling problem (i.e., the biggest reason for proposing the change) created at the level of the Deans’ office (i.e., setting the quorum at 100%)? If the quorum is relaxed to one representative per department required, this may satisfy the problem. What do the College bylaws say? Voting electronically is sometimes allowed. Just having one department representative may exclude certain disciplines or sub-disciplines. What about sub-committees? Do other colleges have two representatives on college level P&T Committees? Dean Swint will look this up to see if there are university rules regarding P&T representation on committees. The CFC will continue to solicit additional department/school feedback.
		1. Option A: Reduce by half (to 11 members), one representative per department/college.
		2. Option B: Revisit bylaws and quorum requirements for P&T Committee (currently set at 100%).
		3. Option C: Themed smaller subcommittees (e.g., humanities versus social sciences).
		4. Option D: Status quo
2. CHSS Dean Search Timeline (11:48am)
	1. President Whitten said that the College will be moving forward with the search. In the next two months, a committee will be formed and the job ad will go out.
3. Deans’ Office Handling of Department Bylaws and P&T Guidelines Revisions
	1. **Discussion:** Concern was expressed about the Deans’ Office’s role in handling department bylaws and T&P guidelines. The revision process and timeline do not seem to be transparent. Edits are being made to these documents at the Deans’ Office level without highlighting changes. There also seems to be over-management of the guidelines/bylaws content by the Deans’ Office. Bylaws revisions are taking a long time and then are being revised after departments have already voted on them. Departments are being told that changes are required/mandatory, even when they may not be. Wrong T&P guidelines were sent to external letter writers because they were not approved in a timely manner.
		1. Content (i.e., unilateral revisions, discovery of unexpected edits, and references to policies that may not be in place) and process (i.e., sit at the Deans’ Office and then returned with time pressures) are the two biggest concerns.
	2. Dean Swint is working to get these bylaws and guidelines approved and returned to departments/schools in a timely manner. Departments/schools need flexibility, but fairness is also a consideration. Timing of the approval process should be written into the College’s bylaws. Departmental faculty standards should hold primacy at the university, not the Deans’ Office or department chairs. There should not be a need for “College-level alignment” in many instances.
	3. Why are departmental P&T guidelines now being approved by the College P&T Committee?
	4. Deans’ Office should only ensure that department guidelines and bylaws do not conflict with college- and university-level guidelines and bylaws.
	5. Dean Swint will discuss this issue with the Deans’ Office administration and Provost and report back to the CFC next month.
4. Salary & Equity Relief Letter
	1. Pay, equity, and compression issues and how they are affecting morale was discussed. Roxanne Donavan did the last survey on faculty morale for the College, but she is currently on leave, and is therefore unavailable for a follow-up. Does the CFC want to send out a survey to the College faculty to gauge morale and pay issues? McMahon-Howard asked about faculty salary issues to both the Provost and President. Administration is aware of the problem, but it may not be a top priority. They have said that there is no extra pot of money, which means other things would need to be cut. We would have to identify where the money would come from to increase salaries. Can we challenge the narrative that there is no money available for faculty raises? Academic Affairs budget has remained stagnant. Cost of living adjustments are necessary from the faculty perspective in addition to merit raises. Faculty/staff salary studies were put on hold (or were not released?). Deans Council needs to ask that this study be moved forward or released in a timely manner so that solutions can be found. Where are there potential areas to be reduced/cut at the university so that more money can be provided to Academic Affairs? Are we losing perspective faculty or current faculty due to pay related issues? This should be a top priority for the administrations BECAUSE it affects the students. Faculty burnout and low morale increases affects teaching, mentoring, and supervision, and overall performance throughout campus. How is Complete College Georgia and RPGs being affected by the financial issues/concerns?
5. Bookstore Problems
	1. Tabled.
6. Travel Per Diem
	1. Faculty can decide how their travel funds are spent as long as it benefits the department.
	2. There is no College policy regarding how money can or cannot be spent as long as they are appropriate expenses.
	3. College travel policy is pretty clear.
	4. Chairs should not be making decisions/setting priorities about how a faculty spend travel money.
7. Limited Faculty Parking Spaces in West Deck
	1. Tabled.
8. Artwork for 4th / 5th Floors of Social Sciences Building
	1. Tabled.
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| **Old business: Updates?** |
|  | 1. Budget Relative to 2017-18 & Impact on Travel, Prof Dev, Events, etc.
	1. Tabled.
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Meeting adjourned at 12:30 p.m.

Meeting summary prepared by Brandon D. Lundy