

Academic & Student Affairs
The University of North Carolina School of the Arts
Thursday, April 27, 2017
12:30pm – 2:00pm
Room 301 – Hanes Student Commons

OPEN SESSION AGENDA

Committee on Academic and Student Affairs

| | |
|--------------------------------|--|
| * Greer Cawood (Chair) | David English, Provost and Executive Vice Chancellor |
| * Anna Folwell | Karen Beres, Interim Vice Provost and Dean of Academic Affairs |
| * Mark Land | Ward W. Caldwell, Vice Provost and Dean of Student Affairs |
| * Tareake Ramos | Virginia Riccio, Staff |
| * Michael Tiemann (ex officio) | David L. Harrison, General Counsel |
| Sandi MacDonald | Betsy Towns, Faculty Council |
| | Laurel Banks, Staff Council |

*Denotes voting members

1. Convene Meeting, Welcome and Confirm Quorum *Greer Cawood*
2. Approval of February 9, 2016 Open Session Minutes *Greer Cawood*
3. Provost Report *David English*
 - a. UNC Strategic Plan
 - b. Search Updates
4. Student Affairs Report *Ward W. Caldwell*
 - a. Enrollment Update
5. Student Government Update *Tareake Ramos*
 - a. Year-end Report/Introduction of new SGA President, Hassiem Muhammad
6. Academic Affairs Report *Karen Beres*
 - a. Annual Year-end Report
 - i. Rank
 - ii. Contract Re-appointments
 - iii. Mid-tenure
 - iv. QEP – Chris Boneau
7. Motion to move to Closed Session *Greer Cawood*
8. Other Business *Greer Cawood*
9. Adjourn *Greer Cawood*

DRAFT

**Minutes of Committee to Board of Trustees
Academic & Student Affairs Committee
The University of North Carolina School of the Arts
Thursday, February 9, 2017
2:30 p.m. – 3:30 p.m.**

OPEN SESSION MINUTES

Members Present:

*Greer Cawood (Chair)
*Anna Folwell
*Mark Land
*Tareake Ramos
*Michael Tiemann (ex officio)
Laurel Banks

Members Absent: Sandi MacDonald

*Denotes voting members

Staff Present:

David English, Interim Provost
Karen Beres, Interim Vice Provost and Dean of Academic Affairs
Ward W. Caldwell, Vice Provost and Dean of Student Affairs
Martin Ferrell, Headmaster and Dean of High School
David L. Harrison, General Counsel
Virginia Riccio, Staff

Convene Meeting, Welcome and Confirm Quorum

Committee Chair, Greer Cawood was running late so Michael Tiemann convened the Open Session of the University of North Carolina School of the Arts Academic and Student Affairs Committee at 2:31pm. A quorum was acknowledged.

Approval of Minutes

Motion: Mark Land made a motion to approve the minutes of the December 8, 2016 Academic and Student Affairs Committee. The motion was seconded by Tareake Ramos and unanimously approved.

Provost Report

• **Search Updates**

David English reported on the status of three searches:

- 1) Dean of Drama – The current dean, Carl Forsman, will be returning to the faculty next year. We have a comprehensive search committee made up of Susan Jaffe as the chair, three Drama faculty members, a Design and Production faculty member as well as Preston Lane from Triad Stage. We have a solid pool of candidates. The committee is in the process of reviewing applications. The finalists will be on campus in March or April. The plan is for the new Dean to start in the fall.
- 2) Vice Provost and Dean of Academic Affairs – We are forming the committee now. Dean Wilcox will serve as the chair. The search will move quickly as we hope to have the position filled in the fall. The position will be working with our faculty; overseeing onboarding, enculturation,

professional development and teaching as well as shaping our programs for academic support for students; learning resources, help with writing skills, and overseeing our progress toward our objectives for student success and attrition.

- 3) Senior Director of Institutional Research and Planning – Dr. Yang is retiring this month. This position is very important to the school as this person does all of the reporting to the state, federal government and, SACS. Claire Machamer will chair the committee which should be formed in the next few weeks.

- **Executive Training**

For the last year and a half, the deans have been receiving coaching and leadership development from Rob Kramer and a colleague, Kara Penfield. The initiative has been very successful - helping us highlight what we do well and developing the leadership group. We will decide what the plans are for going forward in April when the current contract ends.

- **General Education**

The Division of Liberal Arts has been working on revisions to the general education curriculum for the last four years. We will have Dean Wilcox come into the 2017 September meeting. The changes go into effect in 2018-2019.

Student Affairs Report

Ward Caldwell, Dean of Students reported on the following topics:

- **Alcohol and Drug Coalition**

Natascha Romeo is leading a group that is working on how to deal with these topics with students before they come to campus. Ward will report back later on its success.

- **Career Development**

The Kenan Institute has developed portable fellowships for students and recent grads. The students or alumni can take the funding with them to an organization of their choice.

- **Housing**

The residence halls are 99% full.

- **Admissions Update (handout)**

We currently have 2008 applications – last year at this time we had 1886. Applications for the School of Film are very high. Applications to the School of Music are low. 2016 has been an anomalous year for Music. There are four studios where the key faculty are leaving. It is difficult to recruit when a studio is in transition. Other music schools across the country are also down by 25-50%.

- **Campus Police**

Gregory Harris has left the University and we have hired Thomas Yance as an interim. We have a solid person in place while Carin Ioannou runs a national search for a replacement.

Student Government Update

Tareake Ramos reported on the following topics:

- **Elections**

Hassiem Muhammad will be the SGA President next year. He has been on the SGA Executive Council and also served as a Resident Assistant.

- **Student Relations with Campus Police**

The SGA has been in conversation about the relationship between Campus Police and the students on campus. The issues vary between high school and college. The new SGA President has great ideas for programming with Campus Police.

- **Student Organizations**

For Black History month, members of the Artists of Color student organization (Tareake and others) are performing at Diggs/Latham on 2/17 at 9:00am

- **ASG Meeting**

UNCSA will be hosting the ASG meeting 2/24/17-2/25/17.

Academic Affairs Report

- **Teaching and Learning Center (TLC)**

The Teaching and Learning Center is in the midst of a leadership transition. Joe Lopina has transitioned to full time in Film so there is no official Director. Karen Beres has been working with Jill lane to develop programming. Current objectives are to update the TLC webpage to make resources more accessible. An updated page will be up next week. The TLC will offer a series of workshops this spring from within our faculty. Sample workshops include: flipped classroom models and Studio Thinking. There will also be a series of four workshops on Canvas, our learning management system. The TLC will also use current funds to send faculty to conferences on the pedagogy of teaching. They are also working to create a network of faculty who would be willing to visit classes for those who would like feedback.

- **Summer Intensives**

Suzanna Watkins gave an overview and history of Summer Programs at UNCSA. We have had intensives on this campus since 1975 in Drama Dance, and Music. The transition to semesters opened up the summer program finally allowing our students to use it to catch up. The ability to accept credit cards and an online registration system made the administration of these programs more efficient and effective. By 2014, the program was doing well enough to spin off from Kenan. The Summer programs and intensives created 2 million in revenue for the school last year.

Adjournment

With no further business to discuss, Committee Chair, Greer Cawood adjourned the meeting at 3:40pm.

Submitted by:

Virginia Riccio

Faculty Affairs Annual Report, 2016-17

| Contract Reappointment | |
|------------------------|-----------|
| Dance | |
| 2nd 3-yr | 1 |
| 5-yr | 1 |
| D&P | |
| 2nd 3-yr | 2 |
| 1st 10-yr | 2 |
| DLA | |
| 2nd 3-yr | 1 |
| 1st 10-yr | 1 |
| 2nd 10-yr | 1 |
| Drama | |
| 2nd 3-yr | 2 |
| 1st 10-yr | 1 |
| Film | |
| 1st 10-yr | 1 |
| HSAP | |
| 2nd 3-yr | 1 |
| 1st 10-yr | 1 |
| Music | |
| 2nd 3-yr | 1 |
| 1st 10-yr | 1 |
| Total | 17 |

| Mid 10-Year Review | |
|--------------------|----------|
| DLA | 1 |
| HSAP | 2 |
| Music | 1 |
| Total | 4 |

| Rank Promotion | |
|------------------------|----------|
| D&P | |
| Assistant to Associate | 1 |
| Associate to Full | 1 |
| Drama | |
| Assistant to Associate | 1 |
| Total | 3 |

InterFolio ByCommittee Promotion & Tenure Implementation

Interfolio is dedicated to increasing transparency, equity, and efficiency around the academic decisions at the heart of the university mission by addressing faculty first. They believe faculty is the group most central to the success of higher education, but their work too often goes unsupported by smart technology that makes their lives easier and more productive.

ByCommittee Promotion & Tenure is a secure online faculty-oriented collaboration platform that provides customizable tools to manage all of the documents, workflows, data, committees, communication, and outcomes associated with important academic decisions, like contract reappointment evaluation, mid 10-year review and rank promotion.

Benefits to the institution:

- **Faculty** review their peers more effectively with tools to review, make notes, send messages, and receive external peer evaluations digitally.
- **Faculty committees** receive a versatile, comprehensive tool that matches the actual work they do in the course of an academic year.
- **Staff** streamline administrative work with tools to send the entire digital packet between committees, rearrange and add to it, and standardize specific pathways for each type of review.
- **Administrators** monitor the school's commitment to diversity with tools to track contract reappointment evaluation, mid 10-year review and rank promotion over time, and support responsible decisions by standardizing the pathways and requirements for specific types of reviews.
- **Candidates** receive clear instructions on the contract reappointment evaluation, mid 10-year review and rank promotion processes along with simple tools to build a professional-looking digital packet of their materials.
- Transparency to **senior administrators** who need insight into the data around diversity, compliance, and faculty evaluation.
- Efficiency to **staff and coordinators** who manage the cumbersome logistics of contract reappointment evaluation, mid 10-year review and rank promotion.
- Organization to **committee chairs** who manage the faculty collaboration, communication, and timelines of committee work.
- Value to **faculty members**—whether committee members or candidates themselves—who have busy schedules and could use some support around professional service.

Contract Reappointment Projections 2017-18

Contract Reappointment Evaluation: 32

- 2nd 3-Year: 12
- 5-Year: 9
- 1st 10-Year: 9
- 2nd 10-Year: 1
- 3rd 10-Year: 1

Mid 10-Year Review: 6