

Faculty Council Meeting
Wednesday, February 19, 12:45 – 2:00
Agenda

Zoom Meeting Link:

<https://uncsa.zoom.us/j/95774892661?pwd=MTFZna5NwvvFVn4bgPOxFmxOhdn1e9.1>

1. Call to order
2. Approval of minutes from 2/5 meeting
3. New Business
 - a. Temporary parking solution from Campus Police
4. Old Business
 - a. Searches Task Force draft: distribute to faculties through reps for feedback
 - b. Faculty manual changes
 - i. Peer Review Committee (8.1.8) – motion from Steve Lacosse
 1. *In the case of a school/division not having enough members to populate the Peer Review Committee (PRC), the Office of Faculty Affairs will assist in identifying eligible faculty members from other schools/divisions who are serving on fewer than two peer review committees and will submit a list to each dean. The dean will have the authority to remove a faculty member from the compiled list due to other commitments unknown to Faculty Affairs.*
 2. *After receiving the dean's list, Faculty Affairs will forward the list to the chair(s) of the Peer Review Committee(s) needing additional members. (Peer Review Committee Chairs must be members of the candidate's school/division.) The Chairperson of the individual PRC will discuss possibilities with their fellow committee member and then reach out to their selected faculty member to ask the individual to serve. After the individual agrees to serve, they will be added to the Peer Committee Roster and Faculty Affairs will notify the dean of the school/division of the faculty member's agreement to serve.*
 - ii. Standing committee minutes – motion from Jeff George
 1. *[Add a new section 7.3.0 gathering common requirements for standing committees]*
 2. *All standing committees must take minutes at every meeting. These minutes must be sent to the University Archivist at the end of each academic year.*
 - iii. Syllabus language – motion from Jeff George on behalf of Elizabeth Davis
 1. *[Add the list below, gather together all syllabus mentions into one section 9.2.8]*
 - iv. Courses exempt from student evaluations – motion from Bill Volz

1. *With the change in D&P production course from Practicum to Lab we need to add DEP 1000, ,5000, 6000, 7000, 8000 to the exclusion list for D&P.*
2. Do other schools have changes?
5. Standing Committee Reports
 - a. Campus Development Committee – Michael Dodds
 - b. Educational Policies Committee – Janine Hawley, Joe Lopina
 - c. Faculty Development Committee – Rosemary Millar
 - d. Faculty Rank Committee – Steve LaCosse, Bill Volz
 - e. Faculty Welfare Committee – Anson Koch-Rein
6. Faculty Assembly Report Recap
7. Chancellor's Report
 - a. Board of Governors
 - b. Capital Projects
8. Adjourn

Syllabus Content Checklist

- ☐ One syllabus per course per course/section number for each career level
- ☐ One syllabus per course/section number

Required

Course Information

- ☐ Course title
- ☐ Course number and section
- ☐ Semester
- ☐ Year
- ☐ Credit hours
- ☐ Syllabus meeting time and place (as identified in Banner)
- ☐ Explanation of equivalent time for course (rehearsals, production, practices)

Faculty Information

- ☐ Faculty name(s)

- ☐ Faculty title
- ☐ Office location
- ☐ Time of office hours (min 5 hrs/wk, F2F and virtual)
- ☐ Phone number
- ☐ Faculty email address
- ☐ Other contact information (Calendly, Slack, Teams chat, etc.)

Course Materials

- ☐ Required materials to be purchased
- ☐ Supplemental materials

Course Content

- ☐ Program learning outcomes
- ☐ Course learning outcomes
- ☐ Course outline/ schedule (if tentative, faculty must state that the syllabus is subject to change with proper notification)
- ☐ Assessments
- ☐ Criteria and content of student performance evaluations

Policies

- ☐ Students with Disabilities statement matches the Faculty Manual
- ☐ Academic Integrity Policy statement matches the Faculty Manual
- ☐ Grading system
- ☐ Attendance policy
- ☐ Impact of attendance on grades
- ☐ Class Attendance, University -Related Absences and Major Exam Times Policy
- ☐ Instructor's course attendance policy adheres to school's attendance policy.
(Required for online/ hybrid only)

- ☐ Specific safety procedures for lab courses including documentation of injuries
- ☐ Student Privacy Statement: *Student privacy, including distance education students, is protected under state and federal regulations, including the FERPA Policy (link)*

Distance Education Courses

- ☐ Explanation of Netiquette policy for hybrid or online courses
- ☐ Library resources for hybrid or online courses
- ☐ Course resources for hybrid or online courses
- ☐ On-campus meeting requirements **or** any synchronous activity requirements
- ☐ How participation in online activities will be assessed and graded (e.g., participation in chat sessions, frequency of web access, postings, etc.)
- ☐ Whether (and how) the faculty member will track student online activities, for example, by maintaining a copy/log of online discussions and chat sessions, etc.
- ☐ All deadlines (due-dates and times) for postings, homework assignments, blogs, chats, etc.
- ☐ Office/contact hours, how often the faculty member will be online, and alternate communication options
- ☐ Safeguards as to how student work will be authenticated
- ☐ Technical competencies expected or required of the students
- ☐ Minimum computer hardware and system specifications, software requirements, and course website access requirements
- ☐ Whom to contact in case of technical problems
- ☐ Alternative procedures for submitting work in the event of technical problems
- ☐ Statement of potential charges related to identity verification: *Students enrolled in distance education (including hybrid) classes in which proctored exams are required are responsible for any charges, including for identity verification, levied by a remote location.*

Differentiated Rigor

- ☐ GR courses clearly and explicitly differentiate higher levels of course learning outcomes.

- ☐ GR courses have progressively complex assignments and assessments
- ☐ GR courses include familiarity of literature.
- ☐ GR courses include a higher level of professional practice and training experiences.
- ☐ Where GR and UG are in the same syllabus, different levels of learning, complexity of assignments, and level of professional practice and training is explicitly and clearly highlighted within the syllabus.

Recommended

Transparent Communication with Students

- ☐ Adverse Weather Policy
- ☐ Title IX/ Sexual Harassment/ Sexual Assault Policies and Procedures
- ☐ Student Grievance and Complaints Policies and Procedures
- ☐ Appropriate School/ Division Policies and Procedures or a link to School/ Division Handbook
- ☐ Counseling information: contacts/link, UWill info
- ☐ Help Desk information (hours, location, contact information)
- ☐ Statement on classroom audio and/or visual recording policy