

UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS
FACULTY COUNCIL MEETING MINUTES
September 20, 2017

Present: Wade Wilson, Tanya Belov, Trish Casey, Michael Dodds, Martha Golden, Renata Jackson, Leslie Kamtman, Elizabeth Klaimon, Steve LaCosse, Geordie MacMinn, Laura Martin, David Pounds, Michael Rothkopf, Ellen Rosenberg, Eric Schwartz, Mike Wakeford, Greg Walter
Ex-officio Executive Vice Chancellor and Provost David English

I. Approval of Minutes

- Minutes of the September 6, 2017 Faculty Council Meeting were approved as written.

II. Announcement

- Leslie Kamtman announced the passing of Jean McDonald, longtime UNCSCA Library staff member (retired 2003).

II. Nancy Polk, Interim Director of Teaching Effectiveness

- Greg Walter explained that Faculty Rank met with Nancy Polk and Karen Beres to discuss peer evaluation committees and the peer evaluation process. As a result, the need for clearly written procedures and training to help faculty know how to do a peer evaluation became apparent.
- Nancy emphasized the importance of working with each other to develop a common observation form for peer reviewers. Consider:
 - How would you define good teaching in your disciplines?
 - What criteria are you looking for?
 - Might entail multiple forms as classes are conducted differently (one-on-one, team-taught, lecture).
- Council discussion with Nancy ensued.
- There needs to be some consistency throughout the arts schools.
- There are different kinds of observations.
 - Qualitative observations that ask you to draw conclusions.
 - Other tools do not ask you to draw conclusions but merely ask you to observe and describe what you are seeing.
 - Observations are done with the idea of making your peers better teachers.
- Nancy commented that peer review involves multiple parts that include looking at portfolios, student evaluations, etc. Peer observation is one part of that whole package.
- Important to have clear guidelines for the peer reviewer about how to look at syllabi, course evaluations, portfolio materials and how that ties into the peer observation in the classroom.
- Important to ensure adequate time for the process of electing peer evaluation committees.
- Discussion to be continued regarding establishing clear policy and procedure for how we do the peer evaluation process.
 - Cornell rubric to be used until such a procedure can be established.
 - Training is essential.
- It was suggested that Nancy meet with faculty, gather experiences, and work toward creating a best practices template.
- Faculty Rank offered to take the lead on the issue of establishing clear and consistent procedures for Peer Evaluation Committees. Council and Provost English agreed.

- Faculty Rank will work with Nancy Polk, David English, and Karen Beres to draft procedures for Peer Evaluation Committees for classroom observation, portfolio review, etc.
- Ellen Rosenberg will resend the document of procedures for how the Peer Evaluation Committees are formed and the Cornell rubric for teaching observation.

III. Chair Report – Wade Wilson

- Wade recently attended training for Senate and Council Chairs in Chapel Hill.
 - We should be in line with the Faculty Assembly Standards of Shared Governance.
 - Faculty should have parallel committees to match all the upper administration committees.
 - Chair should have an instrument for directly surveying the faculty.
 - Chair should be serving on the Chancellor’s Cabinet and Provost’s Cabinet.
 - Council should be able to name faculty to be put on ad-hoc committees.
 - Council should have a retreat.
 - Council should be receiving everyday communications from all departments in the administration.
 - Be aware of: the effects of the free speech law; BOG task force on performance-based funding model; appropriations bill mandated review for all centers and institutes with the purpose of removal of these from the system.
- Council Representatives on Board of Trustees Committees: send summary reports to Wade and Leslie

IV. Standing Committee Reports

A. Educational Policies – Renata Jackson

- EPC met most recently on September 13, 2017.
- EPC Section of Faculty Manual
The membership of the EPC took another look at the paragraph revised by Mike Wakeford and Renata Jackson for the Faculty Manual/EPC procedures pages that EPC revised last year and which were endorsed by Faculty Council in May. Eagle-eyed EPC member David Winkelman noticed that the revision does not include all varieties of academic programs that EPC is responsible for and which should also be governed by the procedures, so the following tweak was suggested:

Proposals that must come before the Educational Policies Committee (EPC) include adoption of New Courses and Curricula, Changes in Existing Courses, and Curriculum Revisions. In cases where a proposal affects program degree, diploma, or certificate requirements (~~i.e., changes or additions that impact the High School Academic Program, BFA, BM, or MFA requirements towards degree~~), the Faculty from the Arts School or Division proposing the change must endorse the additions or changes by 2/3 majority vote by the full-time Faculty of the School or Division via anonymous ballot administered by the School’s or Division’s EPC representative *before* the proposal is presented to EPC.

MOTION that Faculty Council endorse this revised version for inclusion in the Faculty Manual.
MOTION PASSED.

- Revised General Education Core
Renata reminded her team that, given the now-endorsed revisions to the general education requirements for our BFA and BM programs, all the Art Schools must prepare the curriculum change documents for vetting by EPC no later than the February 28th meeting, in order for the Registrar's Office to have enough time to process all the revisions and have them ready for online course registration in the spring for Fall 2018.
- Capstone
EPC was joined at our September 13th meeting by Jason Romney and Elizabeth Klaimon to continue our conversation (begun last year) about how we might dovetail UNCSA's QEP and the Capstone idea across the institution. In our discussion, we realized that the best way for UNCSA to move forward and work out the details is for there to be an ad-hoc Capstone Committee made up of faculty representatives from each of the Art schools and the DLA. We therefore requested that the Provost's Office charge the Faculty Council with the formation of such a committee.

Provost English respectfully declined the request to establish another ad-hoc committee for this purpose, but is supportive of the idea to move this forward to implement the Capstone. He recommended that this be handled by the QEP Committee, that has representatives from every school, in concert with DLA. Wade asked Renata to reach out to Jason Romney and Elizabeth Klaimon to move this forward. It was also suggested that those involved with First Year Experience be included in the process some way.

B. Campus Development Committee – Geordie MacMinn

- Reaching out to Jim DeCristo and Chris Placco for updates on the Campus Master Plan and building renovations.
- Pursuing a response to numerous requests for more recycling bins, particularly in the Pickle Jar.
- Reviewing CDC membership as currently stated in Faculty Manual.
- Discussing issues with dorms, particularly reports regarding mold.
 - Will reach out to Joe Rick for clarity.

C. Faculty Welfare – Eric Schwartz

- Soliciting ideas and thoughts on what Faculty Welfare can do to make the campus a better place.
- Ongoing feedback regarding health care benefits.

D. Faculty Development – John Ferri (via email)

- Requests for Faculty Development:
All faculty members should be aware of the increased opportunity for school-supported professional development. Our committee has a budget of \$33,569.39 this year, and it is our plan to review faculty development requests in two stages. Fall requests will be reviewed in early November; spring requests will be reviewed in March. The following deadlines will therefore apply for this academic year:
 - Fall Semester: All requests must be received by Friday, October 27, 2017.
 - Spring Semester: All requests must be received by Friday, February 23, 2018

- All eligible faculty members are encouraged to apply, but only requests using this year's updated PDF form will be considered.

D. Faculty Rank – Greg Walter

- Concerns have been expressed regarding the number of outside evaluators.
 - Council discussion followed.
- Due date for Letter of Intent changed from September 1 to July 1.
- Approved Rank for 11 new hires over the Summer.
- Working on creating a policy to establish Rank for Visiting Faculty.

V. Faculty Assembly – Ellen Rosenberg, Elizabeth Klaimon

- President Spellings
 - Legislature wants to see student retention rates increase.
- Campus Concealed Carry Bill could still move forward.
- Rebranding of the University System.

VI. State Employees Combined Campaign

- Council members to distribute SECC brochure with Chancellor's letter to their Faculty.

Meeting adjourned.

Respectfully submitted,
Leslie E. Kamtman