

ACADEMIC ASSEMBLY MEETING MINUTES

November 27, 2018

12:00 PM – 1:00 PM

Classroom F, HEC

CHAIR: Joshua Cameron

VICE CHAIR: Malika Kachani

POMONA ATTENDEES: Joe Bertone, Mark Mintline, Casey Chaney, Valerie Quan, Ed Wagner, Kimberly Walker, Manish Issar, Gerald Thrush, Kathleen Satterfield, Jesus Sanchez, Raj Kandpal, Alex Lee, Babak Faramarzi, Hendrik Szurmant, Nissar Darmani, Robert Christman, Robert Pechnick, An Vo, Diane McClure, Victoria Voith, Jacqueline Truong, Abdul Mohammad, Hubert Chan, Brent Fung, Kierstyn Napier, Chris Chase, Setareh Lavasani, Anna Yeung, Nishita Patel, Rod Hicks, Airani Sathananthan, Andrew Pumerantz, Adriana Pollack-Lazarro, Marian Safaoui, Miguel Medina, Shalechia Hunt, Wendi Swanson, Amanda Imai, Patti Shakhshir, Dawn Stone, Megan Nguyen, Sunil Prabhu, Jeff Wang, Stacey Hu, Raymond Hruby, Pedro Diniz, Mike Katsaros, Jeanine Boreland-Mann, Jijun Hao, Ruth Trudgeon, Gwen Orozco, Michael Marinello, Loretta Ng, Yadi Sweeny, Pen-Jen Lin, Miklos Peterfy, Katherine Mitsouras, Beatrice Saviola, Irina Vukmanovic-Nosrat, Rosana Bravo, Steve O’Barr, Maria Lambros, Arezoo Campbell. Kabir Lutfy, Trang Nguyen, Margaret Soh, Laura Murphy, Linda Pang, David Redding, Beth Boynton, Craig Kuehn, Bradley Andresen, Suzana Tkalcic

LEBANON ATTENDEES:

SECRETARY: Alyssa Rodriguez

Topic	Proposed Discussion	Actions
1. Call to Order	The Chair, Dr. Cameron, called meeting to order at 12:00 pm.	
2. Approval of minutes of previous meeting 04-19-18		Dr. Emanuele motioned to approve the minutes as written, Dr. Venketaraman seconded; all were in favor.
3. Announcements and Follow-up	<ul style="list-style-type: none"> - Shared Governance Workshop – Jorge Tiede from AAUP will be here on February 1 for a shared governance workshop. He will be putting on a seminar from 12-1 as well as meeting with smaller groups. It will be a group workshop with the help from CAPE - Handbook Corrections – The handbook had been approved by the Board of Trustees in June. Subsequent to that approval, we found a few typos that have been corrected. In addition to the typos there was also a one year leave of absence that is listed in the handbook and it refers you back to the employee handbook, the employee handbook doesn’t have any information about that. So in talking with the Provost, we will be operating under the previous handbook, which had those details spilled out. He has already granted on of these, so its not an issue. Going forward, we’re working with Human Resources to put those details in the employee handbook. - University Committees – The University Committees (Research, Library, Financial Aid, sub committees of the Senate) will be giving their reports at the April 2019 Assembly Meeting. - Professional Development – Professional Development funds that are in the handbook, increased to \$2500 from the \$1500. It was budgeted and approved by the Board of Trustees. All of the colleges received the budget increase to account for every faculty member within their college to have \$2500 for professional development needs. This is for full time faculty. - Strategic Planning – Strategic planning is underway. There are many Faculty that are participating in the strategic planning groups. If you are finding out that it is burdening on your time, please let your 	

	<p>senator know. They are working with the Provost to make sure that you are getting recognition for your time.</p>	
<p>4. University Advancement -Dr. Diane Abraham, VP</p>	<p>Dr. Diane Abraham is the Vice President for University Advancement. Their department is the fundraiser for the University. Alumni giving has a 28% increase since Dr. Abraham came on board.</p> <p>Advancements mission is to support WesternU with Philanthropy –</p> <ul style="list-style-type: none"> • Capital and Annual Campaigns • Endowed and Annual Scholarships • Special Events • Grants and Research • Gifts in Kind <p>A Tribute to Caring is one of the University’s major events where they raise money for scholarships. It is held every November.</p> <p>The greatest focus for Advancement right now is to engage alumni. The University has over 15,000 alumni that could help support us. They have started putting together alumni mixers, different engagement activities to connect the alumni back to the University.</p> <p>The next scholarship dinner is the East West Dinner on April 13, 2019. In September of 2019, there will be the first WesternU 5k run. The run will start and end on campus. It is one way to engage all the people on campus as well as in our community to make them aware of who we are and what we are doing. The second alumni reunion will be held in September. The last alumni reunion this past September went really well.</p> <p><i>The challenge that CVM is facing is the branding issue with the older alumni. They want to help and donate, but how are they guaranteed that it goes to their college? Simple conversation, we could help. WesternU is an umbrella per se, but if they want to donate to their college, that can.</i></p> <p><i>Are they any guidelines or minimum requirements for annual and endowed scholarships and if they’re online? Advancement is currently working on their website and all the information will be on there when it is revealed in the next few weeks.</i></p> <p>Reach out to Dr. Abraham if you have more questions.</p>	
<p>5. Follow up</p>	<p>Follow-up</p> <p>- Shared Governance Survey – At the last meeting, there was some discussion about having a vote of confidence for our Deans or Administrators. The senate has been putting together a shared governance survey, that will be serving how shared governance is operating within in the University. Similar surveys have been done in the College of Optometry and the College of Veterinary Medicine. They are building on those surveys to come up with a university wide survey that we will be sharing with you, probably to coincide with the shared governance workshop that will be happening in February. The survey will be conducted through the Senate and not by Office of Institutional Research and</p>	<p>There Is interest in pursuing mechanisms to talk further about this. Dr. Cameron will take this back to the Senate.</p>

	<p>Effectiveness. The plan is to share that data with Administrators so that they can be aware of what the Faculty are feeling.</p> <ul style="list-style-type: none"> - Anonymous Feedback – We continue to receive anonymous feedback and the only time to close to loop is at these meetings. <ul style="list-style-type: none"> • Comments about the feasibility of votes of confidence of our administrators • Concerns about faculty appointments which related directly to the meaning of honorary degrees and criteria for adjunct faculty appointments. This led to meetings with the President, the Provost, Dean of the college and other administrator involved with a certain appointment that was made. The situation has been handled as effectively as Dr. Cameron could do. Just to reiterate, there are specific criteria for adjunct faculty appointments, adjunct faculty appointed to your faculty, should have similar credentials to your regular faculty. The meaning of an honorary degree does not mean that you get to call yourself a doctor. • Concerns were raised regarding Dr. Bowlin chairing the Provost Search Committee. The President has organized the committee and she is chairing it. The committee has Faculty and Administrators and they have each signed confidentiality agreements. If there are further concerns of her chairing the committee, please share them. • Faculty with administrative appointments should be precluded from Senate and other committees. This has led to ongoing conversations within the Senate, within the University Faculty Affairs Committee and they will continue the conversations. As this will effectively change the handbook. 	
<p>6. New Items</p>	<ul style="list-style-type: none"> - Evaluation Task Force – The University Faculty Affairs Committee wrote a memo that recognized the revisions of the Faculty Handbook and that there is now a lack of standard definition between faculty evaluations, workload definitions, faculty contracts, and job descriptions in regards to the promotion and tenure process. With that language, we had asked the Provost to appoint a committee to look at the evaluation process and to make any and all recommendations in any of those areas. We asked him to create a cross-functional group, where he picked the members. The purpose of the work group would be to explore the task of creating harmonious language and processes that facilitate the University’s pursuit of more efficient operations in terms faculty role expectations. There are faculty, administrators and those in charge of operations. - Posthumous Degrees – Dr. Cameron was approach by the Student Services on campus to come up with a policy from the faculty awarding of posthumous degrees. There was a recent case in one of the colleges where a student passed away and very near to the completion of their degree. There was a desire to award them the degree posthumously and so what is our process and procedure for during so. Questions that arose were “what are the criteria?” “how much of their degree is to be completed?” After doing research of what other universities are doing, it is all over the map. <ul style="list-style-type: none"> • Since we are a humanistic university, we should be generous here. • The student should be in good academic standing, no suspension or LOA • There should be a survey sent out to all faculty with several different options for comprehensive feedback based on that. • There should be a target of completion for the degree to award the posthumous degree. • Should also consider how they passed away 	

<p>7. Grievance Committee</p>	<p>The handbook states that the term for the grievance committee is only for one year so they would like to increase it to three years. It also says that they only meet when there is a grievance, they would like that fixed.</p> <p>The grievance procedures do not apply to complaints involving allegations of complaints of discrimination and harassment, the issue with that is if a faculty has a grievance against their Dean can only go to Human Resources, which the committee does not think is appropriate. They would like to change the filing statement because right now there are issues, say if they are having the problems with their supervisor. The rest of the changes are more logistical changes. They would also like to increase the number of members on the committee as well as having alternates.</p> <p>The other thing that the committee realized is that there is no grievance process for the staff and that is unfortunate for a humanistic organization, there only recourse its to go the Human Resources. They have asked the President and the Provost to establish a means of grievance filing for the staff. Currently, they are collecting data to try and make it happen.</p>	
<p>8. Other Business</p>	<p>Please remember to use the Academic Senate page for feedback.</p>	
<p>Next Meeting</p>	<p>Next meeting date: April 18, 2019</p>	
<p>Adjournment</p>	<p>The meeting was adjourned at 1ppm</p>	