

# ACADEMIC SENATE MEETING MINUTES

December 11, 2017

12:00 PM – 1:00 PM

4<sup>th</sup> Floor Conference Room, LRC

CHAIR: Joshua Cameron

VICE CHAIR: Malika Kachani

SENATORS: Beth Boynton, Pat Callard, Casey Chaney, Denton Eldredge, Donna Emanuele, Ed Goering, Eric Gupta, Shalechia Hunt, Malika Kachani, Craig Kuehn, Kabir Lutfy, , Beatrice Saviola, Munish Sharma, Steven Standley, Nithya Venugopal

ABSENT: Pen-Jen Lin, Valerie Quan, Jacqueline Truong, Irina Vukmanovic Nosrat

SECRETARY: Alyssa Rodriguez

Topic	Proposed Discussion	Actions
<b>1. Call to Order</b>	Meeting was called to order at 12pm by the Chair, Joshua Cameron	
<b>2. Approval of minutes of previous meeting 11-13-17</b>		<b>Dr. Boynton motioned to approve the minutes as written, Dr. Kachani seconded, all were in favor.</b>
<b>3. Announcements</b>	<ul style="list-style-type: none"> <li>o WASC Offsite Review Summit – Last week, the university received an offsite visit from the WASC review committee. They provided a written report about our institution and the upcoming review process. Please let your faculty know that in March, they will be here for a site visit. In February, there will be a MOCK visit. The offsite team reviewed the self-study that was sent out and they noted significant progress in program review process. That our student success measures, board pass rates, graduation rates are fantastic. They also noted that there was a concern in 2007 about what would happen when President Pumerantz retired and the transition and they were very pleased in the process that resulted in the appointment of Daniel Wilson as our University's President. They are pleased with our financial base and consistent enrollment policies, as well as the effort of greater transparency with budgetary process that have gone on. Please let your constituents know that this is coming up and this is for accrediting the whole institution, not individual programs.</li> </ul>	
<b>4. Old Business</b>	Dr. Henriksen, The Vice President of Research, will be attending the January 8 <sup>th</sup> meeting. Please send questions/concerns in advance so that he can be prepared for things that you want specifically addressed. Please also reach out to your faculty for any of their questions as well.	
<b>5i. Global Health</b>	Faculty members that a very passionate about Global Health would like all of the colleges to join their efforts in order to reestablish a Global Health Center at the University level. They would like to start by setting up a task force where all the colleges are represented, currently they have a representative from CVM, COMP, COP, and CGN. It is not a formal task force, jus faculty working together. If you know anyone that is interested, please report back to Dr. Kachani.	
<b>5ii. Handbook</b>	The handbook has been distributed to all Faculty as well as the Deans and Human Resources. There is one new addition to the professional development to increase the annual allotment	

by faculty, currently its \$1500 but asked for \$2500, which was also recommended by a board member.

OLD	NEW
<p><b>3. Travel Allowance</b> Each full-time faculty member is allowed a minimum of \$1500.00 toward the expenses of attendance at scientific meetings or conferences that will improve his/her effectiveness as an educator at WesternU. Preference for full funding will be given to those presenting papers. Attendance at such meetings does not count as vacation time. Approval of the appropriate Dean is required for these expenses.</p>	<p><b>3. Professional Development</b> Each full-time faculty member is allowed a minimum of <i>\$2500.00</i> toward the expenses of attendance at scientific meetings or conferences <i>or other professional development activities or expenses</i> that will improve his/her effectiveness as an educator <i>or scholar</i> at WesternU. Preference for full funding will be given to those presenting papers. Attendance at such meetings does not count as vacation time. Approval of the appropriate Dean is required for these expenses.</p>

a. *Dismissal Procedures* – added new language.

<p><b>Dismissal Procedures</b> The following procedure should be followed if a regular faculty member is to be dismissed prior to the end of his/her contract or after being granted tenure. A decision to not renew a contract at the end of its term shall not be considered a “dismissal”. The Dean will inform the individual, in writing, of his/her possible dismissal and of the cause for dismissal. Substantial evidence of adequate cause (see above) must also be presented in writing. The final dismissal decision will be rendered by the dean. A faculty member may exercise his/her right to file a grievance following a dismissal decision as outlined in the “Grievance Procedure” in Appendix II.</p>	<p><b>Dismissal Procedures</b> The following procedure should be followed if a regular faculty member is to be dismissed prior to the end of his/her contract or after being granted tenure. A decision to not renew a contract at the end of its term shall not be considered a “dismissal”. The Dean will inform the individual, in writing, of his/her possible dismissal and of the cause for dismissal. Substantial evidence of adequate cause (see above) must also be presented in writing. The final dismissal decision will be rendered by the Dean. A faculty member may exercise his/her right to file a grievance following a dismissal decision as outlined in the “Grievance Procedure” in Appendix II.</p> <p><i>In the event of faculty termination prior to the end of a contract period, no less than 90 days will be provided to the faculty to</i></p>

*clear out assigned university space. Additionally, email use will continue during this 90 day period enabling a forwarding email address to be provided to chosen colleagues.*

*In the event, a faculty is clearly a danger to anyone and the faculty must be terminated immediately and escorted off campus, and consequently will not have access to email or assigned university space. However, if this turns out not to be the case upon further information coming to light, the 90 days access will be reinstated as soon as possible.*

*Employment may be terminated but extending access to assigned university space and email privileges for this 90 day period is in keeping with our institution's long standing reputation for humanism.*

More language needs to be added, the faculty does not feel that it is clear. Need two sets of procedures, one for tenured and one for non-tenured.

- b. *Representation on the Grievance Committee* – The question came up, At what rank should the person who serves on the Grievance committee hold? There was some discussion that an instructor/assistant professor would not have enough knowledge of the academic lifestyle to make warranted decisions. Instructors have been removed completely. The Deans had concerns eliminating the assistant professor as there are many assistant professors on campus that have been here longer than professors.

<b>Grievance Committee</b> The Grievance Committee consists of five full-time faculty members elected at large. Each faculty rank should be represented, instructor, assistant professor, associate professor, and full professor, at least two of which will have tenure. In the event that each faculty rank cannot be represented, a follow up election to select a member at large, open to any regular faculty rank, will	<b>Grievance Committee.</b> The Grievance Committee consists of five full-time faculty members elected at large. <i>The following faculty ranks should be represented:</i> assistant professor, associate professor, and full professor, at least two of which will have tenure. In the event that each faculty rank cannot be represented, a follow up election to select a member at large, open to any regular
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**Drs. Saviola, Kachani, and Lutfy will work on drafting new language.**

**Will leave the Assistant Professor ranking in the Grievance Committee**

	<div data-bbox="548 99 1493 334" style="border: 1px solid black; padding: 5px;"> <p>be conducted. The Committee elects the Chair and Secretary from among its members. The term of office is for one year; however, under no circumstances shall Committee membership expire during consideration of a grievance.</p> </div> <p>faculty rank, will be conducted. The Committee elects the Chair and Secretary from among its members. The term of office is for one year; however, under no circumstances shall Committee membership expire during consideration of a grievance</p> <p>Please go through the handbook one more time and point out any errors that your find so that we can get it completed. The Senate will have to vote on it hopefully at the January 8 meeting. Deans council, including the Provost, will give their stamp of approval later in January. It will have to go to the Board of Trustees- Academic Affairs Committee by February 1 for their review and then present it to the Board of Trustees mid-February so that it can be reviewed at their March meeting.</p>	
<p><b>6i. Academic Standards and Policy</b></p>	<p>The committee is in the Process of reviewing the College of Optometry Program Review. All of the documents have been uploaded to a OneDrive folder that was created for the committee. The committee will be meeting next week to go over and finalize the review and send the recommendations to the Provost.</p> <p>An email was also sent out to the curriculum chairs across the university to set up an information gathering/sharing meeting in March/April with a follow-up in the fall to convene what we hope to create with a University Wide Curriculum Committee.</p>	
<p><b>6ii. Academic Support Services</b></p>	<p>The committee has been meeting with the heads of each of the departments that we're supposed to oversee and start to establish a relationship.</p> <p>At the last meeting, Linda Emilio, Executive Director Human Resources, attended. HR is now based on the 2nd floor Anderson Tower. Current projects include management training and new on line forms for evaluations. Ms. Emilio now reports directly to President Wilson after Dr. Tom Fox retired. Several positions are yet to be filled.</p> <p>Around the University, procedures need to be standardized and clarified for organization charts as well as staff positions and job duty descriptions.</p> <p>We are saddened to lose Dr. Nithya Venugopal as she moves to a new position outside of WU. Replacement yet to be determined.</p>	
<p><b>6iv. OPS Council</b></p>	<ul style="list-style-type: none"> <li>- <b>Career Ladder/Pipeline:</b> received a second Robert Wood Johnson grant for \$330,000.</li> <li>- <b>Facilities:</b> PCC Lobby, desk, and flooring will go in during holiday break (Expenses projected \$5 mil.) <ul style="list-style-type: none"> <li>-Anatomy Lab remodel scheduled to be complete by the end of January.</li> </ul> </li> <li>- <b>IT:</b> Log on passwords must be changed annually</li> <li>- <b>Office of Provost:</b> Campus Master Plan approved at last BOT meeting. Moving to operationalize.</li> </ul>	

	<ul style="list-style-type: none"> <li>-3 programs for review: Masters in Prosthetics and Orthotics, Master of Science in Clinical Dentistry, and Masters in Health Innovation.</li> <li>- <b>Office of Provost, Faculty Affairs:</b> March 1st deadline for Promotion and Tenure Candidates and committee submissions</li> <li>- <b>Public Affairs:</b> FACE Faculty for Autism Collaboration, Santa's Workshop Eye Care Institute RV Ribbon Cutting all on Dec. 2. <ul style="list-style-type: none"> <li>-Early stages of building a magazine for COMP.</li> </ul> </li> <li>- <b>Pumerantz Library:</b> Working with Blackboard administrator to add another tab to Blackboard</li> <li>- <b>University Student Affairs:</b> Request for 2nd set of Amazon lockers has been placed. Commencement website went well.</li> </ul>	
<b>6v. UBAC</b>		
<b>6vi. President's Cabinet</b>	<ul style="list-style-type: none"> <li>- There is news on the pipeline that our Health Insurance premiums will probably be rising due to the number of insurance claims that have risen at the institution. Come March, there will be a bump, more than what we've seen in the last few years.</li> <li>- They raised \$120,000 at the Town and Gown Classic.</li> <li>- The institution is currently undergoing an internal review process looking for waste. Their goal is to make our tuition dependence 80% instead of 90%. Trying to get 10% of our revenue from another source. Also there is a process to standardize university level policies. We've noted that there are a lot of inconsistencies with how university policies are implemented. The internal review will be looking at this as well, to see what policies that they can streamline and standardize.</li> </ul>	
<b>7. Next Meeting</b>	<p><b>January 8, 2018</b>  <b>Academic Assembly meeting: April 19, 2018</b></p>	
<b>8. Adjournment</b>	The meeting was adjourned at 1:02pm.	