

# ACADEMIC SENATE MEETING MINUTES

September 11, 2017

12:00 PM – 1:00 PM

Saul Bernat Board Room, AAC

CHAIR: Joshua Cameron

VICE CHAIR: Malika Kachani

SENATORS: Pat Callard, Casey Chaney, Denton Eldredge, Donna Emanuele, Ed Goering, Eric Gupta, Shalechia Hunt, Malika Kachani, Craig Kuehn, Pen-Jen Lin, Kabir Lutfy, Valerie Quan, Beatrice Saviola, Munish Sharma, Jacqueline Truong, Irina Vukmanovic Nosrat

ABSENT: Beth Boynton, Steven Standley, Nithya Venugopal

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 8-14-2017</b>		Dr. Lutfy proposed a few amendments. Ms. Rodriguez will rewrite specified section.  The minutes were approved as amended.
<b>3. Announcements</b>	<ul style="list-style-type: none"> <li>- Dr. Elizabeth Hoppe, Deans Council Chair, will be attending four meetings this academic year. She will be a liaison between our Senate body and the Deans Council body.</li> <li>- Grievance Committee and Research Committee results went out. A change will be needed for the Grievance committee as the elected individual from COMPNW is not eligible to serve. Dr. Callard will go through the other nominees for the next highest votes to represent the Assistant Professor role.</li> </ul>	
<b>4. Old Business</b>	Last meeting it was voted on to present a proposal to the Provost regarding an evaluation task force, looking at not only evaluations at the faculty level but also on the administrative level. Drs. Cameron and Callard met with the Provost and presented what was discussed, he was very open minded to the idea but currently there is a faculty performance evaluation project going through HR. Need to figure out a way to work through this process to put this task force into play.	
<b>5i. Elect Senate Vice Chair</b>	<p>Dr. Cameron received only one nomination for Vice Chair and it was for Dr. Malika Kachani. No other nominations were received during the meeting.</p> <p>Dr. Kachani has accepted her nomination.</p>	<p>Dr. Cameron motioned to close the nominations.</p> <p>Dr. Goering motioned for Dr. Kachani as Vice Chair, Dr. seconded, all were in favor.</p>

**5ii. Faculty Performance Evaluation Project**

The Faculty Performance Evaluation was shared with Deans Council as well as the College of Graduate Nursing (CGN) leadership team.

A few concerns that CGN had were:

- Seems like its driving the P&T process instead of an evaluation process
- Seems to be some feeling of being forced
- That the P&T process and the evaluation process are hand in hand , identical.
- Concern that the percent allocated to workload doesn't align with the P&T document that will be talked about

Deans Council - this was presented as part of one piece of a move to transition all annual appraisals to the People Admin system. Our current system of doing all employee appraisals is going to move over. The question came up of whether the faculty evaluations would fit in to that framework. The Deans council did not want to proceed with this becoming the faculty evaluation in the next evaluation cycle for a number of reasons, which is why it is being piloted with CGN first.

On behalf of the Deans council, some of the concerns that were raised:

- It's not being shown as a three year P&T plan which is a concern because the cycle runs for six years. Is this representative of an annual appraisal, a mid tenure review, why is it three years?
- 3/6/9 month check ins for feedback which felt a little difficult for implementation particularly for supervisors that have multiple reporting's. Continuing ongoing feedback and support is very valuable but whether it's a formal 3/6/9 that you have to document.
- What has been the input from Faculty Senate, and it seems that it would be very key with moving through the process that the faculty should have a higher level of participation than the Deans. They will have broader input on the performance criteria, concern express about whether or not it's appropriate to have uniform performance criteria across all colleges given that the models of instruction vary significantly.

Academic Senate Concerns:

- In terms of rating, one of the options for rating five is for people who are using innovative teaching but it doesn't say whether that innovative teaching will be effective or not.
- The three month evaluation sounds way too much. It doesn't seem tenable. You have the three years and then there were some discussions about having some P&T cursory evaluation of what the person is doing and that gives them time to change course. Ultimately the goal of the three years, all these evaluations and then the P&T is involved, that's not in this document.
- 3/6/9 is unyielding, but I think this whole process is across the campus, so it's not just looking at faculty, but all the employees.
- The 1-5 rating seems to big, would much rather see a 1-3.
- Would like to suggest that Faculty have something that we develop ourselves, with HR and all the stakeholders, but for us and not mixed. The five criteria is too much.

	<p>This document needs to be revisited in great detail. This goes back to the discussion of the last meeting that maybe we need to have some sort of working group/ task force together with HR/Faculty/Administration putting something together than HR providing this. If you have additional comments, please send them to Dr. Cameron.</p>	
<p><b>5iii. Promotion and Tenure Handbook changes</b></p>	<p>The Handbook Task Force submitted the Promotion and Tenure document to the University Faculty Affairs Committee. The committee approved the document to move forward with an edit to the Assistant Professor Rank.</p> <p>A. <u>Assistant Professor</u></p> <p>For appointment to the rank of Assistant Professor, the faculty member shall <b>must</b> hold a doctoral degree, <b>a professional degree</b>, or equivalent <b>terminal</b> degree in his or her discipline and show promise in the areas of teaching, scholarship and service (including clinical, administrative, professional, College and WesternU service, where applicable).</p> <p>The premise is that the document was approved at the UFAC level, UFAC will send it to this level, at the same time we ask that it be considered by the Deans Council level so that as colleges are finalizing their revisions of their handbook they can do a quick check to make sure there is nothing at their level that contradicts.</p> <p>The hold that all of these have is the faculty that are mainly clinical and not teaching on a daily basis in classroom, being able to do research at their desk. Those are the people that I feel have a hold, there is no way for them to promote. The same issues came up with COMP last year because there were concerns that their faculty couldn't go into P&amp;T process also. The committee really looked at things a little more broadly so that there were some things that crossed all programs and yet gave each program a little bit of flexibility to meet their individual needs.</p> <p>In VetMed, they have something called a teaching academy. One of the tasks for the teaching academy is to help faculty to present something just like for research and they have a model of educators CV. Dr. Kachani has offered to share it with the Senate.</p> <p>Just a reminder, that once it gets approved here, doesn't mean that its done, it will still need to go to the Academic Assembly.</p>	
<p><b>6i. Faculty Handbook Task Force</b></p>	<p>The Handbook Task Force has completed its work as of last week. The entire handbook has been amended. Right now the task force is going through the completed document. Once University Faculty Affairs Committee has looked at it, it will be sent to the Senate. Please review the documents that were sent to you as it will be on the agenda at the next meeting.</p>	
<p><b>6ii. Academic Standards and Policy</b></p>	<p>The Academic Standards and Policy Committee (AS&amp;P) reconvened on August 15, 2017 and welcomed new and returning members. A Chair and Vice Chair was elected unanimously during the meeting. Dr. Donna Emanuele, College of Graduate Nursing will assume the role as Chair and Shalechia Hunt, College of Allied Health, Department-</p>	

	<p>Physician Assistant will serve as Vice Chair. Information regarding the AS&amp;P purpose, responsibilities and procedures was disseminated to members. The AS&amp;P is looking for an alternative meeting site to accommodate members who may need to access remotely. For the September 19, 2017, an overview of Office 365/One Drive will be presented. The AS&amp;P will store ongoing information within a dedicated link on sharepoint for the committee to conduct and communicate the ongoing work as determined, and provide access to agendas and minutes. This will allow the team to prepare in advance for future meetings. Folders on One Drive will contain information for the team to access including future committee meeting dates, programs up for review, final reports, overview of primary responsibilities of committee, agenda and meeting minutes. The Chair of AS&amp;P will schedule a meeting with OIRE Director, Dr. Ramirez to review the scheduling of WesternU programs under review and set an agenda for this. Additionally, an email communication was disseminated to Deans and their administrative assistants to determine who is the faculty of record assigned as "curriculum chair". It is a goal of the AS&amp;P to develop a sub-committee facilitated by either the AS&amp;P Chair or Vice Chair with curriculum chairs across the University to obtain curriculum committee reports and advance the conversation about how other colleges are addressing their curriculum processes; to gather data and summarize activities; and standardize a processes as indicated that drive goals and identify action steps as it relates to WASC and setting academic policies. A review of what other Universities and/colleges are doing regarding curriculum will be explored to better define structure, process, and outcomes and how this best meets with WASC recommendations.</p>	
<b>6iii. Academic Support Services and Planning</b>	<p>The committee met last month but business could not be conducted as there was not quorum. Will plan to meet next month to elect a Chair and Vice Chair.</p>	
<b>6iv. University Faculty Affairs</b>	<p><b><u>Chair for AY 2017-2018 Appointment</u></b>  Rod Hicks, PhD, RN, (College of Graduate Nursing) was selected as chair for the upcoming academic year. Special recognition to the past chair and others who carried the work last year.</p> <p><b><u>P &amp; T Guidelines</u></b>  The committee reviewed, edited, and then approved the <i>Standards for Promotion and Tenure</i> for inclusion in the Faculty Handbook.  The committee forwarded the revised copy to the Senate and the Dean's Cabinet for further input. Implications: Colleges will be able to align College specific criteria with the broad guidelines in preparation of July 1, 2018 and the 2018-19 P and T cycle.</p> <p><b><u>Handbook Revisions</u></b>  The Handbook task force presented a side-by-side comparison document of changes suggested to the Handbook. The UFAC committee deliberated and approved the changes. The document will forwarded to the Senate.</p>	
<b>7. Next Meeting</b>	<p><b>October 16, 2017</b>  <b>Academic Assembly meeting: November 14, 2017</b></p>	
<b>8. Adjournment</b>	<p>The meeting was adjourned at 1pm.</p>	