**Faculty Senate Minutes**

Monday, April 15, 2013, 3:10 p.m., Cumberland Room

**Senate Roster for 2012-14:** Kurtis Adams (MUSC), Amy DeWitt (SOC/GEOG), Heidi Dobish (PSY), Paula Donohue (NURS), Sonya Evanisko (ART), Max Guirguis (PSCI), Osman Guzide (CME), Doug Horner (SCWK), Jim Lewin (ENGL/LANG), Mengyang Li (CHEM), Jason McKahan (COMM), Rob Parkinson (HIST), Greg Place (HPERS), Kathy Reid (ECON), Sylvia Shurbutt (ACF), Ed Snyder (IEPS), J.B. Tuttle (EDUC), Yanhong Wang (LIB), David Wing (BIOL)

**Officers:** J.B. Tuttle (President), Rob Parkinson (Parliamentarian), Jason McKahan (Secretary)

**Guests:** Christopher Ames (VPAA), Scott Beard (Graduate Dean), Virginia Hicks (Education Dean), Ann Legreid (Business and Social Sciences Dean), Colleen Nolan (Natural Sciences and Math Dean), Dow Benedict (Art and Humanities Dean), Bob Warburton (Teaching, Learning & Instructional Asst. Dean)

**Meeting Schedule (Spring 2013)** complete

1. **Approval of April 1, 2013 Senate Minutes: m/s/p u**
2. **Announcements:**

**A. McMurran Scholars Convocation, Friday April 19, 2013, 3:30 pm, Frank Center –** Faculty wear academic regalia (caps/hats are not required). Lined up no later than 3:00 p.m. by seniority.

**B. Finals Week: Monday, April 22-Friday, April 26**

**C. Final Grades due Monday, April 29, 9 am**

**D. 140th Commencement, Saturday May 4**

**E: First Faculty Senate meeting Fall 2013:** September 16, not September 2, will be the first Faculty Senate meeting of Fall 2013 due to Labor Day closure.

1. **Guests/Unfinished/New Business**

**A. Senator Shurbutt: Confirmation of C & I Nominees for Academic Appeals Committee (action):** Nominees include Rick Bruner, Heidi Hanrahan, Mark Cook, Kevin Williams, Heidi Dobish, Cinda Scales, Roger Hamood, Tuncer Gocmen, Phil Simpson, Jason Best, Carol Plautz, Zhujun Wang, Andro Burnett, Laura Clayton, Kathy Dilley and J.B. Tuttle. **All nominees were endorsed as the AAC pool.**

**B. VP Ames:**

**1. Summer contract policy revisions (report) – Shepherd will experiment with the enrollment of five (5) students to “make” a summer class.** Sections with less than five students will be prorated at 20% per head. Summer contracts will be corrected to reflect these changes. Lower minimum enrollment is directed to boosting summer offerings and revenue, as well as getting students to graduation more quickly.

**2. Sabbatical policy revision (report) –** The current sabbatical policy annually funds up to 3 semester sabbaticals with pay and 3 full year at half pay; the latter are rarely used. VPAA Ames suggested converting the 3 full year sabbaticals to 3 more semester sabbaticals, which would allow more faculty to work on professional development and research. A full year sabbatical would count as two. Sabbatical change will require a few steps (BoG approval, etc.) VPAA Ames presented first draft at language. The six sabbaticals would not be offered retroactively, but faculty who were not granted sabbaticals this year can reapply in the next round with better odds of being granted sabbatical. Senate agreed that limit of three sabbaticals per year was not sufficient for 140 faculty. More opportunities are needed. Senate questioned possibility of providing more frequency for sabbatical eligibility than the present cycle of faculty being eligible every 6 years (as per BoG Policy #5). **Senate endorsed the proposed sabbatical policy proposal unanimously by acclamation.**

**3. Adjunct Initiative (action) –** Senate feedback on Fulltime Lecturer positions was positive, with several provisos: 1.) Full load is defined as 5/5 on 9 month contract. 2.) Class sizes are capped at 20, but must take into account disciplinary differences such as contact hours and labs. 3.) Summer teaching is optional. 4.) Tenured faculty have priority in summer teaching assignments. 5.) Must have departmental (not administrative) control. 6.) Money to fill the gap between current adjunct pay and projected adjunct lecturer salary should be derived from budget priorities, not the adjunct budget. 7.) Full time lecturers may attend faculty meetings, but with *non-voting* membership. 8). That Full time lecturer positions do not impede in the creation of new tenure track lines. 9.) That full time lecturer salary does not siphon resources needed to hire part-time specialist adjuncts. VPAA Ames noted that the Adjunct committee agrees with these conditions, changing the teaching responsibility to a 30/32 annual credit load, with only a minor cut in projected adjunct lecturer salary. Selection of full time lecturers would be in departmental control and identical to justification for new faculty lines. The VPAA and Adjunct committee will be contacting departments and identifying compelling need for full time lecturers. **The senate endorsed the Adjunct committee proposal by secret ballot.**

**C. Dean Beard: Graduate Faculty Handbook language proposal (action) –** Dean Beard followed up on prior discussion of revisions to the faculty handbook re graduate faculty policies and requested feedback from the senate. Senate questioned whether current graduate faculty would need to reapply; Dean Beard responded that they would only need to apply upon renewal. Senate also inquired about specific language addressing the graduate faculty reviewing committee. Dean Beard replied that the body would contain a department chair, school dean and a program coordinator. **Senate endorsed the proposed graduate faculty** **policy unanimously by acclamation.**

**D. Dr. Mark Stern and Dr. Joy Stevenson: Internationalization (report):** Stevensonhas been tasked as a consultant to draft a business model for internationalization. The two sections to her report include the current snapshot of Shepherd and a future marketing plan. Section on notes the strengths of Shepherd’s academic programs, faculty led international tours, and proximity to metropolitan areas such as Baltimore and Washington D.C. After reviewing current internationalization initiatives and international student enrollment, Stevenson (echoing with ACE recommendations) recommends creating a centralized internationalization office within Academic Affairs with two job positions focused on internationalization, as opposed to the current (perhaps overlapping) roles of Student Services, Study Abroad, and International Admissions. By drawing just 12 international students to Shepherd by advertising domestically and internationally, the expense of the two positions would be covered. President Shipley is committed to internationalization, but also recognizes difficulty of funding. The second section of the report provides a marketing plan for internationalization in which Shepherd might reach out to students in such countries as China and Brazil, while also recruiting from community colleges and working with advisors and for-profit and public internationalization agencies. Senate questioned if there may be some cost-saving, intermediate step toward internationalization. Stevenson suggested starting with Washington D.C. and local community colleges (termed “armchair recruiting”); i.e. start with a U.S. based approach and then transition to international. Senate suggested that meaning of internationalization not just focus on revenue streams for Shepherd, but also take into account the positive impact of Shepherd students’ interaction with diverse, international students, Study abroad funding for Shepherd Students, Faculty led summer classes, and increased Memoranda of Understanding with select international colleges.

**IV. Committee Reports:**

A. Admissions & Credits (Senator Corpus) – No Report

B. Curriculum & Instruction (Senator Shurbutt) – No Report

C. General Studies (Senator Dobish) – Meeting held on Wed did not meet quorum.

D. Honors Committee (Senator Parkinson) – No Report

E. Institutional Review Board (Senator Dobish) – May 2 is last meeting; proposal still due week April 25.

F. Library Committee (Senator Guirguis) – No Report

G. Professional Development (Senator Horner) – No Report

H. Scholarship & Awards (Senator Adams) – Reminder about McMurran on Friday.

I. Senate Bylaws (Senator Parkinson) – No Report

J. Washington Gateway (Senator Donohue) – Received 180 summer camp applications. Approximately 70 accepted. New regulations prevent counselors from working more than 6 consecutive days.

K. Calendar Committee (Senator Reid) – No Report

L. Diversity & Equity Committee (Senator Lewin) – No Report

M. Enrollment Management Committee (Senator Reid) – No Report

N. Graduate Council (Senator Shurbutt) – No Report

O. Technology Oversight Committee (Senator Evanisko) – No Report

P. Assessment Task Force (Senator Wing) – No Report

Q. President’s Budget Council 2014 (Senator Adams) – No Report

R. Internationalization Committee (Senator Place) – No Report

S. Student Success Committee (Senator Li) – No Report

T. Advisory Council of Faculty (Senator Shurbutt) – No Report

**V. Seating of new (replacement) Senator: Art - Evanisko stepped down and was replaced by Chris Coltrin**

**VI. Senate Officers/Committee Chairs/External Representatives Elections (Parliamentarian Parkinson)**

**A. Assembly-established Committees**

1. General Studies Interim Chair: term begins July 1, 2013 and ends September 16, 2013 – Tuttle elected

2. Secretary – McKahan elected

3. Parliamentarian (appointed) – Parkinson appointed

**B. Senate Committee Chairs and Representatives**

1. Honors Committee - Parkinson elected

2. Library Committee - Guirguis elected

3. Professional Development Committee – Horner elected

4. Scholarships and Awards Committee – Adams elected

5. Senate Bylaws (2 positions) - Guirguis & Parkinson elected

6. Washington Gateway Committee – Donahue elected

**C. External Committee Representatives**

1. Calendar Committee – Reid elected

2. Diversity and Equity Committee – Lewin elected

3. Enrollment Management Committee – Reid elected

4. Graduate Council – Shurbutt elected

5. Institutional Review Board -- Dobish elected for Summer 2013

6. Student Success Committee – Li elected

7. Technology Oversight Committee – Guzide elected

**D. Other Committees**

1. Assessment Task Force – Wing elected

2. President’s Budget Council 2015 (3 positions) – Wing, Snyder and Guzide elected

3. Internationalization Committee - Place elected

4. Salary Compression Task Force (1 position) – Parkinson elected (note: although not on Senate, Evanisko will serve: not a Senate Committee)

**VII. President Tuttle comments:**  1). It has become apparent that Shepherd Faculty have been overbooked with many service meetings/events occurring at same time, perhaps more than ever before, and senators were thanked for their dedication and service. 2.) A late proposal was submitted for today’s agenda; Senators were reminded that the cutoff day for additions to the Senate agenda is four business days in advance, as directed by SU Constitution.

**VIII. Adjournment**

Respectfully submitted by,

Jason McKahan

Senate Secretary

Dept of Communication