**Faculty Senate Minutes**

Monday, January 13, 2020, 3:10 p.m., Cumberland Room

**Senate Roster for 2018-2020:**

Kurtis Adams (MUSC), Robert Anthony (SOCI/GEOG), Geri Crawley-Woods (SOWK), Rhonda Donaldson (LIB), Jeff Groff (DEPS), Max Guirguis (PSCI), Osman Guzide (CME), Mary Hancock (NURS), Heidi Hanrahan (ENGL/LANG), Dori Hargrove (EDUC), Stacey Kendig (HPERS), Mengyang Li (CHEM), Chris Lovelace (PSYC), David Modler (ART), Kathleen Reid (ECON), Julia Sandy (HIST), Cinda Scales (BADM), Cindy Vance (ACCT), Kevin Williams (COMM), David Wing (BIOL), Max Guirguis (ACF)

**Officers:** Chris Lovelace (President), Stacey Kendig (Secretary), Jeff Groff (Parliamentarian)

**Meeting Schedule (2019-2020):** 9/16, 10/7, 10/21, 11/4, 11/18, 12/2, 2/3, 2/17, 3/2, 4/6, 4/20

 **Special meeting January 13, 2020**

Kurtis Adams MUSC Present

Robert Anthony SOCI/GEOG Present

Gerri Crawley-Woods SOWK Present

Rhonda Donaldson LIB Present

Jeff Groff IEPS Present

Max Guirguis PSCI Present

Osman Guzide CME Present

Mary Hancock NURS Present

Heidi Hanrahan ENGL/LANG Present

Dori Hargrove EDUC Present

Stacey Kendig HPERS Present

Mengyang Li CHEM Present

Chris Lovelace PSYC Present

Sonya Evanesko ART Present

Kathleen Reid ECON Present

Julia Sandy HIST Present

Cinda Scales BADM X

Cindy Vance ACCT Present

Kevin Williams COMM Present

David Wing BIOL Present

**Guests:** Dr. Scott Beard, Provost; Shannon Holliday, CTL

1. **Approval of December 2, 2019 Faculty Senate minutes (Senator Kendig)**

December 2, 2019 Faculty Senate minutes were approved as distributed

1. **Unfinished Business**
	1. Revision of faculty workload policy:
		1. Conclude discussion of workload as it relates to teaching.

Discussion continued regarding faculty workloads and SCH with the development of a set of categories (which we colloquially referred to as “buckets”) with associated weights that can be used to compute weighted SCHs for individual faculty. The intent is that this system will cover most, but certainly not all, of the courses that are offered with some exceptions being made for things like lab courses and other departmental special courses. The Provost indicated that he agrees with this approach. The following motion was suggested by senator Lovelace and made by Senator Hanrahan:

I move that the Faculty Senate approves a system whereby the student credit hour (SCH) production for each faculty member is calculated each semester in such a way that courses are weighted in the following manner.

* Courses will carry a weight of 1.0 unless they fall within one of the following categories
* Courses that fall within the category of “lab/studio/production” carry a weight of 1.5; note that, when the lecture and lab portions are separate, both the lecture and lab sections will carry a weight of 1.5
* Courses that are research-intensive, writing- and reading-intensive, or are offered as part of the honors program carry a weight of 1.5
* Courses classified in the Core Curriculum as Writing in the Major or Capstone carry a weight of 2.0
* Courses offered at the graduate level carry a weight of 1.5

Each department will classify each of their classes into one of these categories. Departments may work with the Dean and Provost to adjust weights for classes that are not adequately captured by the categories listed above.

It is expected that a typical faculty member’s SCH production for a given semester will be 220 SCHs. This number will be adjusted for faculty who are contracted to teach fewer than twelve (12) credits in a given semester. If a faculty member’s weighted SCH production averaged across two consecutive semesters (excluding summer sessions) is less than 75% of that value (less than 165 SCHs), then the Department Chair, Dean, and Provost will decide whether the lower SCH production is warranted. If it is not, then a corrective course of action will be decided upon by the Provost. Faculty who consistently exceed 220 SCHs by 25% should be evaluated by the Chair, Dean, and Provost as to whether their workload should be reduced to avoid burnout.

The motion was seconded. A ballot vote was conducted with results of 17-YES, 1-NO, 1-Abstain M/S/C

1. Discussion of workload as it relates to professional development.
2. Discussion of workload as it relates to service (time permitting).

Began discussion of workload as it relates to professional development and service. It was decided that we don’t necessarily need something as formal as the SCH proposal just adopted (above). As a starting point, Faculty Senate members were asked to review a document pertaining to “A Framework for Faculty Performance Evaluation and Merit Allocation” provided by Dr. Ben Martz (attachment) and think about how we might adapt it to evaluating faculty workload related to service and professional development at Shepherd.

1. **New business**
	1. Approval of changes to the Faculty Senate Bylaws (Senator Groff)

The changes were approved as distributed. (attachment)

1. **Announcements**
	1. The February Senate meeting will take place in the Blue-Gray room unless otherwise specified.
	2. Senator Lovelace will report on his presentation to the Deans’ Council of the Senate’s proposal regarding lecturer titles and term contracts.

Following up on the Senate resolution regarding term contracts for lecturers (from our meeting on 10/21/2019), President Hendrix asked me to present the issue to the Deans’ Council, which I did on 1/8/2020. They were very receptive to the idea. The Provost indicated that he would work with General Counsel Perdue to investigate details. There was also a sense that we should better define the roles of Instructor, Lecturer, and Clinical Faculty.