Council of Directors Meeting minutes
July 15, 2019

In attendance: Stacy Reischman Fletcher, Pat Sims, Lachel Story, Erich Connell, Ann Marie Kinnell, Matthew Casey, Heather Annulis (IVN), Ward Sayre, Jake Schaefer, Bernd Schroeder, Andy Sung, Lisa Nored, Jeff Wiggins, Marv Bouillon, Kimberly Goodwin, SherRhonda Gibbs, Jamye Foster, Sandra Nichols, Scott Piland, Sara Jordan, Jerome Kolbo, Teresa Welch, Elizabeth Tinnon, Winston Choi, Steven Moser

1.0 Call to Order
The meeting was called to order by Pat Sims at 1:02pm.

2.0 Administrative Specialists List for Directors
Bethanie DeFatta in the Provost’s Office has requested this list.

3.0 Congratulations to Lachel Story—CoD President-Elect
Lachel Story’s term as President-elect has started.

4.0 Introduction of Directors
There are new directors joining the CoD.

5.0 Guests
5.1 Dr. Steven Moser, Provost
The Provost mentioned the new Spring 2020 schedule, specifically the value of student feedback, the inclusion of an activity hour, and his pleasure with the process overall.

The Provost shared the new Office of the Provost website. Refer to it for the updated academic schedule. “Policies and Procedures” is the site for the Faculty and Employee Handbooks. The Provost provided a brief summary of the Faculty Handbook committee status and upcoming changes to the handbook. He reminded us that all changes need to be brought up through governance bodies (which does not include the CoD.)

The Provost discussed the new Contractual Obligation of Faculty policy. It is on the website and is strongly endorsed by the Provost. This policy is in the Employee Handbook (3.1.1) and supersedes any existing confusion. Exceptions to the policy are managed by the Director. This can be done through documentation and mention in annual evaluation. Remote research is an exception. The Provost noted that a cultural shift such as this will take time.

The Provost discussed the overload policy. It applies to faculty who are teaching who have to teach on overload. The institution is moving away from allowing overloads for faculty with reassigned time for research (as an overload does not protect the reassigned time for research). Administrative reassignments should not be paired with teaching overloads. A policy is in the works. ‘Such a policy would apply to state dollars, not “soft” dollars. We have moved towards these policies because institutionally we had moved to a place of entitlement in some areas. Said policy should be completed prior to the start of the school year.
Amy Miller’s office is working on a policy of minimum class enrollment classes. The new minimum should be 24 in traditional undergraduate lecture classes. Getting a handle on this piece gives us some flexibility in smaller graduate sections. Pat SIMs added that this also impacts our adjunct budget.

The Provost shared a “Notification Protocol Decision Tree” handout. It is meant to provide faculty a roadmap for decision making in relation to issues we encounter.

The Provost shared a Faculty First Week schedule revised on July 15, 2019. The afternoon time slots are sorted out. Directors are asked to introduce and host events where their faculty are presenting. Directors are asked to incentivize faculty to attend and to include participation in annual evaluations. (Faculty will sign up for sessions so attendance will be known). We are permitted to close our offices during FFW unless there are significant student issues.

The Provost approved new annual evaluation guidelines. The President has reviewed them. The new FHB committee will take over the review of this as it was getting too confused. The FHB committee will take this up in August. Some are concerned about 9-month faculty working over non-contract dates.

The Provost gave an update on the coast. The President should be addressing this at the convocation.

The Provost seems to have similar questions about the website as directors do. Directors are asked to start with getting all faculty on the website through Digital Measures.

5.2 Angie Hendershot and Quentisha Jones, HR Partners
Angie Hendershot introduced all the HR Partners. Angie discussed Cornerstone, specifically assuring that we and our main proxies have attended Cornerstone training. HR will come train multiple persons in our schools.

We need to manage existing postings for positions that are filled. We should let HR know what positions (requisitions) should be removed from the website. Angie discussed our practices in adjunct hiring and in how to avoid re-hiring through Cornerstone.

Directors are reminded that all faculty must go through Hiring Toolkit training in order to serve on search committees. This helps us defend our decisions. We discussed college-level training sessions.

5.3 Kelly Lester, Director, Center for Faculty Development
Kelly Lester has notified all new incoming faculty about New Faculty Orientation. A new idea is a peer mentor (who is within 2-3 years of hiring). This person should attend the peer mentor luncheon. Kelly shared the NFO schedule for the week of August 19.
Tenure and Promotion workshops are happening now. Directors are asked to send appropriate faculty to them.

Teaching mini-grants will be available again this year.

6.0 Adoption of the Agenda
7.0 Approval of Minutes
8.0 Committee Reports
   8.1 Executive Committee Report
   8.2 Standing Committee Reports
      8.2.1 Professional Development Committee
   8.3 Ad Hoc Committee Reports
      8.3.1 Faculty Handbook Committee
9.0 Old Business
10.0 New Business
The Provost mentioned the Advising Center to which Amy Miller will speak in an upcoming CoD meeting. We are headed towards 21 university advisers. Students can stop in to the advising center at any time; we will accommodate in the spirit of Student Success. Semester-by-semester guides need to be revised, accurate, and helpful. New and transfer student advising can be done more efficiently.

The Provost mentioned the General Education Curriculum and how it needs revision. He is interested in any good recommendation that rises up. The CoD is happy to partner with other campus groups/bodies.

The Provost briefly mentioned that directors keep an eye on program performance metrics.

11.0 Discussion Items
   11.1 Initiative 9: School Staffing Structure
A draft of CoD feedback has been circulated. Please submit any feedback you have.

11.2 Meeting Schedule for CoD revised—handout
IC 309 does not suit our IVN needs ideally for our meetings. We are determining the best space for 19-20.

11.3 DM Workflow volunteers—Allison Gillespie
   11.3.1 Promotion and Tenure
   11.3.2 Graduate Faculty Status application
Some directors are will be testing out the workflow for new processes outlined above.