Council of Directors Meeting Minutes  
10/8/18

1.0 Meeting called to order at 1pm by Pat Sims
2.0 The agenda was adopted.
3.0 The minutes from the September CoD meeting were approved.
4.0 Committee Reports
   4.1 Executive Committee Report. Pat Sims sent out notes to the Council from the last Executive meeting with the Provost. There were no points of discussion
   4.2 Standing Committee Reports
      4.2.1 Professional Development Committee—no report
   4.3 Ad Hoc Committee Reports
      4.3.1 Faculty Handbook committee—Ward Sayre shared that the committee met to talk about how the edits will work this year. Portions (“pieces”) will be sent from the reorg FHB committee to the FHB committee and the Provost. When the new Faculty Handbook goes in to effect remains a question. The reorg Faculty Handbook committee is under a gag order. How the two committees work together isn’t clear. Is there a period for open comment? Is that the reorg FHB committee not revising policies and procedures the reason for this? The reorg FHB committee is tasked with cleaning up, editing, etc. Is this true, then why the gag order? Overall, the CoD is concerned with transparency in this process.

5.0 Old Business
   5.1 Constitution for Council of Directors
      Monty Graham moved we strike “and faculty” from the purpose statement. This council agreed this was appropriate.
      Tisha Zellner spoke to where Libraries fit in to the new CoD, which is a body of the whole. Discussion ensued about what equivalent representation from the Libraries would be. We do not wish to contradict reorg proposal #6 which states that the Libraries would have one representatives. The term “director” is not used in the organizational structure of the libraries. The Council sees how we might need to work within the continuing editing process of the reorg proposals. The executive committee will bring up the latter concern to the Provost. The Council voted unanimously by secret ballot to approve the Constitution as amended in discussion.

6.0 New Business
7.0 Discussion Items
   7.1 Expanded CoD meeting with Provosts and Deans
      7.1.1 Class Scheduling Guidelines—hard copies were distributed and included.
   7.2 The President requested nominations for the Committee on Committees. No nominations were given.
   7.3 University Workload Policy Committee. Pat Sims is representing CoD on this committee. Concerns are about faculty engagement, including the time away from campus between when fall grades are due and when the Spring regular semester starts. Some directors see the three-week spring intersession as a time to conduct school business. Other concerns include a workload policy that goes from the University level to the School level. It seems that college level policies might be difficult. For example, it seems that the university policy would be the same as the College of Arts and Sciences policy.
There are concerns about the workload policy being used to address issues of engagement, which is not the purpose of a workload policy. Is this an issue for the Faculty (or other) Handbook? This is a term of employment, not a workload issue.

If there are specific School where there are issues such as this, then the Provost and the Director should work to address it at the school level. Directors understand that physical presence on campus does not necessarily correlate to productivity. Directors also see that this new schedule does not allow time for extra school-level work during the regular semester. The Directors would prefer for this message to come from the Provost.

7.4 Proposal 4 (Uniform College Documents) and 7 (School-level Policies/Procedures)
Language is cleaned up so that there is consistency in titles of Tenure and Promotion committees at the school and college level.
Deadlines for School T&P documents in the end of December 2018. Although Deans can change this. Some directors want to not rush it. We are hoping that the Provost will be flexible in this. We are waiting for reorg proposals to be approved (about Annual Evaluations, Tenure and Promotion, Workload Policies). The Executive committee will bring this up to the Provost in our meeting tomorrow.

7.5 Proposal 8
There is discrepancy between titles being used now. Program coordinator seems the most prevalent. Director, Faculty Lead, Program coordinator are other titles. Not many people are using Faculty Lead.

7.6 Director Exit processes
There is no common process for this. Different chairs/directors have different “deals” with current/previous Deans. Practice is inconsistent. The Directors are, of course, invested in this becoming policy. There should also be some mechanism for incentivizing us to stay. We know the current state of the budget cannot accommodate this. Directors realize that agreements shift from Dean to Dean.
Annual Leave. We can use Annual Leave to cover the bridge if we transition from administrative to regular faculty. This is another disincentive for Directors who want to step down.

7.7 Operational Efficiencies
We are not always made aware of policies/procedure changes in a timely manner. To have advance notification would let us know what to look out for.
SOARFIN. Access is not what it was. People who need and have had access do not necessarily have it now.
SOAR. Notifications are not coming to us. Our access is changing constantly. Some schools who manage multiple GEC courses are faced with large amounts of Add/Drops. There are questions about designees and proxies. Directors would be okay with the advisors approving adding/dropping of GEC courses.
Property Accounting. Directors are attending a training session later in this month. There is interesting in assigning all property in a school to one person.
New faculty access. There are pockets of faculty who are lacking access to some websites on campus.

8.0 Announcements.
Coast request to revise Bulletin pages? It would be helpful for our revisions on one page to be “translated” to the second page. It seems like having one source of information for a school is in the spirit of the reorganization. Are we creating a second bulletin, or something that is unique to the coast?
There was discussion about the status of the the Coast and their undergoing reorganization.
The Directors had their first Friday evening at the Indigo last Friday. We will do it again next month.