CHESS Faculty Council – August 30, 2019

Minutes

Attending: Janusz Duzinkiewicz, Ken Bronowski, Rhon Teruelle, Dave Nalbone, Dave Pratt, Mita Choudhury, Cezara Crisan, Heather Augustyn, Assen Kokalov, Kelly Vaughan, Lori Petersen, Kimberly Brunt, Eugene Schlossberger, Renee Conroy, Elaine Carey

Absent: Yu Ouyang

1. Call to order at 1:31pm
2. Agenda approved unanimously with one change in the order of item 10, switching the order of items a and b.
3. Minutes from April 26th – approved unanimously
4. Dave Nalbone welcomed new members to the council and everyone introduced themselves.
5. Confirmation vote of Council Chair – Previous chair, Mike Lynn has taken the interim position of Dean of Honors College so a new chair of the council must be named. Ballots were distributed to the council members. Dave Nalbone was voted in unanimously as Council Chair for the fall 2019 semester. There will need to be a vote prior to the spring semester for a replacement Council Chair.
6. Election of chairs for Council committees. There was much discussion regarding a chair for the Curriculum Committee. It was determined that Kim Brunt would volunteer to chair, with Cezara Crisan assisting and taking over the position as chair in the spring when Kim moves off the Council. This was approved unanimously by the council. The committee members for Curriculum committee for the AY 2019-20 are as follows: Janusz Duzinkiewicz, Yu Ouyang, Rhon Teruelle, Heather Augustyn, Kim Brunt, Cezara Crisan.

Dave Nalbone suggested that the remaining council members be surveyed to determine what other committee (Education Policy, and Budget) they wish to serve on. Eileen Long will send a request to council members and send the full council a distribution list of the committees.

Election of chairs for both the Education Policy and Faculty Affairs, as well as the Budget Advisory Committees will be determined after the full CHESS faculty are able to vote on the revised Constitution. The Constitution will be distributed for a vote within the next two weeks.

1. Chair’s report. Dave Nalbone stated that there was not much to report for the first meeting. He did mention that requests for curriculum documents were already starting to come in. He reiterated that it was important that the Curriculum Committee get started as quickly as possible
2. Dean’s report. Elaine Carey welcomed everyone back and thanked everyone for attending the convocation. January 8, 2020 is set for the spring convocation at Westville. During the spring convocation Michael Bourgeois, Executive Director—Office of Institutional Research, will talk about Tableau, etc.

As of this morning CHESS has a 6.9% rise in new students, 74 new graduate students. Retention is important—but our numbers are not as strong as other colleges—CHESS retention from Spring 19’ to Fall 19’ is at 83.8%. Initiatives – “Food for Thought,” snacks to incentivize students to attend faculty office hours. “Make Your Move” – students visit departments to learn about classes, study abroad, etc, and fill out a survey to win either a $50 gift certificate, or an iPad. October 31st is closing for Make Your Move.

Proposal for Latinx studies center has received approval from provost. Policy on contracts vs. sponsored research forthcoming. What is training vs. what is sponsored research?

Friday University – there is a policy that senior citizens attend at 50% discount. We don’t have a lot of prerequisites to our courses, and people in the community might be interested in attending. CHESS needs to look into courses that might be of interest.

Working with the Senate on a General Education Task Force. Over 200 classes—task force considering working courses in “clusters.” Task force participants are: Elaine Carey, Jon Swarts, Tara Sullivan, Vanessa Quinn, Adam Rengstorf, Kenneth Kincaid, Colin Fewer, and Karen Stachyra. The task force will issue a white paper for consideration by the senate. Health and society, psychology, areas that immediate sprang out for Elaine upon initial review of our general education courses.

Budget will close out at the end of the month after census day on September 6th. At that time we will be shifting funds to departments for professional development.

Professional clothing closet 9 – 13th of September. Arranged transportation from Hammond to Circle of Services. Students can take items for a work week. We continue to take donations.

1. Old Business:
2. Supplemental Core timeline – The CHESS Supplemental Core is in Degreework. This process was done in an efficient manner, and CHESS advisors have looked at it extensively. Encourage faculty to look at gaps. Keep categories limited to what can be offered on both campuses – this would be best for students and easier for advisors. Need to think about changes to general education requirements. Dean Carey reiterated that the supplement is just that, a supplement to the general education requirements. It is a multi-year project.
3. Revised constitution will be submitted to faculty and will be discussed at the next council meeting.
4. New Business:
5. P&T guidelines for clinical faculty. Do specific programs/departments have guidelines? Dave Nalbone urged council members to talk with colleagues. We will discuss at next meeting and prep for upcoming years. Currently, there are no recommendations for review of clinical faculty until they go up for final review. Guidelines are needed.
6. Strategic Planning Task Force – Cathy Gillotti offered guidance to the council regarding the process that the Task Force is using to navigate the important work of strategic planning.
7. Adjournment at 3:30pm.

CHESS Faculty Council Minutes

September 27, 2019

Attending: Dave Nalbone, Rhon Teruelle, Kelly Vaughan, Ken Bronowski, Mita Choudhury,

Dave Pratt, Lori Petersen, Kim Brunt, Eugene Schlossberger, Cezara Crisan, Heather Augustyn,

Assen Kokalov, Yu Ouyang, Janusz Duzinkiewicz, Elaine Carey

1. Determination of Quorum and Call to Order by Dave Nalbone @ 1:33pm
2. Approval of Agenda – ***approved unanimously***
3. Approval of Minutes from August 30, 2019 – ***approved unanimously***
4. Review of constitution vote. Dave Nalbone reported that the revisions to the CHESS Faculty Constitution were voted in by the full voting faculty via Qualtrics ballot process. Therefore, the changes to the committee membership will move forward. The CHESS Faculty Council Committee membership is as follows:

**Curriculum Committee:** Kim Brunt (co-chair), Cezara Crisan (co-chair), Janusz Duzinkiewicz, Yu Ouyang, Rhon Teruelle, Heather Augustyn

**Ed Policy & Faculty Affairs Committee:** Dave Pratt, Mita Choudhury, Eugene Schlossberger, Ken Bronowski

**Budget Advisory Committee:** Assen Kokalov, Lori Petersen, Dave Nalbone, Kelly Vaughan

Due to weather delays for council members attending the meeting, Dave Nalbone determined that he would send an email to the Ed Policy/Faculty Affairs and Budget Advisory members, asking them to determine a chair for each of their committees.

1. Chair’s Report –

Dave Nalbone reported that the Curriculum Committee is up and running with 10 documents ready to review. Also, the Constitution changes were voted in.

1. Dean’s Report –

Dean Carey thanked everyone for their support in the Food For Thought initiative. She reminded the Council that sabbatical applications are due Oct 7th, and you receive a sabbatical you will need to complete a formal leave request in SuccessFactors. The Dean’s office can assist in getting you through that process.

Other important dates: CHESS Summer Awards applications are due Jan. 7th and scholarly release applications for AY 2020-21 are due March 23rd.

The Dean commended the CHESS assessment coordinators—there have been huge gains in the process.

The CHESS Clothing Closet is a success. CHESS received a Legacy Foundation grant for calendar year 2019. A news article resulted in a large influx of donations. The College of Business has also started a clothing closet. CHESS will work with COB. CHESS will be starting “Pop Up” shops in Westville and Hammond for students. This will take some effort as we have collected so many donations.

Our first Distinguished speaker, Dr. Margarita Saona, was a success with a large turnout for her talk.

PNW is supporting the Innovation in Social Sciences conference in Vietnam. Many CHESS faculty are attending.

Budget update – summer accounts have not yet been finalized. We have started to shift funds to cover professional development. Initial accounting is in good shape. CHESS continues their commitment to the Summer Scholarship with 7 awards slated for summer 2020. Once the accounts have all been finalized, the Dean’s office will determine scholarly releases for AY 2020-21. Erren Tapia has been hired as CHESS Business Manager- she is familiar with our accounts. RCM model shift continues—still waiting for initial models.

We have a large number of minors that look identical to other minors in CHESS. A conversation needs to take place as to why it is happening. Student population dipped below 8,000. Recruitment is up, but retention is our issue. We need to remember that we have smaller percentage and the addition of more minors will not run.

1. Old Business

Discuss P&T Guidelines – two issues: Dave Nalbone stated that the development of program/department level guidelines for clinical faculty needs to happen this year. Dean Carey reminded the Council that it is up to departments to decide if they want to have additional guidelines. The second issue of concern is where the T&P ballots from the primary and secondary committees are housed. Dave Nalbone noted that completed ballots are “locked down” in the Dean’s office.

1. New Business
2. CURRICULUM COMMITTEE – Kim Brunt reported on the curriculum documents, important dates document. The committee does have question regarding core addition/deletion issue? How do we differentiate the core. Do we need firmer guidelines so that submissions are clear and appropriate? It is also imperative that we have syllabi for items already approved in CHESS Core. Concerns about the dissemination of information to faculty/departments. Dean Carey suggested LibGuides as an option. Kim Brunt discussed the option of creating a naming/numbering for CORE courses. Dave Nalbone suggested that Ed Policy Committee look at setting policy regarding the core. Kim Brunt presented the Council with curriculum documents for approval. There are 10 documents, however one of them—CHESS 19-04 is being returned to the department for a more thorough justification. ***Items CHESS 19-01 – 03 and 19-05 – 10 the Council approves unanimously.*** Dean Carey noted that English curriculum documents are listed as Department of English & Philosophy. Dave Nalbone suggested the addition of (then) Department of English and Philosophy. The Curriculum Committee agreed and Kim Brunt would make the changes to the documents.
3. “Ask the Dean” idea discussed at Fall Convocation. Dave Nalbone suggested it is a means to facilitate communication with the Dean. He suggested that the Council send out an anonymous Qualtrics survey where faculty/staff can ask questions. Elaine would then respond once a month in an email. There were a lot of questions regarding the validity of such a project and whether or not it would be useful. This topic is tabled until next Council meeting.
4. Summer Salary and Teaching- Dave Nalbone asked if the Council should have input in the summer teaching process. Should Ed Policy and Budget Committees be involved? Dean Carey reminded the Council that banded tuition was an immediate hit on summer enrollment and will continue to do so. This is the reality. If faculty rely on summer teaching then they need to look at grants. As mentioned earlier, student enrollment is down below 8,000. Course scheduling is done by the department chairs—it is their responsibility—not the Dean’s. Janusz Duzinkiewicz suggested that perhaps we should recommend that only LTLs teach in summer to reduce costs. Anne Gregory (visitor) asked what exactly is the issue? Dave Nalbone stated that past practices and favoritism are the issues. Dean Carey stated that we can’t go by past practices because of banded tuition. Senior faculty have higher threshold for class enrollment because of their salary. Otherwise it undermines reallocation of funds to departments. Assen Kokalov asked if this issue shouldn’t this be left to the departments? Dean Carey responded in the affirmative.
5. Faculty Releases and Administrative Supplements – Dave Nalbone suggested that Budgetary Advisory Committee should look into these issues.
6. Study Abroad Policies – Dave Nalbone questioned how opportunities are allocated. Dean Carey mentioned that Kyle Rausch, the education coordinator at OGE is setting new policies. We have fewer students and few opportunities for study abroad. Very little approval process in the past. No coordination at department or college level. Departments need to coordinate international programs—look at number of students vs. travel opportunities. Suggested that departments consider rotating programs. There has to be a more strategic review of programs offered.
7. Procedures for election of Department/School Leadership, and nomenclature – Dave Nalbone wants clarity and understanding on how this all happens. Dave has issue with Department Head vs. Chair nomenclature. What is procedure and election? Dean Carey reminded the Council that several departments have gone through this very process in the last two years. Faculty are a part of the process during the search and a committee makes their recommendation to the Dean, who makes the decision. Department Chairs serve at the discretion of the Dean/Provost/Chancellor-President.
8. CHESS Budget – Budgetary Advisory Committee will meet with the Business Manager.
9. CHESS Council Membership – Of the 14 members of the council only 5 are tenured. Dave Nalbone stated that the concern is time commitment from tenure tracked faculty, in addition, politically charged issues could be problematic where non-tenured faculty might suffer retaliation or intimidation. Ed Policy should review this policy and consider making sure each department has at least one tenured faculty on Council. Eugene Schlossberger suggested that we shouldn’t have a rule as individuals should make that decision. Dean Carey stated that the Council is a good place for junior faculty to learn about the structure and business of CHESS. If they (junior faculty) are following the guidelines of Council by-laws, insuring issues are under the jurisdiction of the Council and not the individual members it should not be an issue. It is the responsibility of senior faculty to make sure we stick to jurisdiction of the council to protect those junior faculty members. Janusz Duzinkiewicz stated that ultimately we should work towards an environment in which no one will intimidate or retaliate against another. Eugene Schlossberger observed that this is an issue of integrity.
10. Open Discussion – discussion of location of curriculum documents. They will be housed on the R:drive for Council members.
11. Adjournment 3:08pm

**CHESS Faculty Council Minutes – October 25, 2019**

Attending: Assen Kokalov, Mita Choudhury, Ken Bronowski, Eugene Schlossberger, Dave Nalbone,

Lori Peterson, Rhon Teruelle, Kelly Vaughan, Cezara Crisan, Heather Augustyn, Yu Ouyang, Renee

Conroy

Absent: Kim Brunt, Janusz Duzinkiewcz, Dave Pratt

1. Determination of Quorum and Call to Order @1:35pm
2. Approval of Agenda – **approved unanimously**
3. Approval of Minutes from September 27, 2019 – **approved unanimously**
4. Chair’s Report – Dave Nalbone reported that the next Council meeting will be Dec. 6thon the Hammond Campus. We will vote on new Chair for spring as Dave N. is going on sabbatical.
5. Committee Reports
6. Budget Advisory – Assen Kokalov reported that with the budget reduction CHESS will give back $240,000. Dean Carey is considering some retirements to fill the shortfall gap. Seven summer scholarships to be offered with the submission deadline of January 6, 2020. We will start the call for scholarly releases, 25 will be offered next academic year.
7. Curriculum – Cezara Crisan reported that the committee has seen 80 documents and 53 core documents. The agenda and notes from the Curriculum meeting can be found on the R:drive. The notes report on the committee’s determination on curriculum documents, as well as updates to the “Important Dates” document, which can also be found on the website and R:drive. Both Kim Brunt and Cezara have completed Curriculog training and it is planned that all committee members will be trained as well. Council members should report back to their departments and suggest that all faculty involved in creating curriculum documents attend the training as soon as possible, as this will be the only method for submission in future.
8. Education Policy and Faculty Affairs – Mita Choudhury reported that if departments decide to add an addendum to CHESS P&T guidelines they will need to let the committee know by Dec 6th meeting. We are advising them to discuss in their November meetings and constitute a committee. Departments will need to inform the CHESS Council no later than March 23rd if they have addenda to the CHESS P&T document. The assumption is that departments will discuss in November and generate a document if they so decide. Department addenda will be discussed by Council at March 27th meeting. Clinical Faculty guidelines – departments will give specific guidelines in the same guidelines as above. Eugene Schlossberger suggested asking departments if they are in need of criteria. Renee Conroy asked about the time frame and those who are going up for tenure or promotion. Any changes would have to go into the following academic year. CHESS Council doesn’t vote on department guidelines.

Banded Tuition has had an impact on summer enrollment. At the next Council meeting the committee expects to submit guidelines for salary and scheduling.

1. Old Business
2. Discuss P&T Guidelines for Departments & Programs (for those that wish to differ from CHESS guidelines) – See Ed Policy and Faculty Affairs Committee minutes above. Aim for departments to get back to us by March 23rd.
3. Develop P&T Guidelines for Clinical Faculty – See Ed Policy and Faculty Affairs minutes abo ve. There were questions regarding how P&T Guidelines should be disseminated to the faculty from each department.
4. Determine how to phrase “Ask the Dean” survey question(s) – Mita asked what are we asking for? Dave N. stated it was to answers questions that faculty might not feel comfortable asking unless it was anonymous. Dave N. wants a Qualtrics survey that will gather questions sent to the Council Chair who will then forward to the Dean for a response. Renee asked why this process of an addition survey or venue for questions is needed when you (the Council) are here to represent your faculty. Mita suggested that the Dean do a “message” to the faculty and staff either once a semester or quarterly? This would replace the email questions. Eugene asked if there could be different mechanisms for the Dean to communicate with 1) junior faculty and 2) general faculty in an anonymous fashion? Kelly Vaughan suggested that questions could be answered through the Council. Dave N. reiterated again the need for anonymity and a Qualtrics survey would be anonymous. The Council will need to figure out the mechanism for this project.
5. New Business
6. Curriculum Documents for Approval
7. CHESS 19-04 (new ENG course) – **approved unanimously**
8. CHESS 19-11 to 19-18  (rev COM concentrations) – **approved unanimously**
9. CHESS 19-19, 19-21, 19-22 (new COM courses) – **approved unanimously**
10. CHESS 19-23 to 19-27 (rev COM courses) – **approved unanimously**
11. CHESS 19-28, 19-29 (new BHS programs) – **approved unanimously**
12. CHESS 19-30 (new COM minor) – **approved unanimously**
13. CHESS 19-31 to 19-62 (rev COM courses, dropping prerequisites) – **approved unanimously**
14. CHESS 19-66 to 19-74 (rev COM courses, dropping prerequisites) – **approved unanimously**
15. CHESS 19-81 (rev BHS concentration) – **approved unanimously**
16. CHESS 19-82 (deletion SOC course) – **approved unanimously**
17. CHESS 19-83 (rev LBST course) – **approved unanimously**
18. CHESS 19-84 (rev PHIL minor) – **approved unanimously**
19. Council Documents for Action – Nothing for action
20. Council Documents for Discussion – Nothing for discussion
21. Documents and Reports for Information
22. CHESS 19-85 to CHESS 19-88 (for information only) – SOEC for numbering purposes only. No discussion.
23. Dean’s Report – Renee Conroy reported for Dean Carey. Curriculum is first and foremost given the new deadlines for submission to the Senate. Upcoming events include BCTA Dia de los Muertos Celebration on Wednesday, October 30th at 5pm in CHESS Gallery. Westville Preview Day on November 16th. We had record breaking numbers at the Hammond Preview Day with 650+ attending/72 were for CHESS. Professional Clothing Drive round 2 – November 11-15. We have ongoing initiatives with *Make Your Move* through October 31st – be sure to tell your students. *Food for Thought* survey should have gone out to faculty for their feedback on the initiative. Renee reported on retention initiatives from the departments. Asked what the Council and faculty can do as a group to support retention initiatives? What can faculty do in their classes? General announcements – no Clem Stacy Undergraduate Conference in the spring. Look for announcements for fall 2020 conference. The Spring CHESS Convocation will be held on January 8th on the Westville Campus in the Dworkin Center. Michael Bourgeois, Executive Director of Institutional Research will share data and informational resources to give insight into retention issues. Assen asked when will students be able to register a year out? Renee reported that they are staggering registration for spring/summer/fall. Spring registration begins on Oct 28, Feb 3 for summer registration, and March 2 for fall registration.
24. Open Discussion – Mita asked Renee what she thought of the success of the *Food for Thought* initiative. Mita noted that it seemed to be the same students who typically come to her office. Trouble getting those reluctant students to visit. Have any scheduling ideas been thought of regarding working down time into the schedule so that students can visit with faculty or go to the library? Renee stated that every member of the university agrees that this was an attempt to get momentum going at the first of the year. Other colleges found it successful but CHESS didn’t. Students need assistance knowing what office hours are for—anxiety issues, not knowing how to handle office hours. Yu Ouyang mentioned that he makes it a requirement for first year students to come and visit and that rapport has to be cultivated in class. Dave N. – we need to interact and have them tell us what they want—we need to ask directly. Mita – more from those who are doing research, an incentive to meet outside of class time. Renee noted that advisors do suggest students make time in their schedules to accommodate faculty hours, library, etc. On the first day on campus advisors give strong recommendations regarding successful scheduling. Faculty could reinforce those messages to students as well. What makes for a successful student. Lots of opportunities to build on each other’s work. Mita asked what are the reasons why students don’t come back? Renee said we are working with Michael Bourgeois to hone in on the data we need – Jeff Scheib as well. Cezara said when she talks to her students they don’t know what to do with their degree. Cezara does bring people from McNair, Career Center, etc. to come and talk to students. Connecting students with other resources so that they are thinking about what they can do with their degree.
25. Adjournment @ 3:32pm