

**FAIRMOUNT LIBERAL ARTS & SCIENCES COLLEGE COUNCIL**  
**MEETING AGENDA & NOTES**

DATE & TIME: MONDAY, NOVEMBER 2, 2015 @ 3:00-4:25 PM

**PRESENT**

**Math & Statistics** – Thalia Jeffries (chair)  
**Biology** – Mary Liz Jameson (secretary)  
**English** – Chris Brooks (chair, C)  
**Philosophy** – Noell Birondo (A)  
**History** – Jeff Hayton (A)  
**Physics** – Nick Solomay (C)  
**Anthropology** – Don Blakeslee (B)  
**Chemistry** – Moriah Beck (A)  
**Hugo Wall School of Public Administration** – Arwiphawee (Sai) Srithongrung (C)  
**Sociology** – Chase Billingham (B)  
**School of Community Affairs** – Marti Smith (B)  
**Social Work** – Douglas Crews (A)  
**Women’s Studies** – Debbie Gordon (C)  
**Elliott School of Communications** – Pat Dooley (C)  
**LAS Dean’s Office** – Ron Matson (Dean) & Cheryl Miller

**Committee Designations**

A = Previously “Academic planning”  
B = Previously “Ad hoc”  
C = Previously “Budget”

**NOT PRESENT**

**Psychology** – Rui (Ray) Ni (chair, A)  
**Geology** – Collette Burke (B)  
**Political Science** – Neal Allen (A)  
**MCLL** – Brigitte Roussel (chair, B)

**1. Approval of Minutes**

- Marti Smith noted one change in the Oct. 4<sup>th</sup> minutes. With this change, the minutes were approved by unanimous vote.

**2. Sub-committee Reports**

- Committee A (Chair, Rui Ni [absent]). Chair Rui Ni was absent. Neal Allen was the interim chair of the committee in spring 2016. Neal Allen (absent) provided a synopsis at the Oct. 4<sup>th</sup> College Council meeting. The task of the committee is to review/compare tenure and the promotion policies of College to those of University. Committee A will continue to work on alignment of T/P documents. Jameson requested that members of this committee work together to provide a report at the next meeting.
- Committee B (Chair, Brigitte Roussel [absent]). Brigitte Roussel provided a written report for her committee (read by Thalia Jeffries). The committee will meet with Eric Sexton and Mandy Hambleton this week to discuss safety for faculty and students on campus. Last December, Roussel sent a summary of discussions on safety to Wade Robinson (former VP of Student Affairs) and Hambleton. With the transition of Sexton to the position, this important issue is now being examined. Committee B awaits suggestions for action from the VP of Student Affairs office. Once in hand, Committee B will report to the College Council. Cheryl Miller shared the “Student Compliant Process Guide” (provided by University Behavior Intervention Team) (attached here).
- Committee C (Chair, Chris Brooks). Chris Brooks reported that the committee has developed a questionnaire for Matson’s performance review that has been reduced to 25 relevant and important questions. This requires approval of the College Council before it is deployed. Additionally, the committee awaits upcoming budgetary decisions from the Faculty Senate.

**3. Discussion of By-Laws: Is there a need to establish by-laws within LAS?**

Chris Brooks initiated a discussion regarding several issues that are important to faculty in all LAS departments. He suggested that LAS establish by-laws that would assist in faculty governance.

Brooks provided several examples wherein standards within LAS departments are not well developed including rights of faculty to refuse teaching assignments, need for rules regarding teaching reviews (regularity and number), adjustment of percentage effort in teaching/service/research for faculty, search

committee composition (inclusion of chairs), establishing by-laws in departments, and disparity in the time commitment for development of on-line versus traditional courses. Specific examples were provided by Brooks: 1) some departments require teaching reviews and some do not, 2) some department chairs require Faculty Activity Reports (FAR) and some do not, 3) some FARs are open for faculty examination ("peer committee") within the department and some FARs are only available for examination by the chair. Pat Dooley noted that the peer committee assists in fairness, promotion of faculty governance, and allows faculty input in the development of the department. Debbie Gordon stated that rules for faculty review prior to tenure seem more well-developed than rules after tenure. Annual goals (percentages for teaching/service/research) should be negotiated annually, but some departments "assign" goals. Course development, especially for new faculty, is an issue. Dooley stated that procedures for development of on-line courses are not in place, and this has created "two separate universes": traditional courses versus on-line courses. Solomey asked if procedures are in place for development of on-line degrees as well as courses. WSU has MS on-line degrees in nursing, aging, and criminal justice. On-line courses and degrees are a university-wide issue, and it was agreed that this discussion is the purview of Faculty Senate.

Dean Matson pointed out that there is confusion regarding the Faculty Activity Report (FAR) and the Faculty Annual Review. The Faculty Annual Review should include FAR, CV, and teaching evaluations. Matson has observed a need for consistency across the 17 departments in LAS. Nick Solomey noted that development of by-laws for all LAS departments would need to encompass the differences in the three LAS divisions: humanities, natural sciences/mathematics, and social/behavioral sciences. Gordon suggested that standardization would lead to collegiality among faculty. Matson was appreciative of the discussion, and regarded it as a means of improving processes within LAS.

After discussion, each member of the College Council was tasked with providing information from their department. This includes departmental by-laws or written statements that guide decisions for courses assigned to faculty, service requirements, and workload. This information should be sent to Cheryl Miller by Nov. 16<sup>th</sup>. Miller will compile the data, thus allowing for further discussion.

#### 4. **Dean's Remarks** - Dean Matson discussed issues with the council and answered questions.

- **Enrollment.** Downturn in enrollment (~3% drop) this fall has led to a proactive response within the University. Colleges are drawing on a smaller national pool of students. Marti Smith suggested that we should try to engage and enroll students before they go to regional community colleges. On a national level, the downward trend is primarily in liberal arts but not in sciences. Solomey pointed out that declining oil monies (\$50/barrel rather than \$109/barrel) means that international students get more from their money at WSU rather than Carnegie or Duke. Two drivers of enrollment, recruitment and retention (R&R), are discussed weekly within the Dean's council. Data from the Student Success Collaborative (SCC) are being used to examine roadblocks for students who do not graduate (1980 – present). WSU has some of the best data in the US to examine student success. Advisers have access to these data. Retention, in large measure, is a product of faculty and staff who encourage and assist students and give them a sense of excitement. In many respects, Matson said, this will require a culture shift on campus. The point of contact for visitors and recruitment will be the Dean's office that will host 300-400 visits per year in LAS. Gordon inquired about the company, "Royal", that is contracted to assist with increased recruitment at WSU. Blakeslee noted that Newman College also contracted with this company. After 6 years without increased recruitment, Newman College dismissed the company.
- **Questions from Council Members.**  
Chase Billingham raised concern for the potential of guns on campus. On July 17, 2017, the rules regarding guns on campus may change. Billingham asked if faculty can enforce gun rules by stating the guns are not allowed on class syllabi. Rules for this type of statement in the syllabus were not known. Prohibition of guns on campus will require a concerted effort. A recommendation from the faculty senate is needed. Brooks suggested that the most powerful constituency on campus is the student body. Students worked to pass an initiative for a non-smoking campus, and this will go into effect next year. If students make gun prohibition a priority, then this could be accomplished and set into place by January. The Kansas Board of Regents will be on campus Nov. 18-19 with an open session, and this could be a topic for discussion.

#### 5. **As May Arise.**

- Cheryl Miller announced two up-coming events:

- 1) The “Big Read” will feature Luis Alberto Urrea, author of “Into the Beautiful North.” The event is sponsored by WSU and the Wichita Public Libraries. It will occur Nov. 7<sup>th</sup> at the Hughes Metroplex, and it is free to the public.
- 2) Chemistry will host a Watkins Visiting Professorship on Nov. 9-10. Neil L. Kelleher, Northwestern University, will present two lectures on proteins and proteomics.

4:25pm: Motion to adjourn.

<b><u>Today's Agreements: New</u></b>			
<b>Who</b>	<b>Who Else</b>	<b>What</b>	<b>By When</b>
Committee B		Roussel will meet with VP Eric Sexton and Mandy Hamblen regarding faculty safety on campus.	Fall 2015
All College Council Members	Cheryl Miller	Gather departmental data (list to be sent by Cheryl) and by-laws or written statements that guide decisions for courses assigned to faculty, service requirements, and workload. This information should be sent to Cheryl Miller.	Nov. 16 <sup>th</sup>
Committee A		Members of this committee work together to provide a report at the next meeting.	Nov. 30
Committee C		Complete questionnaire for Matson's performance review and discussion at College Council.	Fall 2016 or Spring 2017

<b><u>Past Agreements: Completed</u></b>			
<b>Who</b>	<b>Who Else</b>	<b>What</b>	<b>By When</b>
APC	Patricia Phillips	Approval of General Education requirements that 1) uncoupling of General Education courses with advanced issues or issues and perspectives courses and 2) reduction of credit hours from 27 to 24 total hours. If approved elsewhere these changes will go into effect in the 2016-2017 course catalog.	Oct. 5, 2015
APC	Executive committee	Compare the LAS college level T&P policy to that of the University.	Preliminary review completed, assigned to APC
Executive committee	Chris Brooks, Cheryl Miller	The EC will look over Faculty Senate minutes a week before the full CC meeting to look for items that overlap with our remit. We will also contact the FS Executive Committee to set up a way to get this information more directly from them and alert them to issues we are discussing. Cheryl Miller will be setting up the LAS schedule for the next year in July and will schedule the CC meetings with an eye toward avoiding CC-FS scheduling conflicts.	Completed fall 2015
Chris Brooks	Committee C (Budget Committee)	Forward the recommendations and research regarding non - tenure track faculty to the Faculty Senate	Completed fall 2015

<b><u>Today's Agreements: Pending</u></b>			
<b>Who</b>	<b>Who Else</b>	<b>What</b>	<b>By When</b>
Committee A	LAS T & P committee	Review/Compare Tenure and Promotion Policies of College to those of University	Spring 2016
Cheryl Miller		After final review of governance document, post document to internet.	Fall 2015