THE CITADEL
THE MILITARY COLLEGE OF SOUTH CAROLINA

Faculty Senate Meeting Minutes
November 9, 2018, 2:00PM
Mark Clark Hall, Greater Issues Room

FACULTY SENATE MEETING PARTICIPANTS LIST - 11/9/2018

Academic Unit	Type	Name of Senator	Initials
Chair, Faculty Senate	Elected	Jack Porter	JP
Provost & Administration (non-voting)			
Provost	Ex. Officio	Mark Bebensee	MB
Assoc Prov - Academic Affairs	Ex. Officio	David Allen	dej
Assoc Prov - Plan, Assess, & Eval	Ex. Officio	Tara Hornor	
Registrar	Ex. Officio	Lisa Blake	LdS
Tommy and Victoria Baker School of Business			
Business	Appointed	Carl Betterton	CB
Business	Elected	Al Lovvorn	L
Business	Elected	Cindy Bolt	
Business	Elected	Bob Riggle	BR
School of Engineering			
Civil/Environmental Engr	Appointed	Jeff Davis	JM
Civil/Environmental Engr	Elected	Michael Woo	MW
Electrical/Computer Engr	Appointed	Bob Barsanti	
Electrical/Computer Engr	Elected	Jason Skinner	
Engr Ldrship/Prgrm Mgmt	Appointed	Robert Rabb	RR
Engr Ldrship/Prgrm Mgmt	Elected	David Greenburg	DG
Mechanical Engineering	Appointed	Monica Bubacz	MB
Mechanical Engineering	Elected	Jason Howison	JH
School of Humanities & Social Sciences			
Criminal Justice	Appointed	Sean Griffin	
Criminal Justice	Elected		
English	Appointed	Scott Lucas	SCL
English	Elected	Lauren Rule Maxwell*	LKM
English	Elected	Tom Thompson	
History	Appointed	Joelle Neulander	JN
History	Elected	Amanda Mushal	AM
History	Elected	Kurt Boughan	KMB
Intelligence and Security Studies	Appointed	Carl Jensen	
Intelligence and Security Studies	Elected		
Modern Languages/Lit/Culture	Appointed	Guy Toubiana	
Modern Languages/Lit/Culture	Elected	Katya Skow	KS
Modern Languages/Lit/Culture	Elected	Maria Hellin	
Political Science	Appointed	DuBose Kapeluck	BDK
Political Science	Elected	Sarah Tenney Sharman	STS
Psychology	Appointed	Chip Taylor	
Psychology	Elected	Tim Hanchon	TAH
Psychology	Elected	Steve Nida	SN

Academic Unit	Type	Name of Senator	Initials
Swain Family School of Science & Mathematics			
Biology	Appointed	Joel Gramling	JG
Biology	Elected	Danny Gustafson	DG
Biology	Elected	John Zardus	
Chemistry	Appointed	Holly Bevsek STm for HB	HB HMR
Chemistry	Elected	Smokey McAfee	SM
Health and Human Performance	Appointed	Tim Bott	
Health and Human Performance	Elected	Dena Garner	DG
Math/Computer Science	Appointed	Mei Chen	M.C.
Math/Computer Science	Elected	John Moore**	JM
Math/Computer Science	Elected	Dave Trautman	DT
Nursing	Appointed	Amy Joseph	
Physics	Appointed	Russell Hilleke	
Physics	Elected	Pat Briggs	
Physics	Elected	Scott Yost	
Zucker Family School of Education			
Education	Appointed	George Williams	GW
Education	Elected	Stephenie Hewett	JH
Education	Elected	Kent Murray	
Independent Academic Units			
Leadership Studies	Appointed	Faith Rivers James	FRJ
Leadership Studies	Elected		
Library	Appointed	Elizabeth Connor	ec
Library	Appointed	Elise Wallace	
Military Science	Appointed	John Cyrulik	
Naval Science	Appointed	Charles Dunne	
Aerospace Studies	Appointed	CJ Will	
Visitors (non-voting)			
Kevin Bower Asso. Provost Acad Oper.			
E. Frances Frame English Dept			

*during Katherine Pilhuj semester abroad
**during Shankar Banik sabbatical

Call to Order   Jack Porter
Chair Porter called the meeting to order at 2PM.

Approval of Minutes from October 12, 2018   Jack Porter
There was a motion to approve the minutes from October 12, 2018 meeting. The motion was seconded. No discussion. Senate voted and unanimously approved minutes from October.

Cadet Life Committee Proposal   Al Lovvorn
The Cadet Life Committee proposes that Faculty Senate approve the creation of an *ad hoc* committee comprised of representatives of the SCCC, the faculty, Commandant's Office, athletics, and the administration to discuss and investigate overcrowding on campus and to make recommendations to appropriate entities concerning the situation.

Discussion:
        General Walters is aware of overcrowding issue and knows we need more accurate
        figures.

Mark Bebensee explained that the Administration received faculty input and it appears this is a one-time problem and should not continue.

A number of faculty brought up the new lunch schedule and desired to know if that change is permanent. Explained the new lunch/additional class schedule is a permanent change at least through the replacement of Capers Hall. Provost Bebensee noted that department and faculty have open times to meet on Tuesdays and Thursdays from 12:30 – 1:20. Further comments brought up the new lunch and noon class times and the effects on club meetings. Many members expressed that club meetings are not taking place, it's difficult to schedule guest speakers, and cadets are missing out on out-of-class educational opportunities. Members also are hearing cadets are hungry and are snacking more in class.

Suggestion was made to have cadets construct their schedules to leave the Friday noon time hour open for club meetings.

Chair called for a vote to approve the creation of *ad hoc* Quality of Life Committee.
Senate voted. Unanimously approved proposal.

Weather Contingency Plan Update   **Kevin Bower**
The committee has met once and is working on two proposals:
- One for Fall semester if we miss 5 days and if we miss more than 3 days.
- The other proposal is for the Spring semester if we miss 5 days and more than 3 days.

This committee is coordinating with the Commandant's and athletics departments.
Looking to have proposals completed by December.
Verified that we are meeting our legal obligation in the Spring as long as there is something scheduled during the final exam periods.
Suggestion was brought up to encourage the administration to reduce the number of times classes are cancelled for campus events such as Leadership Day.
No vote required.

Provost Search Update   **Al Lovvorn**
Provost candidate visits to campus
1. Skype interviews have been conducted.
2. Four candidates have been selected.
3. Campus visits scheduled the week of November 12th
4. Each candidate will provide presentations to faculty and staff at 1:45 in Bond Room 165 Monday through Thursday. This is our opportunity to learn about candidates and ask questions.
5. The presentations will be recorded by multi-media if members are unable to attend presentation sessions.
6. Looking to have Provost here by January.

No vote required.

Financial Affairs Committee Update   **Kurt Boughan**
This committee has met once and discussed SHSS salaries. They've obtained peer institution salary studies which are different from the institutions used for the previous salary study.
This committee will be contacting Deans and obtaining their input on the list to ensure it is comprehensive and equal.
The committee will have another meeting to review proposal before the semester ends.
No vote required.

Gen Ed Update   **David Allen**
Two things to focus on for Fall of 2018:
1. Develop maps for degree programs

2. Adoption by Faculty Senate by Spring to ensure the catalogue will be updated for the Fall.

Departments are making good progress developing degree maps. If your department head hasn't begun this process please do so. School of Business has made excellent progress if you'd like to see examples.

Piloting freshman seminar classes next semester and enrollment is looking good. Pushing to have specific time slots for general education periods for Fall of 2019. They should not be during the noon time classes.

Department heads will need to determine which of their faculty will teaching Gen Ed classes.

Focus for Fall 2019
1. Keeping up with the freshman seminar
2. Will need 20 plus people working in pairs in the Fall
3. Looking to have faculty trained, ready, and line everything up by February. The name or the partner aren't required by February just the numbers.

Introduction of the strands – do not know what the strands are yet. Need to establish the architecture of the strands. Looking to debut draft at the end of November, name strands in the Spring, develop classes, provide training, and pilot strands in the Spring of 2020.

Deadlines – the Undergraduate Curriculum Committee will need time to review and Faculty Senate will also review and approve.

Senate to approve by March.

Faculty Governance Committee Update   **Jack Porter**
Revisions to Faculty Manual
    The committee will address obvious shortcomings and inaccuracies first with approval in the Spring semester.
    Once that is completed, the committee will conduct a much more substantive review and reach out to respective departments to obtain accurate information.
No vote required.

Update from Provost   **Mark Bebensee**
Two new departments have been created:
1. Department of Mathematical Sciences, Dept. head: Dr. Mei Chen
2. Cybersecurity and Computer Science, Interim Dept. head: Dr. John Moore

Senate Announcements   **Senators**
David Allen discussed the revised submittal procedures for annual faculty reviews.

    This year there is a new format for the PDS. All members of the full-time faculty holding rank as Instructor, Assistant Professor, Associate Professor, or Professor will need to compile an Annual Faculty Data Portfolio, submitted and evaluated on Taskstream.

    The new Taskstream Portfolio should streamline the review process for faculty while ensuring that department heads and deans get all the information they need to write soundly reasoned evaluations.

    How does the new Annual Faculty Data Portfolio differ from the old PDS?

Once inside the Portfolio, the faculty member will see headings for Teaching, Research, and Service. The Research and Service windows are very similar to what was in the PDS. The faculty member indicates the kind of service (for the college, the academic discipline, the community, etc.) or research (presentation, article, book, grant, etc.) and then provides a citation. There will be enough boxes in these two areas for the faculty members to list whatever they need to list.

The Teaching area is what is most different from the current PDS.

The faculty member will be asked to provide the following:
- A list of all classes he or she taught during the calendar year
- The student evaluation report from each class
- A copy of the syllabus for each class
- A copy of the final exam or comprehensive project assigned in each class

There will also be a place in the Teaching window for two new items:
- Class observation reports. These observation reports may be from department heads or other departmental/school colleagues, generated as part of the tenure and promotion process or for post-tenure reviews. They may be from colleagues in CEITL&DE, generated for the Quality Matters online review or for a different professional development activity. (The observation reports are listed as "optional" components of the new Portfolio, because everyone might not have a report to submit this year.)
- Grade distribution reports. These reports will be prepared by Institutional Research for each class taught by the faculty member during the year. Contained in each class report will be the class GPA and a chart showing the grade distribution (number of A's, B's, etc.) for the class.

Also in the Professional Data Portfolio is an evaluator's rubric and a window for the evaluation itself, and then a window for the faculty member to use if he or she wants to respond to the evaluation. One change here is that the evaluator will need to provide evaluations for each of the three areas as well as the over-all evaluation. (This has been the practice in some departments, but not all.)

The whole Taskstream submission process is not particularly difficult. It is going to take some time to get everyone up to speed on the program, so we're changing the deadline for annual reviews.

Timeline:

- By November 16: "Annual Faculty Data Portfolio" available online for faculty currently established in Taskstream

- By December 3: "Annual Faculty Data Portfolio" available online for faculty new to Taskstream

- During December & January: Training on using Taskstream available to faculty new to Taskstream (days & times TBA)

- By 4 February: Faculty portfolios completed and submitted for evaluation

Discussion:
- Members are concerned the Senate did not get an opportunity to review this new process before it had been adopted. Deans were informed but not the faculty. Faculty only found out through email and not very pleased with that.

- Members concerned regarding the visibility of final exams. David explained if uploading the final exams is a violation of law then make a note of that and don't upload them.
- Concerned with the permissions on Taskstream and who has the ability to view their information. Explained that until it is submitted only the individual has access to view it. Once submitted, the individual conducting the evaluation can view it.
- Questioned if we can do this new process as a pilot before adopting it. David explained this will not be piloted and moving forward with the new submittal process.

David will accept any opinions on the topic and will support revisiting it.
No vote required.

Future Business   **Jack Porter**
No future business

Next Faculty Senate Meeting – December 7, 2018 at 2:00PM in the Greater Issues Room, Mark Clark Hall

Adjournment   **Jack Porter**
No other business to discuss. Motion to adjourn meeting. Motion seconded. The meeting adjourned at 3:15PM.