



**Faculty Senate Meeting Minutes  
December 10, 2021 | 12:00 PM  
Zoom Virtual Senate Chambers**

**Call to Order****Monika Bubacz**

Dr. Bubacz called the meeting to order at 12:03PM

**Approval of Minutes from 11-12-21****Monika Bubacz**

See document in the Senate meeting folder in SharePoint.

No discussion, no corrections. Senate voted: 0 nays, 0 abstentions. Passed, minutes approved.

**Undergraduate Curriculum Committee Recommendations****Nathan Washuta**

See document in the Senate meeting folder in SharePoint.

Discussion:

- Clarification about nursing program: recommended changes will align the day and evening nursing programs.

Senate voted: 0 nays, 0 abstentions. Passed, motion carried.

**Conferral of Degrees and Certificates for 2021/22****Keith Gauvin**

Each Fall, the Registrar comes before Faculty Senate, as I do now, with a request for Faculty Senate to vote to authorize the conferral of degrees and certificates for the academic year of 2022.

Motion made and seconded. No discussion.

Senate voted: 0 nays, 0 abstentions. Passed, motion carried.

**Update from the Provost****Sally Selden**

- Multicultural and International Student Services
  - See slides in the Senate meeting folder in SharePoint

**Robert Pickering**

Thank you to everyone who came out this morning for campus cleanup; it was truly a great success.

Update on the Student Success Center from Col. Robert Pickering (see slides in the Senate meeting folder in SharePoint).

We have put together a recruiting and retention task force to look at our incoming class as well as looking at what we can do to increase our retention rates. As you know, we have a slightly higher attrition with entering freshmen from the time they matriculated until early Fall, so we want to make that a priority. John Robinson is working closely with our Commandant on these issues related to retention. We look forward to projecting our enrollment for next year given the smaller class that we brought in last year (we had to use our overflow housing for quarantine

housing, brought a small class in this Fall, and had higher attrition). We are now aiming to bring in 900 freshmen and transfer students for next Fall.

We want two new scholarships. You have probably heard a little about our service to country scholarship. We will offer room and board to all of our incoming ROTC knobs. The Army is making a shift; they are intending to give three-year ROTC contracts, as opposed to four-year; in light of that, we will have a scholarship to cover the first year of tuition for those individuals who received an ROTC scholarship. They are aware of that when they matriculate to The Citadel. We will also increase some scholarship funds involving LEAD scholarships. We are hoping those additional resources will help us maintain where we are with ROTC. There is a lot more competition and we are seeing some shrinkage in the size of the ROTC population in general. Dr. Selden will keep you up-to-date about the Recruiting and Retention Task Force after each of their meetings.

We have resumed holding pre-knob visits. Thank you to everyone here, including department chairs, who have done a lot of work on these visits. They have been extremely well received and the feedback has been very positive. Part of the campus cleanup was an opportunity to serve as recruiters and to make sure the campus looks good when we welcome our guests.

Dr. Selden has asked Dr. Bower to work on a policy to limit the number of credit hours cadets can take up to 21 hours per semester. We are seeing many cadets taking 24, 25, 26 hours and we are looking to move a policy forward that would limit them to 21. If they were to exceed that, we can approve it but they would have to pay for that (based on credit hours for their tuition). More will follow about this policy; we are planning to bring something forward next semester.

Deans and Department Chairs are still working on course scheduling, specifically low-enrolled classes and cleaning up the waitlists, before opening back up for more registration.

We are moving forward with implementing a new catalog software program, Analog. Work will be underway next semester to begin use in the Fall. All of our catalogs will be in the online catalog format. Once that is secure and ready, we will move into the implementation. There is a curriculum component that will tie in with our curriculum committees to help with new courses and programs, and changes to current courses and programs.

Thank you to everyone for everything you have done this semester.

#### Discussion:

- Registration was closed for two weeks. Could we change this to 1-3 days (registration will currently reopen when students are already gone).
  - Dr. Bower – it's closed as long as it is to consider the work of department heads. We can talk about shortening that (just need to make sure deans and department heads have time to work on the schedule in the meantime).
- Do we know how many students we have lost this semester and how does this semester compare with the normal rate?
  - Dr. Selden – we lost a few more this week (expelled). There were a couple different reasons for losing students (hazing, expulsion, etc.). Dr. Selden's team will work on getting exact numbers to report to faculty in January.

**Ad Hoc Senate Review Committee Update****Amanda Mushal**

See document in the Senate meeting folder in SharePoint.

There are 11 recommendations in total.

1-6: Recommendations related to the Senate Charter (no vote this meeting; possibly vote on these recommendations next meeting)

- Discussion:
  - Was there any discussion of a retired faculty member serving as Parliamentarian?
    - No, but that is something to consider in addition to a staff member (opening this up to the larger Citadel community)
  - What happens if the Senate Executive Committee does not receive an annual report from a standing committee? Is there a way to enforce Standing Committee requirements?
    - Not sure (other than perhaps relieving the chair of his/her position); committee would be happy to hear proposals for this.

7-11: Non-Charter recommendations

- Discussion:
  - Did the Senate Review Committee reach out to the previous chairs, vice chairs, and recording secretaries for Senate for each year since 2017 about the Organizing Committee's existence and any problems with it?
    - No, we did not talk with them.
  - How is the proposed liaison position different from current coordination?
    - It would formalize what is happening now. ~~The N~~new liaison position would replace the function of the Organizing Committee.
    - The Organizing Committee does not currently meet as a committee. There is a sense that expecting the Organizing Committee (which includes all department chairs) to meet to determine assignments would not be a productive use of time.
  - ~~There is~~ A concern was expressed ~~concern~~ that, by having a liaison officer, ~~we would move things away from the Executive Committee, and that having an Organizing Committee and expecting them to meet would not be a productive use of time (what does the new position solve?).~~
    - The proposal would also consider making the new liaison part of the Executive Committee (would not remove them from connecting with Senators).
  - The Senate Review Committee has discussed whether a small committee, similar to the Committee on Committees, would add heft to requests from the Recording Secretary.
    - A small committee that suggests committee assignments to department heads might help.
  - Keeping records of how long committee members have served on particular committees would also be ~~welcome~~useful.

If anyone served on the previous Committee on Committees, your insight would be very welcome. The *Ad Hoc* Senate Review Committee will meet and vote on changes to the Senate Charter in January.

**Standing Committees****Elizabeth Connor**

- Cadet Life

**Katja Pilhuj**

Here are some of the points of discussion with members of the committee (cadets, faculty, and staff), as well as the regimental commander of cadets and the director of cadet activities:

- Mess Hall policies and practices and the food that is ordered:
  - Met with Jeremy Mackey (in charge of food services on campus) and facilitated a Q&A among cadets on the committee and Mr. Mackey.
    - We are trying to reconstitute the Mess Hall Council and clean up lines of communication so cadets can have a better understanding of what goes into the workings of the Mess Hall.
- Discussion with the Commandant's department about the issue of women's bathrooms in the battalions.
  - Out of the five battalions, only one had a women's bathroom on the fourth floor where the knobs are located. This meant that female knobs had to walk down from the fourth floor to the second floor to use the bathroom. That's very far and there were issues with upperclassmen stopping women on the way to the bathroom. The Commandant's department is going to look into perhaps having different rules and maybe even turning one of the male bathrooms on the fourth floor into a bathroom for the women on the fourth floor.
- Dr. Pilhuj has been discussing the CAS system usage with Colonel Dougherty.
  - Right now, CAS is mostly used for punishments and attendance. We are interested in looking at that and reconfiguring the way the military pillar is used; in fact, it is not used for anything at all. We imagine it would be a place where faculty and staff could contribute multiple types of information about cadets or students they are concerned about, whether it is low level remarks on energy levels or other issues such as missing assignments. This place could serve as a clearinghouse for concerns but also a place where faculty and staff could put praise and compliments for cadets regarding extracurricular activities, rank requirements, club sports, etc., functioning as a more complete picture of what the cadets are doing outside of class and military duties).

- Governance (Faculty Manual)

**Benjamin Dean**

- Please review the proposed updates to the Faculty Manual and use the online survey to provide feedback and encourage your colleagues to do the same. Thanks to committee member Dr. Richard Robinson for setting up the survey and creating the instructional YouTube video.
- To encourage participation, the committee will present a side-by-side comparison of the old Faculty Manual with the new version (look for that next week). Thanks to committee member Dr. Amy Emm for setting this up.
- Two open, all-faculty meetings in January (see **Future Business** below)
- Comments from meetings and surveys will be collected through January; the committee will develop a revised draft around February 11 to submit as a report to the Faculty Senate Executive Committee.
- Discussion
  - Will changes to the Faculty Manual apply only to new hires or apply retroactively to current faculty as well?
    - Once the new Faculty Manual is approved, it applies immediately to all current faculty and faculty hired thereafter.

**Self-Reporting of Community Engagement****Christina Arnold**

Christina Arnold is the Director of Service Learning and Community Engagement (associated with Leadership Day and LDRS 211, 311, and 411). We are trying to better track service that faculty personally engage in, even if they are not associated with our office. Faculty have access to a free account for signing up for service opportunities and logging service hours through the Krause Center. Faculty can use this office to help set up service learning opportunities for classes.

**Mandy Mims**

Mandy Mims (assistant director) and Christina Arnold have created a survey to get an idea of how much service is being done and how they can support faculty:

[https://docs.google.com/forms/d/e/1FAIpQLSdXhoy\\_nY1GLjo1jW6gVvI3pVNFrYDEabV7s7wWH24Xin7vNA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdXhoy_nY1GLjo1jW6gVvI3pVNFrYDEabV7s7wWH24Xin7vNA/viewform)

**Discussion:**

- Is this just to monitor community service or does this apply to larger things like service to the discipline?
  - This is to track service learning, not service as it applies to faculty tenure and promotion. However, long term, because we are a Carnegie-classified university, it could be beneficial to tie this type of service into the tenure and promotion process. We are working on creating a small think tank to determine how best to work with and support faculty. Issues such as tracking service for tenure and promotion and the Faculty Success program (formerly known as Digital Measures) would be a part of this.

**Future Business****Monika Bubacz**

- Faculty Manual Discussions
  - Monday, January 10, 11am-12pm, by Zoom
  - Tuesday, January 11, 11am-12pm, Bond 165
- Spring Meetings: Tuesday, January 11, 2pm; Fridays at 2pm: February 11, March 11, April 8; Friday, April 29, 12pm (all in Jenkins Hall Auditorium)

**Senate Announcements****Senators**

- Final Exams and Reading Day
  - Can we please move reading day to the day after classes end instead of the Sunday in the middle of exams?
    - Dr. Bower and Keith Gauvin are working on this for the next academic year. There is an issue with when grades are reported over the winter holidays that affects financial aid. We want to make sure the Registrar's office does not need to work on Christmas Day. The Registrar's office is in the process of drafting a schedule, which will be given out in the next few weeks. Another obstacle is that we need to avoid giving exams on Sunday because of religious commitments.

**Rigoberto Florez****Adjournment****Monika Bubacz**

Meeting adjourned 1:16PM.