



Faculty Senate Meeting Minutes
September 17, 2021 | 2:00 PM
Zoom Virtual Senate Chambers

Call to Order**Monika Bubacz**

Dr. Monika Bubacz called the meeting to order at 2:01PM

If anyone here is serving as a proxy, or you know of any senators who need a proxy in the future: we need a written notice. Any written notice will serve here (email, mention in chat, etc.) stating that someone is representing a senator and who that senator is. If we do not get that notice, whoever is representing someone else without a written proxy should not vote.

Approval of Minutes from 8-24-21**Monika Bubacz**

Since the minutes are distributed before the meeting, a motion is no longer necessary to approve them (per Robert's Rules).

No discussion, no objections.

Passed, minutes approved.

FTP Committee Charter Update**Kevin Skenes**

The Faculty Tenure & Promotion Committee recently updated their charter (see attached).

In the future, the Faculty Senate would like all standing committees to provide either two documents (one old and one with changes) or a summation of changes so the Senate can determine the changes by comparing the two.

No discussion.

Senate voted: 0 nays, 0 abstentions.

Passed, motion carried.

FTP Appeals Committee Charter Update**Katya Skow**

The Faculty Tenure & Promotion Appeals Committee charter is new (no charter existed previously, see attached). The committee used information from Memorandum 3-601 and charter template that is in SharePoint.

This charter follows the template that the Senate Executive Committee would like all committees to use.

No discussion.

Senate voted: 0 nays, 0 abstentions.

Passed, motion carried.

Enrollment Committee Charter**Lee Westberry**

This is also a new document and followed the template in SharePoint (see attached).

No discussion.

Senate voted: 0 nays, 0 abstentions.

Passed, motion carried.

Dr. Bubacz thanked everyone who took the Executive Committee seriously and submitted the charters that were missing. This helps with Saante activities and how standing committees operate.

**Parking Advisory Committee Update
and Faculty Representative Re-election****Monika Bubacz**

Update from Dr. Jeff Davis, Faculty Representative and Chair of the Committee:

- There is still discussion of a parking garage to alleviate growing parking concerns.
- The committee has built a lot of trust on campus and people do listen to their recommendations.
- The committee is working toward systematic improvements to the parking lots.

Dr. Bubacz: There is a need for faculty representation on this committee. Dr. Davis would like to serve another term, but we have to open the floor for nominations/volunteers for anyone interested in representing the faculty on this committee.

Hearing no nominations, Dr. Bubacz closed the call for nominations/volunteers, seconded.

Dr. Bubacz asked for unanimous consensus (only one person in the running).

No discussion.

Senate voted: 0 nays, 0 abstentions.

Passed, motion carried.

Dr. Jeff Davis will serve another term on the Parking Advisory Committee as the faculty representative.

Update from the Provost**Sally Selden**

We started the week with very good news. Congratulations to you all for the U. S. News and World Report ranking, as we are again the number one university in the southern region (11th year in a row)! This speaks volumes to the faculty and I appreciate everything you have done to contribute to that.

Update on the Pandemic Service ribbons that faculty will receive: they have now been processed. During the next Town Hall Meeting, General Walters will officially award those and they will be delivered to your departments (including instructions on how to wear them). They will go right over the “S.C.” pin on the uniform.

Kudos to our Department of Intelligence and Security Studies for their certification in graduate studies from the International Association for Intelligence Education. This was an excellent process and a great outcome, and I want to make sure that we recognize that department.

Presentation from Mr. Shawn Swartwood (School of Business) (see attached)

- Baker Business Bowl VIII <http://www.go.citadel.edu/business-bowl/>

- Please let your students know about the upcoming Q&A session regarding the Baker Business Bowl (Wednesday, September 29, 5-6:30pm, Bastin Hall Atrium).
- Business Bowl entries are due by October 4th, 2021 (open to all current Citadel students)
- SoCon Entrepreneurship Challenge
 - Elevator pitch competition (open to all current Citadel students)
 - For more information, please reach out to Mr. Shawn Swartwood sswartwo@citadel.edu

Other announcements from Dr. Selden:

This year, the Provost's office is offering 10 summer research grants (between \$5000 and \$7500). I know a lot of people's research has been stalled over the last 18 months due to Covid. Dr. Garner is going to help implement this; she will be putting together the selection committee. Start thinking about this if there is something you really want to do this summer that requires funding in order to travel somewhere to make progress on your research. This is designed for faculty research; it does not require a student research component. We will make that component available; news and announcements will be coming out soon.

Regular funding for attending conferences: those monies have been allocated to school deans, so every school has a pot of resources. Those resources are distributed based on the individual school. So if you are planning to attend a conference or you need some support for your scholarship, please reach out to your school dean or whoever has been designated within the school that oversees that process. Those monies are there and they are available. We do not have any travel restrictions; you are free to travel and I encourage you to do so. I know everybody's still under a fair amount of pressure with still using SWIVL and the additional hybrid modality that we are doing while some of our students are under quarantine, but I do want to remind you that those resources are out there.

I also have good news: Dr. Garner is working on the implementation of new grant software, so we have had a lot of faculty be very successful in bringing outside grants into the institution. The new software package is advantageous, especially for those of us who need to do billing to Finance for their grants. That is being implemented this year and should be available soon. More information will be forthcoming about when that software will be available.

Preparation of the budget (first for the Governor's office, then for the House Ways & Means, and finally for the South Carolina Senate). Our FRB (Financial Review Board) met today about the submission for the governor's budget and we are going to be bringing forward a request for some one-time and recurring resources from the state. The three big project requests are \$49 million for engineering, money for replacing barracks, and money for Duckett renovations and addition. We have a few other things that will be included like some tuition remission. We are not planning to ask for increased in-state tuition. That is a sentiment of the legislature that they are asking state institutions to try to keep tuition increases to a minimum and as a result, they have been allocating some resources to increase the operating budget. We will be talking about that more as the year goes on and as we go through that process.

For those of you who use our course catalog: Dr. Bower is leading a group related to implementing new software that will help with processing the curriculum through the system and into the catalog (Stage 2). Once you get the software, the hope is by next summer to

transition our Corps of Cadets catalog, our graduate student catalog, and our transfer student catalog into this new software package. Catalog content will be more easily accessible online and easier to search. Currently we do this in PDF form, so we think this will be a big update. It is a large undertaking and will require the partnership of different entities on campus.

QEP/SACSCOC – We are working on our 10-year report, with training scheduled for December. We are officially part of the class of 2024. What that means to you as faculty and we as provosts is that is when we will actually hear our decision from SACSCOC (the SACSCOC annual meeting date in 2024 is when they vote on our reaccreditation). There are a number of things we are working on now that need to be addressed this year. Next year is our official year of record. You are going to be hearing more about Program U, which is something that is an expectation of SACSCOC; those discussions are already underway with department chairs. We need to make sure we have a systematic process for evaluating adjuncts and faculty members. We need to make sure that our assessment data, both from our academic units and also from our other units across campus, are up-to-date and in place, and most importantly that it demonstrates how we are using those data to make decisions for continuous improvements. A lot will be happening and you will be hearing more about that process. One of the things that is an incredible opportunity is for a faculty member to serve on that leadership team. This means that they will be engaged in that training in December and helping lead us through the 10-year reaccreditation process. Dr. Karin Roof has received those applications and some decisions will be made soon about that.

The Board of Visitors is starting to prioritize and be more attentive toward academics. We were able to have a long discussion at our retreat around our general education and core curriculum. There was a lot of excitement about what we are doing with our core curriculum. They were especially impressed with some of the Freshman Seminars and some of the opportunities that our cadets now have because of this new approach, so much so that the BOV wants to attend some classes. So keep an eye out for messages from your head of department saying a Board member would like to attend your class. I would like to say a special thank you for this. They will have an opportunity to see everybody in action, and I think that will further help them understand more about the faculty and what is happening in the classroom. This will happen around the time of the October board meeting (Friday, October 29, 0900-0950).

I really appreciate that questions come to Dr. Bubacz and she will then in turn get them to me. If there are things you want to hear about, please make sure you reach out to our Senate Chair, and let her know because she is always in communication with us and that is good information to have.

Covid-19 update: I think we are off to a pretty good start. If you have been tracking our numbers, there were a few times where we were pretty much closing in on capacity within our quarantine isolation housing. I am pleased to say that those numbers have dropped precipitously in the past week.

Vaccines: Based on the data that General Walters is tracking, 61% of individuals in the state of South Carolina have had the first vaccine; 52% have received two vaccination shots. In Charleston County, 72.9% have received their first shot, and 63% have received the second shot. On campus, 70% of the Corps of Cadets have been vaccinated, 64% of graduate and transfer students on-campus have been vaccinated (we are not tracking this for online students), 93% of

faculty have been vaccinated, and 81% of staff have been vaccinated (and this number is increasing). Kudos to the faculty for leading the way.

We will be holding a Pfizer vaccine clinic on campus. Once Pfizer was approved by the FDA, some of our cadets indicated that they would like to have access to the Pfizer vaccine. Leah Schonfeld has been working with the Commandant to get some times and the clinic will be open to anyone on campus (all students, all faculty, all staff, all people on contract with us, as well). This will be on either September 22 or September 28; Leah Schonfeld will reach out when the date is confirmed. Registration will be required; it is important for the pharmacy to know how many Pfizer vaccines will be delivered that day (there is a shelf-life for Pfizer vaccines) and we want to make sure that we have the right number delivered.

Testing availability has gotten better, but there was a period of time when it was very difficult to get Covid testing in the community. As a result, we have ordered 2,000 over-the-counter rapid Covid-19 tests that can be used at home. We will divide and distribute them to academic departments, schools, and units on campus so that if you need access to a test you will be able to go to your department and pick up one. We will continue to do Wednesday testing as well.

We have started to trend down. We have had several days over the past week or so where we had zero cadets test positive. Of the cadets who tested positive, the majority has been unvaccinated. Of the cadets who have previously had Covid, we have had no second infections. In other words, none of those cadets have tested positive this semester. We had 179 cadets who had been in close contact (quarantined and/or masked until tested); 6 out of that 179 subsequently tested positive (that is about 4%).

That is where we stand. We see our numbers have come down. We are revising this as a leadership team every week, including the mask requirement. We will revisit the mask requirement next Tuesday, September 21. I assume that sometime soon we will probably be lifting the mask requirement on campus unless there are conditions that suggest that we should not. When we do that, please know that we will have a process in place for faculty members to have an option to request to require masks in the classroom to reflect their particular needs.

Even when we lift our mask mandate across campus (inside buildings), please know that we all can continue to wear a mask if you choose to. It does not mean that you cannot wear a mask. We are waiting to see what happens with our positive cases yesterday and today given that we just had homecoming activities last week and many social activities all across campus (including the football stadium and an athletic team). **If you look at the cadets who have been vaccinated and you take that in concert with the number of cadets who have actually tested positive, about 92% have either been vaccinated (about 70%) or had previously tested positive (about 20%).**

I would like to hear from faculty about your concerns.

- Cadets are rebelling against mask requirements, could the Commandant enforce mask rules?
 - Answer: He certainly can. You should also enforce yourself in the classroom and other indoor spaces under the mask mandate. You should ask them to wear their mask because the expectation has not changed and it will remain the same until we have a change on campus. So right now the expectation is that students who are in an academic building should have a mask on. If you are in your office, it is not required.

- Question about the Emerging Leaders Program.
 - We have a new program, the Emerging Leaders Program. When we have resources, I think it is important to invest in leaders and bring forward resources to support faculty with an interest in pursuing a leadership role, such as department head. This is in response to the feedback and needs of faculty.
 - This is designed for people who are not already in these leadership roles but who are aspiring leaders. The first cohort will kick off next month and it is a yearlong opportunity. There will be a facilitated meeting each month. The first part of the year will be spend on soft skills and leadership skills. The second part of the year will be more around the operations of the college: understanding budgeting, understanding scheduling, some of the things that we do. At the end, in June, there will be a few intensive days where I will bring some outside search consultants who will review resumes and talk about what you need to do in order to be competitive for department head positions (internal and external).
 - It is mainly designed for faculty members to think, “What is my leadership style, how do I develop those skills to navigate the crucial conversations that I need to have when taking on personnel responsibilities?”
 - There will also be opportunities to attend some board meetings, president’s meetings, VP meetings, provost’s meetings, to start to see behind that curtain and get insights into what does university governance look like in action.

- Question about Adjunct full-time faculty being asked to take on more and more courses per semester.
 - You would need to speak to your school (dean/dept. chair). Full-time adjunct faculty on a contract have a 5-5 teaching load.

It has been a great start to the year but also a tough start for some of our knobs. We have lost a larger percentage of knobs than in the past few years. There have been some noticeable changes, as we would expect given what the last 18 months has been like for incoming knobs. I would ask you, as faculty, to please reach out, especially if you are working with knobs and sophomores. If you see something, please offer to be a resource and make sure they are getting the resources they need. Make sure you are letting us know if there is any additional support we can offer institutionally to help support our students. We want them to be successful. Our academic officers do an exceptional job. Dr. Bower and I met with our two lead academic offices this week and they feel like they have a good sense of what is going on. I would ask for all hands on deck with regards to making sure we are getting our cadets the resources they need. The transition has been particularly difficult for some of our knobs, much more so than we saw last year, and certainly much more than I saw the first year I was here. I would expect that we will see this for the next few years, and some of it is interacting and engaging with others on campus. I think there is a tendency for some of our knobs to want to stay in their rooms a little bit, so any ways that we can get them engaged in academic events and activities and through advising and mentoring, I really would appreciate. I appreciate all of the attention you can give them.

- Question: You said something about when the mask mandate is lifted that there will be a process for faculty to request to require masks in their classroom. Could you talk more about that?
 - I have some sensitivity about delegating authority with the faculty not because I am concerned about faculty making those decisions but because we have junior faculty and are uncertain about their level of comfort. I would like the department head to play a role in that process for support. It has not been decided but that is

my thinking. We are trying to be sensitive to junior faculty and their comfort in these situations. We want to make sure we get those new faculty support in that process.

Ad Hoc Senate Review Committee Update

Amanda Mushal

This is a committee charged with looking at Senate functions and reviewing them. We met last semester and will continue to meet this semester with an eye on creating recommendations to bring to the Senate by the end of the semester.

Overall, we are looking at the ability of Senate to effectively represent the concerns of the faculty. We have been examining the role of standing committees, the question of whether all of our standing committees are active and necessary for the work that needs to be done now, and whether there are additional committees that might need to be stood up.

There was a suggestion that we might need something to take the place of the old Committee on Committees under Faculty Council, that has come up a number of times.

We have also been examining the question of whether members and chairs of committees need to be tenured. This is not for all committees, but for particular committees that have taken on more responsibility, where it seems that more experience might be more necessary for that. Those are some of the issues that we have been looking at in terms of the standing committees. With that, we have been discussing the value of service and the way that the college approaches questions of service.

We have also been looking more broadly at the issue of Senate representation, whether the current allocation of seats is appropriate. A couple of things that have come out of that: the question of representation for Daniel Library and potential recommendation regarding that, and also a recommendation to make the Honors Program director an ex officio member of the Senate.

Along with all of this has come discussion of Senate processes and particularly a suggestion to specify that we operate under Robert's Rules and then a larger question about the process of amending the Senate charter. We have also looked at the question of is there way for contingent faculty concerns to be effectively represented by Faculty Senate or to the larger administration and is there a way that we, as the Senate, can facilitate that.

Those are the major issues we have looked at so far. If there are concerns that senators would like to have addressed during this time of examining our functions, please do get in touch with one of us on the committee (Dr. Amanda Mushal, Dr. Michael Dorko, Dr. Amy Emm, Dr. Wes Jones, Dr. Rob Rabb, Dr. Sarah Tenney Sharman, and Mr. Aaron Wimer) and we can add that to the issues that we are considering and will bring forward to the Senate for larger deliberation.

Standing Committees

Elizabeth Connor

- Dr. Benjamin Dean, Governance Committee chair
 - First meeting was August 24
 - New Faculty Manual – Governance Committee is now reviewing the new manual draft that was presented to the Senate Executive Committee
 - Goal is to make recommendations soon to the Faculty Senate so that the Senate can discuss and approve the new draft before the December holidays.

- Elizabeth Connor, Executive Committee
 - Most of the standing committees should have already met either last week or the week before.
 - If you have elected officers, the Executive Committee needs to know who your chair and vice chair are.
 - Think about somebody on your committee who is already on the Senate who can be the Senate liaison. That way, that person who already attends the meeting can present business from your particular committee.
 - If there are any Faculty Senate changes within the department in which you serve, the Executive Committee needs to know about those as well.

QEP Topic Presentations

Karin Roof

The QEP Theme Development Committee met yesterday and went over the research activity that was going on over the summer, looking at the shortlist of topics, and came to a consensus of the four shortlisted topics that will be marketed around campus and that we will talk to all of the various constituents about over the course of the semester. Keep an eye out for that; we will build a website and will have some forums and present this in various venues.

The four topics are:

1. Advising
 - a. Moving from a decentralized, fragmented advising model to a holistic, more centralized and uniform advising model
2. High-Impact Practices
 - a. Increasing exposure to existing high-impact practices and undergraduate research
3. Practice of Writing
 - a. Having more or improved writing experiences and writing-intensive classes on campus
4. Information Literacy

Each of those topics has a one-page informational profile that will be shared for review, feedback, and comments.

It was also decided by the committee that regardless of the topic we choose, even a hybrid of some of the four topics, we want to make sure that we are addressing diversity, equity, and inclusion, and that we are addressing critical thinking and try to have a key piece that addresses all student populations, not just the Corps of Cadets. Over the course of this Fall semester, you can expect to hear from Dr. Roof and the other committee members presenting in different venues to get feedback from the faculty, students, staff, and all populations. The goal is to survey our constituents at the end of the semester, asking them to rank order those topics. Those data will be brought to the Provost for a decision on the final topic to be announced early in the Spring 2022 semester.

Issues and Concerns

Monika Bubacz

- Reading Day
 - We do not currently have a reading day before finals for the Fall semester. Per the Registrar, they are going to do everything they can to add one extra day before finals in the future.
- T/R 1230-1330 meeting times
 - Issue of scheduling committee meetings vs. department meetings

- Resolved by the deans and department chairs: keep Tuesdays for committee meetings and Thursdays for departmental/school meetings. Please make sure you keep this in mind when scheduling committee meetings.

Future Business**Monika Bubacz**

- Fall Senate Meetings: Fridays, Oct. 15, Nov. 12 (2-3); Dec. 10 (12-1)
- Dr. Bubacz would like everyone to agree or disagree that next meeting (October 15) will be virtual via Zoom due to safety concerns.
 - No discussion.
 - Meeting will be via Zoom (invitation will be sent one week before the meeting).

Senate Announcements**Senators**

- No announcements

Adjournment**Monika Bubacz**

Motion to adjourn, motion seconded. Motion passed. Meeting adjourned 3:03PM