FASP Standing Committee
March 28, 2019; ARTS 228; 2:30p

PRESENT: Carl Pittman, Barbara Sudick, Danielle Hidalgo by proxy, Jeff Livingston, Matthew T. Miller, Shelley Hart, Patti Donze, Jeff Trailer, Chuck Zartman, Jonathan Day, Kathy Kaiser by proxy, Jennifer Brundidge, Evanne O'Donnell, Ashley Kendell, Betsy Boyd, Jennifer Underwood, Paul Herman, Jennifer Gruber, Emily Peart, Tim Sistrunk, Erin Tarabini

1. **Approved Minutes** of March 7, 2019
2. **Approved Agenda**
3. **Action Item: Classroom Recording Policy**
   a. Updated document based on last meeting suggestions with all changes in red
   b. Suggestions/Concerns
      i. (Boyd) as (Kaiser's) proxy
         1. Expressed curiosity over legality of students stealing intellectual property, misuse of recordings, and this shouldn't be considered only a minor offense for the student and carry more implication
         2. Suggested to add Title 5 to link
         3. Have in syllabus, questioned definition of public vs. private space
   c. Clarification (Peart)
      i. Purposely kept broad and vague. The Academic Integrity Policy is being worked on and consequences of misuse are being addressed
   d. Take Away (Livingston)
      i. Will review discussed changes and revise language and add footnote reference
   e. All in favor? Aye!
4. **Action Item: Lecturer Policy Issues: Lecturer Council**
   a. Discussed updates including term renewal, chair election and suggestion of one representative per college
      i. Suggestions/Concerns
         1. How many on Council? What are the goals of the Council? Consider not regulating membership as one per college but base on lecturer density within colleges as this can shift with time as numbers change. Concerns brought up about the number of lecturer representatives on the council as workload may become an issue and there is a need to be careful of forcing an additional workload. Also, unsure of interest and should therefore leave as flexible language. Leading to, what will happen if lecturers don't want to be on the Council? What will be considered a quorum for this council?
         2. (Boyd) Suggested language change to "…each college entitled to at least one lecturer…" This language will seem more mandated and more solidify as a volunteering service capacity.

      ii. Clarification/Closing

         1. This is first time establishment of the council and this should serve as a foundational structure. As it grows and evolves, a process will be more effectively established.

         2. Need to establish numbers for quorum and maintain membership to facilitate quorum

         3. If no one wants to participate from an area, someone who is willing to participate may serve as liaison/ambassador to the area they're representing

   b. Proceed to action item providing document with suggested changes: Aye!

5. Delay of Item 5 on Agenda

6. <u>Introduction Item: FPPP language Chairs' Responsibilities:</u> Evaluation and Support

   a. (Boyd) Provided a recap of the document EM history including administration changes and additions including:

      i. Suggestions/Concerns

         1. The best place for the document is as FPPP as opposed to EM

         2. Create an extra section…17… with five main sections

         3. Covered election and selection processes for both Chairs inside and outside of hiring, recall situations, and elections could possibly be considered a biproduct of leadership that could signify improvement such as: if not re-elected then perhaps there is a need for improvement

         4. Concerns raised about not having an anonymous formalized way to express issues or opinions. This could be considered an issue for lecturers in particular who may be concerned about rehire.

         5. Clarification requested on whether or not the Dean's and Chairs are evaluated

            a. The Dean's are evaluated by the Provost

            b. The Chair's are not currently evaluated

   b. (Livingston) Suggested halting the discussion and moving on to item 5 on the agenda.

7. <u>Introduction Item: Meriam Library Public Use Policy:</u> (Ratterree; time certain 1510)

   a. Discussion in regard to library proposed guidelines for public use. Refer to last page of the documents provided for hand out.

      i. Suggestions/Concerns

         1. Changes are clear in regard to students but do not seem clear in regard to *any* patron that may be using the library. How will this change be enforced for all in the library and not just the students?

         2. The policy and then library personnel will make violations known via verbal communication, if the patron causing disruption does not comply then this is a compliance issue and UPD may be notified.

3. Need to resolve who will be able to interact with the non-compliant individual(s). This could pose a risk of bodily harm so a discussion should be had on how to mitigate risks and if a call is made to UPD, how can they respond. Regardless of UPD's ability to intervene, they can still be requested to standby.

4. Anything illegal will be a violation first and foremost. The legal mandates first then the library guidelines for example. Perhaps there should be a hierarchy of importance of violation. This could be stated more specifically in an internal document.

5. Discussion about how authoritative this policy is and is it functioning as the library and UPD would like it to be. Could it be endorsed and approved by the President? Should it be published publicly? How can the process be moved along so the changes can be made affective immediately? What authoritative level do the Police need to act.

    ii. Clarification/Closing

1. It seems UPD is asking for this EM so that they may act.
2. Suggested moving the last page of the provide handout forward as an EM
3. (Patrick) Would like this to be completed this Academic Year

  b. (O'Donnell) Motion to pass as an introduction item and bring substitute document (the last page of the handout) to the next FASP meeting to move forward as an EM as an action item

8. **Return to Discussion: Introduction Item: FPPP language Chairs' Responsibilities: Evaluation and Support**

    i. Suggestions/Concerns Continued…

6. (Boyd) Reiterated the summary of perceived concerns. Raised the question of whether or not a survey of the department functioning would be sufficient instead of just the Chair specifically

7. (Larson) Prefers the term performance reviews over evaluation. Concerned about the use of the word "survey." Spoke of importance of review to prove Chair performance and adequate performance with helpful feedback. An annual conversation with the Dean and Department Chair about goals moving forward would be beneficial

8. (Pittman) Summarized earlier conversation for clarification to the Provost.

9. (Boyd) Would like to reevaluated and address directive.

10. Comments that there are different approaches to Chair leadership and there should be an informed interest of faculty in departments. It may be that evaluations could be a controversial issue for Chairs. Some form of evaluative process could be embraced as a way to talk about the Chair experience

11. Additional comments about how vulnerable faculty would appreciate having a voice. Also, there could be concern of faculty and concern of validity of feedback i.e. as a form of retaliation of faculty is upset with someone. How could it be perceived if tasks aren't being completed: outright not getting things done or an excessive workload issue? The Chair position may become less palatable because of an added evaluation. However, it is important to hear from faculty

12. Comments continued…(Larson) It's important to have a vibrant department excited about where the unit is going. Where a leader is not committed, units can fail. Leaders that are committed, units can begin to get excited and prosper. Evaluations can be a way of thinking about selves and old -fashioned organization

13. Based on the discussion, Boyd and Larson to meet and continue to go over and clarify goals for moving forward

a. (Boyd) Motion to pass as an introduction item and bring substitute document to the next FASP meeting

b. FPPP Chair's Responsibilities Evaluation and Support Proceed to action item providing document with suggested changes: Aye!

9. **Announcements**
   a. Next week, individual acknowledgement of staff for awards
   b. Encouraged to acknowledge staff in offices as they are working hard!
   c. First time applicant passports are now available: Passports and Visas

10. **Other**
11. **Adjourn: 1715**