

SSIS Faculty Council Meeting
October 4, 2017
1:30 -2:45 p.m.

Minutes

- I. Call to Order: 1:30 p.m.
- II. Present: Present: Lisa Bohon – Psychology; Jackie Brooks – Sociology; Jackie Carrigan – Sociology; Marya Endriga – Associate Dean SSIS, Tim Fong (Chair Rep.) – Social Science and Interdisciplinary Studies; Megan Heinicke – Psychology; Donna Jensen (SSIS Faculty Council Chair) – Gerontology; Ted Lascher – Acting Dean SSIS; Ann Moylan – Family and Consumer Sciences; Joshua Pryor – (Contingent Faculty Representative) Political Science

Visitor: Anne Montgomery: Discussion on Travel Awards

- III. Minutes Approved (As this is my first time taking notes, I did not identify who moved/seconded the minutes. Apologies.) Minutes were approved unanimously.

IV. Old Business

- a. **Discuss changes to Travel Award Letters** – Attachment A - Anne Montgomery
 - i. Discussion of rephrasing to make directions more clear. No consensus on changes.
 1. Potentially adding, “If there are changes to your travel plans, it will require review/approval.”
 - ii. Recommendation for hyper links to relevant documents related to Attachment A.
 - iii. Questions regarding training/workshops. No limits or requirements, encouraged to attend if first time acquiring a travel grant.
- b. **Discuss streamlining the secondary committee process** - Attachment B – Ted Lascher
 - i. SSIS Faculty Council appears to be only council looking to modify secondary committee process.
 - ii. Colleges are given significant independence in choosing their own internal processes.
 - iii. Significant discussion, Dean Lascher would like to wait on final language after consultation with faculty/Department Chairs, UARTP, Human Resources, etc.
 - iv. **Vote in favor of approving Attachment B.**
 1. In Favor: 7
 2. Against: 0

3. Abstain: 1
- c. **Discuss priorities for the College's discretionary budget** – Ted
 - i. Faculty Awards (discussed last year)
 - ii. **Tabled for next meeting.**
- d. **Commencement Reception for Graduate Studies** – Ted
 - i. Fall Commencement may eventually be cancelled and replaced by "Graduation Celebration."
 - ii. Discussion regarding graduation celebration ideas/details/etc.
 - iii. **No vote. Consensus was to move forward with some type of a Graduation Celebration.**

V. New Business

- a. **Faculty Council: setting agenda, purpose of council** – Donna
 - i. Usually Dean-oriented, but also a shared mutual responsibility.
 - ii. Advisory committee to the Dean.
 - iii. If something time sensitive must be on the agenda, mechanisms are in place to allow that to happen.
 - iv. Encouragement of open agenda policy: Dean usually places priorities, but others can add as well.
- b. **SSIS Dean's Selection Advisory Committee** – Donna
 - i. Received 2 applications by deadline, and 2 late applications, one of which has dropped out. (Three total people will be on ballot).
 - ii. For selection advisory committee, membership need to be a mix of Chairs/faculty. Advice is to listen to the provost regarding composition of the Advisory committee (Number of Chairs/Faculty/ratio etc).
 - iii. **Donna Jensen is going to notify Provost Wang, Dean Lascher, and Academic Affairs of 3 nominees and that Faculty Council recommends move onto ratification vote. Have Academic Affairs advise if this is not ok.**
- c. **Procedures for written student evaluations** – Ted
 - i. Worst case scenario is concern about tampering.
 - ii. Discussion of a specific policy regarding hard-copy student evaluations.
 - iii. Currently, no formal policy.
 - iv. Need for formal policy as evaluations are related to hiring/evaluation of faculty.
 - v. **Donna Jensen will make an Office 365 document for everyone to help create policy together. Drafting ideas to talk about next time.**

VI. Adjourn

