**FACULTY SENATE MEETING**

**Time: October 20, 2020 03:00 PM**

Join Zoom Meeting

<https://odu.zoom.us/j/94904867702?pwd=N1IydmFhWE0vQVdkMDJHNDkrOGt0UT09>

Meeting ID: 949 0486 7702   
Passcode: 394103

**MINUTES**

1. **Call to order**
   * The meeting was called to order at 3:03 pm
2. **Take roll.**
   * The role was taken via Zoom participants list (N = 36 including Jennifer Moody, Kate Hawkins, Brian Payne, Tisha Paredes)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Present** | **Senator Name** | | **Present** | **Senator Name** | | **Present** | **Senator Name** | | **Present** | **Senator Name** | |
|  | Michael | Allen |  | Dennis | Gregory | x | Jemela | Martin | x | Eric | Schussler |
| x | Elizabeth | Black | x | James | Hall | x | Suzanne | Morrow | x | David | Selover |
| x | ◊ Nina | Brown | x | Zhi | Hao | x | Matthew | Nerem | x | ⌂ John | Sokolowski |
|  | Larisa | Bulysheva | x | Fran | Hassencahl | x | Marc | Ouellete | x | Lynn | Tolle |
| x | David | Burdige | x | Leslie | Hoglund | x | Jennifer | Poutsma | x | James | Van Dore |
| x | Brandon | Butler | x | Steve | Hsiung | x | Gene | Price |  | Ingrid | Whitaker |
| x | Michael | Carhart | x | Mickey | Kosloski | x | James | Rhoades |  | Shu | Xiao |
| x | Charlie | Daniels |  | Lee | Land | x | \*Corrin | Richels | x | Wie | Yusuf |
| x | Kyle | Davis |  | Soo-Hoon | Lee | x | Patrick | Sachs |  | Doug | Ziegenfuss |
| x | Kenneth | Fitzgerald | x | Tatyana | Lobova | x | Gary | Schafran | x | Michael | Zugelder |

*⌂ Chair ◊Assistant Chair \*Secretary*

1. **Approval of the Agenda.**

* Agenda approved with modification to move Committee B to top of Action Items

1. **Approval of the Minutes.**
   * Minutes approved as submitted
2. **Chair’s Report.** (Chairman Sokolowski)
   * Presidential Search
     + Official profile has been established and is in circulation
     + Search committee meets again November 4 for an update on potential candidates
     + December 21st the search committee will begin evaluating candidates to create the initial slate of candidates
     + Any faculty participating in the finalist candidate interview process will need to sign a non-disclosure agreement
     + The profile is available on the website detailing the search process
   * Faculty Workload Policy
     + Committee I will do the initial evaluation
   * Student Opinion Surveys
     + Committee D will formulate a formal change in response to the information collected from the SOS revision committee
   * Spring Semester Schedule
     + Start on January 19
     + No Spring Break in initial draft – a modification is in process to include 2 “Reading Days”
       - 1) on March 2nd and 2) March 31st
3. **Action Items.**

* Committee B: (Senator Brown)
* **AY18-1-B Undergraduate Program Director Description**
  + This issue was passed last year and then returned to Committee B from the Dean’s Council
    - A subsection was added regarding release time
    - A subsection regarding when release time and stipends occur was added
  + Committee B recommends that no changes be made to the policy and rejects the proposed changes
    - The subsection on responsibilities at the time of appointment would cover release time
    - Committee B feels stipends are already covered in the document
  + Motion carried to approve policy without proposed changes from the Dean’s Council

- 97% in favor, 0% opposed 3% abstention

* Committee G: (Senator Schafran)
  + **AY19-2-G Secondary Institutional Affiliations**
    - Committee G recommends that review be suspended until draft policy is completed by university attorney’s office

**Rules suspended for comments from VP Kate Hawkins**

* Dr. Hawkins commented that the policy should proceed through faculty senate as usual for consideration

**Rules reinstated**

* + Motion carried to suspend review - 100% in favor, 0% opposed 0% abstention
  + **AY19-8-G Inequity in Teaching Load**
    - The faculty of Arts & Letters teaches a 3 – 3 teaching load where other colleges do not
    - There is no room for negotiation in reducing this load even in initial hiring
    - Committee G recommends closing this issue
    - Motion carried to close issue - 62% in favor, 31% opposed 7% abstention
  + **AY19-9-G Request Inclusion in the Teaching and Research Faculty Handbook of How Performance Expectations will be Articulated for Non-Tenure-Eligible, Non-Department/School-Affiliated Research Faculty.**
    - This is regarding the evaluation of teaching for faculty that do not have teaching positions
    - Committee G recommends the development of a policy addressing research and clinical faculty is warranted
    - In the past, documentation regarding what guidance is used to evaluate particular research faculty is sent to the Provost.
    - Motion carried to create policy specific to these faculty classifications - 90% in favor, 3% opposed 7% abstention
  + **AY19-10-G Request Faculty Senate Constitution to Allow for Proportional Representation from the Research Centers.**
    - Committee G recommends that the FS constitution be amended to allow representation from the research centers
    - Committee G suggests the addition of 1 Senator to represent the 3 different Centers on the FS
    - Motion carried to amend the FS constitution bylaws to allow representation on FS from the research centers

- 61% in favor, 39% opposed 0% abstention

* + **AY19-23-G Review of Faculty Handbook Policies**
    - There were several issues that required review
    - The only policy with amendment was regarding Faculty Office Hours
      * Verbiage was added to allow office hours to be, “either at a physical location or virtually”
    - Motion carried to approve policies as proposed by Committee G - 85% in favor, 11% opposed 4% abstention

1. **Adjournment**
   * Adjourned at 4:14

**Items carried over to next meeting:**

* Committee F: (Senator Tolle)
* **AY18-13-F&G Verifying Authenticity and Veracity of Documents and Information Submitted in a Packet/Portfolio for Annual Review.**
* **AY19-13-F Feedback to Associate Professors Regarding Advancement to Full Professor as Part of the Annual Review Process.**
* **AY20-4-F Policies on Evaluation of Lecturers and Reappointment**
* **AY20-5-F Covid 19 Era Promotions and Tenure Policy: A Suggestion and Rationale for an Amended Policy.**
* **Committee I: (Senator Daniels)**
* **AY19-27-I Tuition Assistance**