

Facility Administration Collaborative Committee
Thursday, August 27, 2020
2:00-3:30 PM SUB Banquet A & B

Minutes

Present: Dr. Rolf Groseth, Dr. Melinda Arnold, Dr. Christine Shearer, Dr Vicki Trier, Dr. Joy Honea, Susan Simmers, Dr. Jennifer Lynn, Dr. Kimberly Hayworth, Dr. Natalie Bohlmann, and Dr. Scott Butterfield (via Webex)

Motion to approve June 11, 2020 minutes. Minutes were approved.

Order of Business:

- Post-tenure review schedule for Dr. Susan Balter-Reitz:

The question was posed, by Joy Honea that with Susan Balter-Reitz coming back to the Faculty from an administrative position could she continue with her post-tenure review as she would have done prior to her departure, or does she need to work through the two-year competency review. Whether or not this instance would be setting a precedence was discussed. It was determined this would be handled on an individual basis.

All members agreed that Dr. Susan Balter-Reitz is approved for her post-tenure review equivalency.

- Guidelines for including/excluding student evaluation data from Spring of 2020 in Faculty review materials:

Joy Honea brought forth for clarification the topic of Student Evaluations being used for Faculty Reviews. The Provost clarified Student Evaluations are not included in the Faculty Reviews, however Peer reviews are able to be submitted.

- Timeline for final decision on extension of tenure clock.

A Discussion was introduced and entertained regarding the OCHE Directive pertaining to COVID whether faculty need to decide to opt out by September 1 of *this year* or by July 31 of the year prior to the tenure review year. A vote was taken, and it was passed that faculty should have until July 31 of the year prior to their scheduled review.

CBA Item 9.334 E was cited:

Automatic extension of Tenure Review Period:1.When a faculty member notifies the department chair and college dean about an event that qualifies for automatic extension of tenure review (no later than 12 months after the event) the department chair is responsible for informing the faculty member, the college dean and the provost that the tenure review will be automatically extended by one year. The provost's office will notify the faculty member and the department chair of the faculty member's revised tenure review date.2.The faculty member may opt out of the automatic extension any time before July 31 prior to the designated academic year of review by submitting a written request to the department chair. The department chair will inform the college dean and

provost of the request.3. If the automatic extension is for a serious illness of the faculty member or other family member, the university may request documentation of the serious illness.

Additionally, CBA Item 9.334 F was cited:

Requested Extension of Tenure Review Period:1.Any faculty member may request a one academic year extension of her or his tenure review period for unanticipated circumstances that significantly limit the faculty member's available time to devote to teaching, service and scholarly development other than an event that qualifies for automatic extension. Such circumstances may include administrative or special assignment given by the university, or similar unanticipated circumstances.2.A faculty member may request a one academic year extension of his or her tenure review period by submitting a written request to the department chair as soon as possible after the need for extension arises but no later than 12 months after the need arises, or the July 31 prior to the designated academic year of review, whichever is earlier.3.The extension of the designated tenure review date must be approved in writing by the department chair, college dean and the provost. If approved, the provost's office will notify the faculty member and department chair of the faculty member's revised tenure review date.

After discussing the Pros and Cons of the he deadline dates, July 31 was the date unanimously chosen. Information has subsequently been sent to all Faculty.

- Appropriate teaching load for tenure-track/tenured Faculty.

Teaching load for tenure-track or tenured Faculty, is not covered in the CBA. Faculty with scholarship responsibilities have an annual teaching load of 21 credits (24 credits minus 3 credits reassigned for scholarly development.)

Susan Simmers confirmed though it is not actually in writing within the CBA, 21 credits per Faculty member has been the practice. Accepting Overload, with pay, has also been the general practice. Dr. Shearer added all Faculty should have a turn at taking overload, at this time.

Nothing has ever been stated about teaching credits without getting paid. If faculty want to carry more of a load, they should only do so if they get paid to do so.

In the past, overload was paid out of the part time budget. Those funds are not available this year.

Task forces have been established to address various issues of Faculty workload. Student input is still being evaluated. Students approached several administrators asking why their classes were modified modified from F2F to online. ASMSUB has requested information on why this occurred. While concrete evidence that it occurred may not be available, multiple anecdotal evidence from students (and often admissions from faculty) indicates that it has.

Students are being waitlisted because funding is not available to hire instructors for the classes. The 2-week intersession should be able to accommodate courses driven by the waitlist. Provost Arnold offered that the current Task Force is striving to ensure workload vs. course load equality.

Intersession in December will have the potential for faculty to teach, and students to take courses for which they were waitlisted during Fall Semester. Tuition will be the same. At this time, it is not known whether Financial Aid will be available for Intersession. Susan Simmers will check with Tom Valles. Kim Hayworth added in short, it is likely financial aid will be handled on an individual basis.

- Instructor role in decision-making related to increasing course cap/overloading students into a class.

The incident in reference occurred when the Department Chair in COB overloaded Faculty members without asking the Faculty member for permission or notifying the Provost or Dean.

CBA Item 10.200 was cited:

CLASS AND COURSE ASSIGNMENT The teaching assignment of a faculty member should be made in his/her field of competence. Recognizing there are common components in each discipline that all teachers should be able to cover, the need for change of assignment within his/her field for the purpose of providing better service and a higher quality program is acknowledged. Teaching assignments shall be based on a consideration of the needs of students including the need to make the curriculum available throughout the day and evening, the continued necessity for revitalization and improvement of the instructional program, academic qualifications and expertise of the faculty and where practical faculty preference. Teaching assignments shall not be made arbitrarily, capriciously or with the intent or effect of discrimination against any faculty member. Each faculty member shall be given the opportunity before tentative class schedules have been prepared to specify his/her preferred teaching schedule for the coming year. A faculty member shall not be required to teach both evening and early morning classes unless s/he wishes this kind of assignment.

It shall be the responsibility of the appropriate Department Chair after consultation with the faculty of that unit and with the approval of the appropriate Dean to make course assignments and to attempt to accommodate the concerns of the preceding paragraphs in scheduling courses. A faculty member shall, except in unusual circumstances, be notified of his/her class schedule at least thirty days before the beginning of the next academic term. Changes in a faculty member's class and course assignments may be made if the overriding needs of the administrative unit so dictate. In making necessary changes, the appropriate Dean and the appropriate Department Chair shall consult with the affected faculty member in the interest of arriving at the best solution for all concerned. It shall be the responsibility of the appropriate Department Chair after consultation with the faculty of the unit and with the approval of the appropriate Dean to determine appropriate class size, taking into consideration the instructional requirements of the course, the maintenance of academic standards and the programmatic needs of the department. The Chair will indicate those classes where appropriate arrangements could be made to either expand the size of the class or create new sections of it. This shall be communicated to the Academic Vice Chancellor/Provost who shall grant or deny permission to make the indicated arrangements in the event enrollments exceed the agreed upon class size limit. If the Academic Vice Chancellor/Provost does not grant this permission, the class size shall not be allowed to exceed the agreed upon class size limit.

The Provost offered that in this case she was notified by a Dean, not the Chair, after the fact. Overload is to be at the Faculty member's discretion. Provost Arnold then received an email from the department Chair, seeking approval that should have been sought prior to assigning the overload. The Dean has addressed the issue with the Chair. The provost also indicated that this should be changed in the CBA and that should go on the list for the next bargaining round.

Course load Caps should be followed. 1 or 2 students above the Cap is okay, assuming the Faculty member agrees, and 4 or 5 is too many. Faculty permission for overload is required. The Provost added this year there has been more emphasis on overload, due to not being able to hire part time.

Meeting Adjourned 3:17 PM

Next Meeting Thursday September 10, 2:00 PM