

CALS Faculty Council meeting, 8 December 2016

Present:

Roger Dahlgren, Charles Gerba, Melanie Hingle, Matthew Mars, Jean McLain, Marc Orbach, Ravi Palanivelu, Steve Smith, Bob Steidl, Patricia Stock, Jennifer Taske, Gayatri Vedantam, Richard Wood, Muluneh Yitayew

1. Announcements & new business (d.)

- a. The Chairs of the Faculty Council (FC) and the CALS Unit Heads (HODs) spoke recently about improving group dynamics and communication between the two groups. They agreed that each Chair would not participate regularly in the other group's meetings but that such participation could occur as requested by either group.
- b. It was noted that the Cardon Fellows agenda items were provided to the FC by Mike Staten. **Action:** Matthew Mars is a Cardon Fellow and will keep the Council and Fellows apprised of each group's activities.
- c. Draft document produced by FC addressing Faculty Workload Guidelines for Service has been approved by HODs with one minor addition ("5-10% commitment equals 2-4 hours per week") and is being discussed in many units. May be in place for the beginning of calendar year 2017.
- d. Steve Smith explained his understanding of fund distribution to CALS units from summer/winter instruction. This is done within the RCM framework, with a "30% tax" levied by CALS. (Attached in Notes below is the text of an email from Mike Staten to Steve Smith regarding how these funds are spent.) As an example, return to SNRE for summer instruction in summer 2016 was approximately \$156/SCH, which represents approximately 33% of the tuition and fees paid by a student. Chuck Gerba explained how these funds were previously distributed and noted that it is not clear how CALS (tax) funds from summer/winter instruction are actually distributed now. The FC may wish to work further on this issue. Possible areas of inquiry could involve how decisions are made regarding distribution of funds, and what could be done to incentivize summer/winter instruction. Some units may have formal policies for distributing funds from summer/winter instruction to instructor(s). Other units may have similar policies. FC could serve to distribute these, which could assist other units developing their own policies. **Action:** Steve Smith will circulate the policy followed in SNRE to distribute summer/winter instruction funds. Other units may wish to develop similar policies or modify existing ones.

2. Discussion and action on Professional Ethics statement

Dean Burgess requested that FC conduct a consultative review of a confidential draft document. The Council agreed to do this and its membership was in complete agreement with the sentiments voiced in the document. **Actions:** Steve Smith agreed to draft a description of FC discussions and action, and on 13 Dec. appended this to the draft version also being evaluated by Appointed Professionals Council and the Staff Council.

3. Discussion and action on faculty morale document from DRAC

Dean's Research Advisory Committee submitted a document with recommendations regarding faculty morale to the HODs in spring 2016. DRAC has re-framed certain parts of this document to specifically address annual review and HOD-faculty interactions. They would like to collaborate with the FC (whose members are elected unlike theirs) to submit a jointly produced and supported version of this document to the HODs. Partnering with DRAC may help improve information exchange and overall transparency. Council members expressed support of this affiliation but noted that this document would benefit from some editorial work. **Actions:** Bob Steidl revised the document with Betsy Arnold (Co-Chair, DRAC) to improve its clarity. Council members responded with support of Bob and Betsy's revisions with one suggestion. The document including this suggestion was forwarded to DRAC Co-Chairs on 19 Dec. Review and approval of the revised document by members of FC and perhaps DRAC will be necessary before it can be moved forward.

4. Additional new business

- a. Addressing annual performance evaluation issues as a whole may be a substantive issue that FC deals with in the spring semester. The sentiment of the FC was that given the diversity of missions and activities in CALS, College-wide standardization of performance metrics across CALS is likely to result in *biased* assessment of performance for some faculty. Therefore, performance standards may not be accepted as legitimate by faculty. In one unit, "media appeal" of faculty activity is considered during evaluation. FC feels there is tremendous room for growth and development between having one evaluation metric for the whole college to individualized metrics for every single person. **Actions:** Steve Smith will consult with HODs, Dean Burgess, the Faculty Senate, and perhaps others regarding ongoing efforts to improve performance evaluation for faculty. A Box folder containing annual evaluation procedures was established by Kitt Farrell-Poe for the Council. Steve Smith will forward additional information he receives to FC before our next meeting (23 Jan 2017, 2:00-3:00).
- b. CALS support for the development of on-line courses needs to be better understood. Also, formal recognition of faculty effort associated simultaneous offering of on-line and in-person sections of the same course. **Actions:** Steve Smith will gather and distribute information on support before our next meeting. He will also forward our concern about on-line/in-person sections to the Cardon Fellows are working on definition of instructional FTE.

5. Faculty Council functioning

- a. Problems in information flow may be negatively affecting co-governance. The FC should develop a recommendation to Dean Burgess regarding communication from his immediate subordinates. For example, specifically who is responsible for information in particular activity areas? **Action:** Ravi Palanivelu will draft such a recommendation for review by FC before our next meeting.
- b. Meetings in spring 2017. **Action:** Steve Smith polled the membership regarding a generally good day and time for our meetings. The best day and time was 2:00-3:00 on Mondays. **We will meet next on Monday 23 January at 2:00.**

6. Notes

Email from Mike Staten to Steve Smith, 5 Dec 2016, summer/winter \$ distribution in CALS

Steve,

Winter/Summer funds come to the college (net of University central administrative fees). In CALS we've chosen a policy of returning the revenues directly to units that generated the courses, minus a 30% tax which is used to support the operations of my office, Career and Academic Services. This includes support for all four of the central functions of the office (recruiting new students; advising and retention; 100% Engagement; Career Skill Development and internship/employment cultivation). In addition, the pool of "tax" funds has been available as a backstop for units to plug unexpected holes (e.g., sudden departure of a faculty member between hiring cycles; replacement of lab equipment; TA support in the face of unexpected growth in class size, etc.). We've also used them as "venture investment" funds, available on an application basis when a unit identifies a chance to get started on developing a new course or program between hiring cycles. I believe that every department has benefited directly from the availability of these funds at some point over the past 2-3 years.

Let me know if you have more questions. And, please know that you have a standing offer from me to come to your meetings and listen to what faculty are thinking about instructional issues. Quite frankly, it seems inefficient to me to wait and get a summary of their concerns when direct interaction would likely generate a more accurate impression - and possibly lead to quicker resolution of questions or insights into new opportunities. I didn't realize the faculty council meetings were closed. So, if the opportunity arises, I'm happy to be there. I'll wait for the invitation.

Thanks.

Mike