College of Arts and Sciences | Faculty Assembly

Minutes

September 1, 2023 2 pm

Kinard 018

I. Welcome—Dave Pretty
    a. Quorum reached at 2:00 pm
    b. Introduction of new officer:
        i. Lauren Kohut—secretary
II. Approval of Minutes from August 15, 2023, meeting (Appendix A)
    a. Approved with no changes
III. CAS Committees
    a. CAS Curriculum Committee—Valerie Jepson (Appendix B)
        i. Jennifer Schafer serving as secretary
        ii. Course changes:
            1. DSCI 201 changed to DSCI 300 to reflect rigor
            2. MAT 462 approved. Internship course. Was previously an X course. Two credit course to accompany the 1 and 3 credit options.
            3. Approved unanimously
        iii. Math department curriculum change:
            1. Allow DSCI courses 299 and above to count as electives
            2. Approved unanimously
        iv. Blanket petitions to be able to take new courses to meet requirements. Vote not required unless there is an issue. No issues raised
        v. Next meeting 9/23
    b. CAS Nominating and Rules Committee – Brent Woodfill, Chair
        i. Special election to fill a position on the CAS nominating and rules committee
            1. Nominations:
        ii. Special election to fill a position on the Educator Preparation Committee
            1. University level committee. Three positions. Currently 2 committee members from the teacher education program. Rules state that at least one teacher education person is required. Looking for someone who is not in teacher education but who contribute to the teacher education courses (history, world languages, chemistry, biology given as examples). Three year term
            2. Election supposed to be done via survey sent out by today to close by Tuesday 9/5. Survey will be ready by next Friday (9/8). Rules and nominating committee will meet to discuss possibilities. Will also reach out to chairs for nominations. Asked that folks email if they are interested.
            3. Typically committee would meet to come up with nominations and then request nominations from the floor. Chair asked faculty for approval to reverse order and ask for nominations from the floor. Unanimously agreed upon.
                a. Victoria Frost nominated (Educator Committee)
                b. Move to close nominations from the floor, approved
IV. Presentation by the Office of Accessibility – Shardae Nelson-Johnson (director OA)
    a. Also present:
        i. Karry Medlin—Testing and Operations
        ii. Ashley McLean—Coordinator. Started in June.

b. Test center, new updates to office, including moving, campus resources
    i. In July, the office moved from Kinard to the ground floor of Macfeat House.
        1. Faculty should update address in syllabus
    ii. Open house 9/12 10:00 am – 12:30 pm. Faculty invited.
    iii. Test center and offices in Macfeat House on ground floor
c. OA instructor Portal reminders
    i. Provided example of accommodations letter. Includes student's name, course, and details about accommodations
    ii. Letters come individually to faculty any time a student selects to the letter.
    iii. Faculty can log into the instructor portal to find the letter
    iv. Portal provides list of all students from all your courses
    v. Log in with your Winthrop credentials
    vi. Click on **View** to see all accommodations.
    vii. Letters also have the alternative testing agreement. That form allows student to use the testing center for testing accommodations. Includes reduced distraction environment, other accommodations
    viii. Link sends you to the link to the alternative testing agreement for the specific course
        1. Question: should the faculty member complete the alternative testing agreement right away or should they do it closer to the actual exam date?
            a. Answer: Faculty do not need to do it right away. However, students need enough time to schedule their exams with the OA if they will use their facilities. There is limited space and time slots, so filling the agreement out earlier makes it easier for students to schedule exams.
        2. Question: can faculty complete one testing agreement per course?
            a. Answer: Yes, one testing agreement takes care of it for everyone in the course. Recommends that faculty copy and paste responses if they teach two sections of the same course.
        3. Question: What happens if a student changes their mind about using accommodations after the testing agreement has been completed?
            a. Answer: Students can change their mind. The student would cancel with the center and then that would alert the faculty member
    ix. When you log in, click on **alternative testing** on the left, set settings for the whole course. The form asks when test is, what student can use, required software, contact info, etc.
    x. Screen reader accessible documents are sometimes needed. It is best if faculty provide these by default. Best way to do this is to send the office a word document or a pdf created from a word document. Get in touch if there are questions about how to make it screen reading accessible.
    xi. New: As of last spring the Winthrop Think College students have had the option to use the OA testing center. If you are working w/Think College students you can elect for Think College staff to submit the test directly to the testing center.
d. Student choice in accommodations
    i. Not every student will take every test in the test center. If you know they have accommodations but you haven't received a notice about accommodations, it is possible the student has elected to not use their accommodations.
    ii. If faculty have concerns about student taking test, they recommend that they reach out to the testing center to mediate. Students may perceive a faculty member reaching out to them directly telling them to use the testing center as push back. Center will provide consistency in terms of communication.

e. Other reminders:
    i. Best practice is to caption materials when you make them. Office for online learning has information about how to caption.
    ii. Guidelines are provided online for:
        1. Testing accommodations
        2. Tips for working with students with ASD
        3. Accommodating absences and deadline flexibility
        4. Use of recording devices
        5. Students with hearing impairments
        6. Service dogs
    iii. Campus event guidance available on website. Includes: Inclusive event planning guidelines, inclusive event planning checklist
    iv. OA Faculty Handbook provides additional information about accessibility
f. Questions
    i. Concerns raised about flexibility to class attendance. Intuitional policy states students must attend 75% of classes. Is there a minimum of classes that students with accommodations must attend? Missing more than 25% of classes places a burden on faculty to provide course in another format and increases chance that the student will fail.
        1. Look at attendance policy. Is there a way for a student to catch up. Can they show how they learned the materials on their own. Don't want to be giving students busy work. Look for ways for the student to show that they mastered the content.
        2. Participation grades are tricky. Look at how the course is set up about how much flexibility there is, so that can be communicated to the student. OA won't put specific number of acceptable absences for a course. If something can't be worked out, a chair might be brought in to find solution. Not meant to be punitive. Proactive, before student goes to the chair directly.
    ii. What about the students who say they have social anxiety. Are there requirements that they get counseling?
        1. Documentation comes from someone who is treating them. Goal is for them to get better. Those students are already in treatment. Conversations are not just accommodations, but also look at housing, course load, fidget spinner, short breaks from class, access to earbud, utilizing counseling services, academic coach. Sometimes this won't appear in their accommodations documentation.
    iii. Takita Sumter: Clarification on attendance.
        1. OA asks that faculty engage in conversations to look for additional flexibility, but it is not required
    iv. Where would the faculty member go if there was a question about a student wearing an earbud during testing if they had accommodations?
        1. OA: that wouldn't be an accommodation for testing. Other things would be used.
    v. Concerns that accommodations letters are sent out right before classes begin, which does not provide much time for faculty to figure out all of these accommodations. Too much to figure out in a short amount of time
        1. OA: what we can do is to have a larger discussion to answer the problem
        2. Joe Koster: If a student is going to need transcripts, is there a way for faculty to get the OA letter sooner so they can prepare. Have students send the letters sooner so that things can be prepared

- a. OA: before we had AIM there was a process to notify folks ahead of time for ESL and captioning. That can be done again. Won't account for if a student changes their schedule
- vi. Have received many accommodations asking for notes. Faculty don't necessarily have helpful notes (or notes at all). Previously there was an option to get a note taker for class, so it wasn't from faculty.
    - 1. OA: not asking faculty to make the notes for the student. Tell students that the faculty may not have notes to share and are not required to provide them. Talk to them about an alternative. Students can be referred back to the office to find a student note taker. Can also be difficult to find a note taker.
- vii. Kelly Richardson: What are students being told about communicating with faculty members?
    - 1. OA: they tell students to talk to their instructors after sending out the email. Assignment adjustment, there is a form to make those decisions.
- viii. Mike Sickles: do accommodations have to be resolved at the level of the individual class. E.g. attendance impacts other students in the other class. Concern is the extra work. Can the department make arrangements to offer the course in a different format if it is not possible to accommodate the student in the class as it is designed. Feels like it is all on the instructor to fix the issues.
    - 1. OA: some schools handle things differently. We only have 2 people. Some schools have convos w/every instructor about how accommodations will work. 440 students, ~200 with accommodations like these. Too many students for them to have individual convos w/faculty. They are overworked. They understand faculty concerns. The OA office odesn't have resources for individual convos. They also have to communicate w/dining, housing, financial aid, etc. (they have additional burdens).

V. Old Business
- a. No old business

VI. New Business
- a. No new business

VII. Remarks from the Dean – Takita Sumter
- a. Tech and IT upgrades still underway. Many spaces do not have whiteboards yet. Attempting to provide workable alternatives. Understands the struggle. Appreciates flexibility. Trying to make classrooms at modern as our teaching.
- b. Remembering colleagues at Chapel Hill, and those dealing with recent wildfires and hurricanes. Sylvia will be providing an update on active shooter situations so that we are all prepares
- c. Undergraduates and transfers are up. Graduates are still down a little bit. Greater in-person presence
- d. Optimizing instructional efficiency, Grey Data
    - i. Has been a nice tool
    - ii. Previously we have relied on our own assessments
    - iii. Demonstrated that A&S had $30m in revenue, and a contribution of 12.5m back to the institution.
    - iv. Chairs still monitoring instructional efficiency
    - v. Recognize that we still need to replace vacant lines to meet accreditation and academic rigor
    - vi. $17k on annual day of giving, $1.8m in foundation funding (+10% over last year)
    - vii. Evaluation of new and existing programs:
        - 1. Program transformations:

a. Mass Communication : new courses
b. Social Work: looking to take program online
c. Potential to grow Environmental Programs. Recent hire (Lauren Kohut), curriculum changes, GIS Lab opening this fall.
d. Digital humanities: VR equipment

2. New programs (these are the ones relevant to A&S)
   a. Criminal Justice program underway
      i. Cyber, corporate, environmental justice
      ii. Predicted that there would be 45 students attracted to this.
      iii. Concerns about attrition from current programs.
      iv. Belief is that more students on campus will benefit everyone. Students move between programs
   b. Film content production
      i. Looking to determine how to make major. Minor has been successful.
      ii. Would be done in collaboration w/College of Visual Arts (but would probably live in A&S)
   c. eSports
      i. Not a lot of clarity on where that would go
   d. Data Analytics
      i. Math dept has just launched data science. Enrollment is in the double digits
      ii. Working with business to launch a degree.

3. Timelines:
   a. President is interested in making things happen quickly
   b. Trying to be mindful of resources
   c. Target for Crim Justice would be for next fall
   d. Interest in program in User Experience.
   e. Still in exploratory stages.

4. Wanda Koszewki: Question about health sciences, and other things that came up on the list, neuroscience
   a. TS: only included things that seem to be moving forward. Other things that were discussed but for which there haven't' been tangible steps haven't been included
   b. WK: Had previously met with deans about School of Health Sciences. Students interested in health professions, but it is difficult for students to get connected to them. They want the programs to be more formalized. Would like to have an interdisciplinary health sciences class. These programs are spread across the university.
   c. TS: nursing is a different convo. The degree itself is being discussed. Matt Stern did a study on what it would take to serve students in health professions. This will speak to whether we do a health sciences program. Reorganization won't happen until there is a new provost because it takes 2-3 years. But the programs themselves are underway.

e. Wins:
   i. Academic program review completed for English, Math, and MLA.
      1. Math: data science center
      2. $500,000 grant to train students in AI-enabled medical device industry

3. Partnership with Delta Bravo
   ii. Cory Bloomquist and SW foks launched scholarship and tuition assistance for Child Well-Being
   iii. Dual-language immersion. 12 sections of hs students to come to Winthrop this year. Good partnership, going well. Over 3 years will generate ~$300,000 revenue.
   iv. 30th celebration of African American Studies minor
   v. 2023 Movements conference
   vi. Upcoming Medieval conference
f. Campus improvements: Scaffolding for fixing pillars for Kinard. Sims, Bancroft porch. Scaffolding/construction won't put your safety at risk
   i. Finalizing list of projects for interior of Kinard
   ii. Campus master plan, look at it. Includes new building, renovation of existing buildings. Plans for growth.
g. Questions:
   i. Matt Hayes: Who to talk to about classroom training
      1. TS: doesn't know when trainings will be scheduled
   ii. Frank Pullano: Technology is great, but just wants basic items like white board, markers, erasers, cleaners
      1. TS: there is white board cleaning solution, and cases of white board markers in Kinard (deans office). Chalkboards? Needs input about these. Not all the classrooms will have all the fancy stuff. Multiple tiers from high tech, to just whiteboard and projector
   iii. Amanda Hiner: are desktop computers staying in Owens.
      1. TS: university moving toward laptop campus. Faculty have received laptops since 2018.
      2. AH: how Is this handled with adjuncts
      3. TS: IT issues laptop. Also deans office has emergency devices for faculty
   iv. Heather Listharke: issues connecting laptop to projector in all their classrooms.
      1. TS: talk to me about that.
      2. Mike Sickles: also having this problem
h. Rick Lee is member of the board in attendance.
VIII. Announcements
a. Next meeting 10/6 2:00 pm. Submit agenda items by 9/25
b. Greg Oakes: grad faculty committee immediately after this meeting
c. Sylvia Wosniak: CPR courses: send email. Up to 6 people in course. 9/14 @ 11 am Chief of Police Dalton 333 (may change) to discuss active shooter preparedness. Zoom link will also be provided.
IX. Adjournment
a. Motion, approved.

Note: Quorum (35% of full-time faculty) is 49 faculty members for Faculty Assembly. The minimum attendance to do business (20% of full-time faculty) is 28 faculty members.

Minutes submitted by Lauren E. Kohut