

Faculty Senate Executive Council  
Minutes  
June 28, 2012

Members Present: K. Gainer, M. Hrezo, L. Jacobsen (chair), J. Kopf, R. Roth

Guest: S. Minner

1. The Council was called to order at 9:03 a.m.
2. Assignments to Faculty Senate committees were reviewed and approved.
3. A motion to activate the Council for Review of University Policies was approved, with the phrase “constituted by” amended to “comprised of.” [web page: insert link to motion].
4. The council directed that the secretary of the Faculty Senate maintain a page on the Senate website to track the status of motions.
5. The council voted to refer to the full Senate the motion in support of the First Amendment Resolution [web page: insert link to motion].
6. The council voted to refer to the full Senate the motion on faculty representation to the Board of Visitors, with the title amended to Revising Board of Visitor Bylaws Regarding Faculty Representation. [web page: insert link to motion]
7. Assignments to Internal Governance committees were reviewed and approved.
8. The Council reviewed the QEP Steering Committee Function, Membership, and Administrator Proposal. The Council voted to send the following recommendations to QEP Program Director Dr. Webster-Garrett: that the sentence “Additional persons – for example representatives from McConnell Library, the Faculty Development Center, and the Office of Community Engagement – may be included as needed to conduct the committee’s business” be struck; and that “three teaching faculty” be changed to “one teaching faculty member from each college.” [web page: insert link to proposal]
9. The next meetings of the Council will be held on the following Tuesdays, from 1-4: July 17, 24, and 31.
10. The meeting adjourned at 11:43 a.m.

Faculty Senate Executive Council  
Minutes  
July 17, 2012

Members Present: J. Fox, K. Gainer, M. Hrezo, L. Jacobsen (chair), J. Kopf, R. Roth

1. The council was called to order at 1:05 p.m.
2. The minutes of the preceding meeting were approved.
3. The council directed that the secretary send out an email notice to the Faculty Senate when minutes are posted.
4. The council reviewed and approved the schedule of senate and committee meetings for Fall 2012.
5. The council directed the chair and secretary to schedule meetings for Spring 2013.
6. The council asked that the chair request the following clarifications of the proposed Radford University Credit Hour policy: What are the actual hours/weeks encompassed by a “semester”? How will this policy take into account asynchronous/ hybrid/online courses? How will “direct faculty instruction” be defined?
7. The council also asked the chair (1) to request that both the FSEC and the ad hoc committee on online courses be consulted during the ongoing process of developing a policy and (2) to monitor the process of constituting the ad hoc committee, including following up to make certain that the deans hold elections for college representatives.
8. The council took up the suggestion that assessment be expedited for the purpose of providing data to SACS. It was agreed that Bethany Bodo, Chuck Vehorn, and Pat Shoemaker would be invited to the next meeting for a discussion of relevant internal governance issues, as well as a discussion of whether expedited assessment would be feasible, given time constraints.
9. The chair reported on the Core Curriculum meeting that had been mandated by the Faculty Senate at the end of the Spring Semester. The following participated in the discussion: Laurie Cubbison, Margaret Hrezo, Laura Jacobsen, Sam Minner, Stephen Owen, and Chuck Vehorn. The council advises that this group continue to meet and that it address the following issues: gaps in the standardization of courses; problems in establishing equivalency between Core courses and courses taught at other schools, resulting in problems for students attempting to transfer in or transfer out; and questions as to where the program would best be housing and staffed.
10. The council began the process of setting priorities for the 2012-2013 years. The following goals were suggested:
  - reforming internal governance,
  - addressing the Core Curriculum issues listed under Item 9,
  - meeting the university community’s child care needs,
  - following up on the accessibility forums,
  - clarifying how online courses are to be handled, including the areas of student evaluations, faculty workload and pay policies,
  - developing recommendations for a revised summer school funding model,
  - developing recommendations for correcting salary inequities,
  - considering department chair term limits,
  - developing family-friendly policies (e.g., stopping the tenure clock),

- considering adjustments to the university calendar (e.g., considering fall break and/or MW/TH scheduling possibilities), and
- considering a plus/minus grading system.

11. The meeting adjourned at 4:05 p.m.

Faculty Senate Executive Council  
Minutes  
July 24, 2012

Members Present: J. Fox, K. Gainer, M. Hrezo, L. Jacobsen (chair), J. Kopf, R. Roth

Guests: B. Bodo, S. Minner, C. Vehorn

1. The council was called to order at 1:01 p.m.
2. The minutes of the preceding meetings were approved.
3. Bethany Bodo, Director of Academic Assessment, reported on the SACS recommendation that RU provide evidence of outcome achievement in all eleven Core Curriculum areas. Currently RU has provided information on four of the eleven. Outcomes in Areas 1-4 have been assessed once and additional scoring is taking place. Areas 5 and 6 were assessed during the spring semester and assessment will continue in the fall. Assessment plans for Areas 7-9 have been approved and are ready to be put into effect. Areas 10 and 11 were not due to have plans completed, but Ms. Bodo will work with faculty to develop them. (Dr. Hrezo observed that History does have an assessment plan.) Courses in Health and Wellness and Foreign Languages are not part of the Core Curriculum, but SACS has requested data on outcomes in those areas. Ms. Bodo further reported that she will be meeting with chairs to convey the SACS request and to discuss how the request may be met.
4. After discussion of the above, the following motion was passed by the FSEC: In response to initial feedback from SACS that identifies gaps in available data, and after discussion with the provost, the Office of Assessment, and the chair of CCAC, the FSEC strongly encourages departmental cooperation in providing as much assessment data as possible by the end of January 2013.
5. Provost Minner informed the Council that he would initiate meetings with chairs to facilitate the process of responding to the request from SACS.
6. The Provost reported on enrollment for the upcoming semester. In spite of larger freshman classes, RU's performance over the last decade has been "pretty flat" in terms of retention, graduation, and students' academic profiles.
7. Dr. Jacobsen suggested that information about the "360" review of the administration be shared with faculty. Provost Minner agreed that this would be a good idea and briefly described the purpose and method of the review. It is intended to be developmental, and the "360" refers to the fact that the review provides a panoramic view of an administrator by allowing for responses from multiple individuals.
8. Dr. Jacobsen reported that President Kyle has approved the faculty's request for faculty participation on the President's Cabinet and that, as chair of the FSEC, she has been invited to the next meeting.
9. Dr. Jacobsen reported that the Council for Review on University Policies met on Friday, July 20, to initiate the process of updating the Faculty Handbook to reflect motions passed by the Faculty Senate and approved by the Board of Visitors. Eight changes dating from 2010-2011 were authorized. Vickie Taylor, Executive Assistant to the Provost, will make the edits, and the CRUP will review the edits for accuracy. This fall,

two additional motions from the previous Faculty Senate that would affect the Handbook will be communicated to the President and the Board of Visitors.

10. Dr. Jacobsen reported that she and Dr. Fox met with Dr. Niels Christensen, Professor of Psychology, to discuss the previous salary study. Dr. Minner recommended that the faculty not lock itself into a specific strategy. Instead, he suggested a resolution to the effect that whenever an opportunity arises to make adjustments from internal funds, an ad hoc committee be created that would make recommendation on the issue in timely fashion. He stressed that “timely” would be a major factor in case such an opportunity arose.
11. In the absence of Dr. Pat Shoemaker, who had been invited to the meeting but was unable to attend, the council decided to leave the proposed credit hour policy on the table, but relevant documents were distributed, and Dr. Jacobsen conveyed Dr. Shoemaker’s clarification as to why the proposal referenced fifteen weeks of classes rather than fourteen (examination weeks are counted in determining semester length). The council did discuss the importance of raising this issue with the task force on online courses.
12. The council discussed the membership on the Internal Governance Leadership/Writing Team. The following individuals will serve on the team initially, and future changes and additions may be made:
  - Erin Webster-Garrett, Provost’s Office
  - Laura Jacobsen, Faculty Senate President
  - Ashlee Claud, AP Senate President
  - Sam Shumate, Staff Senate President
  - Steve Owen, Former Faculty Senate President
  - Dennie Templeton, Former AP Senate President
  - Pam Caldwell, Former Staff Senate President
  - Stephanie Jennell, AP Senate Representative
  - Sherry Wade, Staff Senate
  - Susan Schoppelry (temporary), Governance Committee Chair (new Chair election will occur in August)
  - Bill Hrezo, Political Science Professor and Former Faculty Senate President
  - Pat Shoemaker, Academic Affairs Leadership Team Representative
  - Emily Redd, SGA President
13. The council discussed committee charges. We reviewed an initial draft of committee topics that Dr. Hrezo drafted, in response to FSEC members’ suggestions and following from review of all recommendations submitted by faculty. Dr. Jacobsen will create a draft of committee charges for review by the FSEC.
14. The council adjourned at 4:05 p.m.

Faculty Senate Executive Council  
Minutes  
August 20, 2012

Members present: J. Fox, K. Gainer, M. Hrezo, L. Jacobsen, J. Kopf, R. Roth

Guest: S. Minner

1. The council was called to order at 1:04 p.m.
2. The minutes of the preceding meeting were approved.
3. The following announcements were made by Dr. Jacobsen and Dr. Minner:
  - As a result of recommendations arising from the 360 review of the administration, several administrators in Academic Affairs will be co-located in Martin Hall.
  - Faculty are being asked to volunteer in three shifts during freshman move-in. Numerous events are planned for opening weekend, including a convocation for freshmen to be held Sunday, August 26, on the themes “The Right to Roam” and “Your RU Story.”
  - The FSEC has received copies of a revised First Amendment policy that it will address during the coming weeks.
  - Regarding integrated semester experiences, instead of a generalized RFP, deans will be asked to identify one member from each college who would be interested in working collaboratively with other colleagues to offer courses with a shared theme. The call to the deans would go out this fall, the faculty would plan the collaborative courses this spring, and the earliest the collaborative program would be offered would be this summer.
  - RU will be overhauling its Honors Academy as at the moment the program has no documented impact on the recruitment and retention of students. One possibility is that the program will institute higher standards for admission and become smaller.
  - In International Education, RU will explore partnerships with Brazil and Cuba. Overall, IE will move toward diversifying opportunities in the areas of foreign exchange programs and transfer credit agreements. The emphasis will be more on immersion and less on the model of an instructor taking a class abroad.
  - Steve Lerch will be serving as Interim Coordinator of Retention.
  - A search firm will be involved in the process of hiring a Vice Provost for Enrollment and Management.
  - Forty applications were received for the position of Assistant Vice Provost for Assessment. Seven applicants will participate in phone interviews.
  - Planning for the provision of child care is moving forward. Dr. Jacobsen is phasing out her involvement in favor of functioning as a liaison. The following will continue to serve as co-leaders in this effort:
    - Agida Manizade (faculty—will coordinate the team’s efforts; for fall semester she has one course reassigned),
    - Bethany Mott (staff), and
    - Sandy Beland (staff).

- *Re* Internal governance reform, a team is in place, and consultant Rod Smolla will return to campus October 25-26 and has been invited to the October 25<sup>th</sup> Faculty Senate meeting. The following are the team members:
  - Erin Webster-Garrett, Internship in Provost's Office,
  - Laura Jacobsen, Faculty Senate President,
  - Ashlee Claud, AP Senate President,
  - Sam Shumate, Staff Senate President,
  - Steve Owen, Former Faculty Senate President,
  - Dennie Templeton, Former AP Senate President,
  - Pam Caldwell, Former Staff Senate President,
  - Stephanie Jennell, AP Senate Representative,
  - Sherry Wade, Staff Senate,
  - Susan Schoppelry (temporary), Governance Committee Chair (election of new chair will occur at first committee meeting),
  - Bill Hrezo, Political Science Professor and Former Faculty Senate President,
  - Pat Shoemaker, Academic Affairs Leadership Team Representative, and
  - Emily Redd, SGA President.
  
- 4. The council reviewed 2012-13 committee charges for the five standing Faculty Senate Committees: Campus Environment, Curriculum, Faculty Issues, Governance, and Resource Allocation.
- 5. The council considered and rejected an amendment to the motion to constitute the QEP Steering Committee as an IG committee that would have allowed the standing QEP committee to alter its own membership.
- 6. The council discussed the desirability of including a representative of the library on the task force on online education. Dr. Hrezo volunteered to write a motion to that effect.
- 7. The council adjourned at 2:41 p.m.

Faculty Senate Executive Council  
Minutes  
August 27, 2012

Members present: J. Fox, K. Gainer, M. Hrezo, L. Jacobsen (chair), J. Kopf, R. Roth

Guest: S. Minner

1. The council was called to order at 8:31 p.m.
2. The minutes of the preceding meeting were approved as amended.
3. The following was approved for referral to the full senate: Motion to Include a Representative of the Library on the University-wide Task Force on Online Course Delivery.
4. The following was approved for referral to the full senate: Resolution of Support for the Radford University Climate Action Plan.
5. Committee objectives were approved.
6. The agenda for the August 30, 2012, Faculty Senate meeting was approved.
7. Action on the report on Core 201/202 was deferred as it is still in draft form.
8. Dr. Minner was asked about summer school and reported that the university was working to have a new model in place by next summer.
9. The council adjourned at 9:06 a.m.



Faculty Senate Executive Council  
Minutes  
September 3, 2012

Members present: J. Fox, K. Gainer, M. Hrezo, L. Jacobsen (chair), J. Kopf, R. Roth

Guests: S. Helm, S. Minner

1. The council was called to order at 8:32 p.m.
2. The minutes of the August 27, 2012, meeting were approved.
3. The council discussed summer school pay models, including one outlined in the proposed "Summer Pay Structure and Formula for CVPA Faculty." Dr. Minner stated that paying \$ 300 per capita for teaching courses that do not meet enrollment goals is not a policy but that he would look for the source of this number. Discussion will resume at the next FSEC meeting.
4. Steve Helm provided background information about the process that led to the proposed First Amendment policy. After discussion, the council approved the following Resolution: The FSEC opposes the First Amendment policy recommendation dated August 2012 because it places too many restrictions on free speech. The goal of whatever policy is adopted should be to achieve green light status from the Foundation for Individual Rights.
5. The council discussed the Report to the Faculty Senate re: Improving the Delivery of Core 201 and 202. Discussion included staffing issues.
6. Dr. Jacobsen will request information about enrollment from James Pennix, Interim Vice Provost for Enrollment and Planning, and she will invite Dr. Steve Lerch, interim (title of position) to a future meeting.
7. The council agreed to ask the Faculty Senate Governance Committee to determine the status of motions passed in 2010-2011, including whether any needed to be referred to the cabinet and whether any necessitated changes to the Handbook.
8. Dr. Jacobsen is preparing one report to the Academic Affairs Committee of the Board of Visitors (BOV) and one to the BOV itself. Strengthening relations between the faculty and the BOV will be a major point. Dr. Jacobsen will also try to meet with the Rector.
9. The council adjourned at 10:02 a.m.

Faculty Senate Executive Council  
Minutes  
September 10, 2012

Members present: J. Fox, K. Gainer, M. Hrezo, L. Jacobsen (chair), J. Kopf

Members absent: R. Roth

Guests: S. Minner, S. Schoppelrey

1. The council was called to order at 8:37 a.m.
2. The minutes of the September 3, 2012, meeting were approved.
3. Dr. Jacobsen made the following announcements:
  - a. The Dean's Council does not support the current (August 2012) draft of the First Amendment policy.
  - b. During the Thursday, September 13, 2012, Faculty Senate meeting, Dr. Jacobsen will be attending the meeting of the BOV Academic Affairs Committee. Dr. Kopf, Vice President of the Faculty Senate, will preside in her absence.
  - c. For the upcoming BOV meeting, Dr. Jacobsen is preparing one report for the Academic Affairs Committee and one for the BOV as a whole. She will circulate the draft of the report to the BOV as a whole to members of the FSEC and invite their comments and suggestions.
4. The council approved a Motion *re*: Improving the Delivery of CORE 201 and CORE 202 for referral to the full senate.
5. The council approved the agenda for the Thursday, September 13, 2012, meeting of the Faculty Senate.
6. Dr. Hrezo is preparing a paraphrase of Robert's Rules of Order that will be posted to the Faculty Senate website.
7. The council discussed inviting Richard Alvarez, Vice President for Finance and Administration, to the September 24, 2012, FSEC meeting. The council also discussed recommending that the Resource Allocation Committee invite Dee Robertson, Vice President for University Advancement, to share information about Foundation disbursements at one of its meetings.
8. The council continued its discussion of summer school policies and procedures and agreed to continue the discussion at the September 17, 2012, meeting.
9. The meeting was adjourned at 9:50 a.m.

Faculty Senate Executive Council  
Minutes  
September 17, 2012

Members present: J. Fox, K. Gainer, M.Hrezo, J. Kopf, L. Jacobsen (chair), R. Roth

Guests: S. Minner, S. Schoppelrey

1. The council was called to order at 8:35 a.m.
2. The minutes of the September 17, 2012, meeting were approved.
3. Dr. Jacobsen reported on her meeting with the Board of Visitors.
4. The council agreed to extend invitations to several individuals to meet with senate committees and/or the senate as a whole:
  - Richard Alvarez, Vice President for Finance and Administration, to the FSEC
  - James Pennix, vice provost for Enrollment and Planning, to the Senate
  - President Kyle, to the Senate
  - Dee Robinson, Vice President for University Advancement, to the Resource Allocation Committee and then Senate, as necessary
5. The committee discussed the need to adhere to Robert's Rules during the senate debate of the CORE 201:202 motion. Dr. Hrezo will introduce a motion to limit speech time to five minutes.
6. The council inquired as to the availability of reports from the online and honors task forces. Dr. Minner will check on that matter.
7. The council chose Rebecca Scheckler, School of Nursing, to fill a position on the online task force (which college?)
8. The question of whether RU should establish a testing center was referred to the Resource Allocation Committee.
9. A suggestion that the role of department chairs in faculty recruitment be clarified in the Teaching and Research Faculty Handbook was referred to the Governance Committee.
10. The council continued its discussion of summer school staffing and funding models. Dr. Kopf distributed a draft of a revised summer school policy. The discussion will continue at the next FSEC meeting. Dr. Fox will coordinate further revisions to the document.
11. The council discussed the need for better marketing of summer school, including a possible web site that could serve as a clearing house for information not only about summer school but also distance courses and Wintermester.
12. The 133% rule was discussed, including questions as to whether it is applied uniformly and whether it is an internal rule or one derived from state code or agency policy. Dr. Jacobsen will contact President Kyle to see whether we can contact the Attorney General's office to request an opinion regarding the status of the rule.
13. The meeting adjourned at 9:51 a.m.

Faculty Senate Executive Council  
Minutes  
October 8, 2012

Members present: J. Fox, K. Gainer, M. Hrezo, L. Jacobsen (chair), J. Kopf, R. Roth

Guests: R. Alvarez, K. Cox, F. Gilbert, K. Hawkins, S. Lerch, S. Minner, C. Phillips, P. Shoemaker, O. Rogers, S. Schoppelrey

1. The meeting was called to order at 8:32 a.m.
2. The minutes of the September 24 and October 1, 2012, meetings were approved as read.
3. The agenda was discussed, amended, and approved.
4. The question of whether recruitment for the Honors Academy should continue was discussed. The council voted to refer the following motion to the Faculty Senate: The Faculty Senate recommends that recruitment for the Honors Academy be discontinued immediately.
5. Committee priorities: The Resource Allocation and Faculty Issues Committee are both discussing workload. The FIC is examining assessment demands that may lead to an increase in administrative positions tied to an increase in reporting requirements. Senators will need data from Richard Alvarez.
6. The Teaching and Research Faculty Handbook mandates and the AAUP recommends that faculty contribute to hiring plans and budget planning. The council discussed means of getting faculty involved, including the convening of appropriate IG committees.
7. Discussion of the proposed summer school policy continued.
  - a. Dr. Lerch stated that summer school should not be "faculty driven." RU should offer courses that students need to take rather than what faculty want to teach.
  - b. A question was raised about the impact on college budgets of the following sentence in the proposal: If a course is cancelled within two weeks of the term beginning, faculty will receive a stipend equal to 10% of their course compensation to compensate them for the work they have devoted to preparing for the course.
  - c. A question was raised about whether the change in compensation from 3% to 3.33% would cause cancellation of courses scheduled for 2013. It was suggested that the proposed policy be phased in to allow for planning for the policy's impact on college budgets.
  - d. A question was raised about whether it would be possible to issue and return contracts according to the proposed timeline. Ms. Phillips suggested that future availability of Self-Service Banner would allow for the timely issuance and return of contracts.
  - e. Adjunct pay was discussed. Mr. Alvarez observed that increases in adjunct pay are a matter for discussion between the provost and president.
  - f. The council agreed that it would be useful for the deans to return for further discussion in two weeks.
8. The meeting adjourned at 10:14 a.m.

Faculty Senate Executive Council  
Minutes  
October 22, 2012

Members present: J. Fox, K. Gainer, M. Hrezo, L. Jacobsen (chair), J. Kopf

Members absent: R. Roth

Guest: S. Minner

1. The meeting was called to order at 8:33 a.m.
2. The minutes of the October 15, 2012, meeting were approved as read.
3. Dr. Jacobsen reiterated that she and Dr. Gainer will be serving as RU representatives to the Faculty Senate of Virginia and asked the committee to suggest issues to raise at that meeting. The following were suggested: tuition waivers for faculty dependents, faculty representation on BOVs, parameters for presidential compensation, the future of online courses, and authorization for buy-ins into the VSRS for TIAA-CREF faculty.
4. Dr. Jacobsen announced that the hour and place of Dr. Smolla's Friday debriefing had been changed. The meeting will take place in the Bonnie Combo at 12:45-2:00 p.m.
5. Dr. Wirgau has requested budget data from the administration to inform the discussions of the Planning and Budget Committee.
6. Dr. Minner described the process by which money brought in by increased tuition was apportioned. Two budgets were drawn up, one based on an increase of \$2.5 million and one on an increase of \$3.5 million. The latter was the number ultimately budgeted.
7. At its next meeting, the council will continue its discussion of summer school policies with the deans. The council is still waiting for clarification of the 133 % rule.
8. Dr. Jacobsen will take steps toward convening the honors implementation task force authorized by the Faculty Senate.
9. The council needs to follow up on the issue of the staffing of CORE 201:202 in view of passage of the Core motion.
10. The agenda for the October 25, 2012, Faculty Senate would be given over to a town hall meeting with internal governance consultant Rod Smolla.
11. The meeting was adjourned at 10:07 a.m.

Faculty Senate Executive Council  
Minutes  
October 29, 2012

Members present: K. Gainer, M. Hrezo, L. Jacobsen (chair), J. Kopf, R. Roth

Members absent: J. Fox

Guests: K. Cox, B. Kennan, S. Minner, O. Rogers, J. Scartelli, P. Shoemaker

1. The meeting was called to order at 8:31 a.m.
2. The minutes of the October 22, 2012, meeting were approved as read.
3. Dr. Jacobsen reported on the October 27, 2012, meeting of the Faculty Senate of Virginia and distributed copies of legislation on the following for which they will seek sponsors: nonvoting faculty representation on SCHEV, faculty representation on Virginia's Commission on Higher Education Reform, faculty representation on BOVs, authorization of VRS buy-ins, and tuition waivers for faculty dependents. Dr. Jacobsen also distributed a copy of a motion on the regulation of online courses that was tabled by the Faculty Senate of Virginia for later consideration.
4. Dr. Jacobsen summarizes several of the recommendations made by internal governance consultant Rod Smolla at the town hall meetings that were held on October 25 and 26. Among his recommendations: that the staff and AP senates be eliminated, that the number of committees be reduced, and that overlap across committees be eliminated.
5. Dr. Jacobsen suggested that the FSEC should work with Dr. Minner on generating a staffing plan for Core 201:202. The role of the Faculty Senate Curriculum Committee and CCAC was briefly discussed. Further discussion was deferred until later.
6. Discussion on implementation of the Honors motion was deferred until later.
7. Discussion continued on the draft summer school policy, with the funding model the major topic of concern and addressed from the perspective of meeting student needs while being fair to faculty and providing flexibility for departments and colleges.
8. The meeting was adjourned at 9:56 a.m.

Faculty Senate Executive Council  
Minutes  
November 5, 2012

Members present: J. Fox, K. Gainer, M. Hrezo, L. Jacobsen (chair), J. Kopf, R. Roth

Guest: S. Minner

1. The meeting was called to order at 8:30 a.m.
2. The minutes of the October 29, 2012, meeting were approved as read.
3. The agenda for the November 8, 2012, Faculty Senate meeting was approved.
4. Dr. Jacobsen reported that the deans are discussing the proposed summer school policy.
5. Dr. Jacobsen asked the council for suggestions for her reports to the Academic Affairs Committee of the BOV and to the Board overall. She plans to reiterate the importance of the relationship between the faculty and the BOV and report on Rod Smolla's observations, including those on the role of a healthy culture in internal governance.
6. Regarding the First Amendment policy, Drs. Hrezo and Jacobsen stated that they will not support the October 2012 version.
7. Regarding the staffing for Core 201:202, the council discussed working with Dr. Cubbison, Core Director, Dr. Vehorn, chair of the CCAC, and representatives of the Resource Allocation and Curriculum Committee. Drs. Hrezo and Jacobsen could represent the Curriculum Committee.
8. Dr. Minner stated that he would meet with the Faculty Issues Committee to discuss the wording of the motion on stopping the tenure clock.
9. The meeting adjourned at 10:02 a.m.

Faculty Senate Executive Council  
Minutes  
November 12, 2012

Members present: J. Fox, K. Gainer, M. Hrezo, L. Jacobsen (chair), J. Kopf, R. Roth

Guest: S. Minner

1. The meeting was called to order at 8:35 a.m.
2. Dr. Minner reported that the estimates for the construction of the new science building are over budget.
3. Adjunct expenses are over budget. Dr. Minner observed that adjunct expenses annually exceed the budget. Tenure-line expenses are under budget.
4. Dr. Jacobsen reported that the BOV seemed receptive to faculty insights and that she would be following up on ideas for maintaining communication between the faculty and the Board.
5. The committee discussed setting goals for increasing faculty salaries. Dr. Kopf volunteered to draft a motion on the issue.
6. Dr. Jacobsen reported that the AALT met with people at the Roanoke Higher Education Center. Goals of the center include serving people who already have bachelor's degrees but who may wish to pursue advancement through earning a master's degree. The center also serves people who are employed but need to complete bachelor's degrees to achieve promotions or pay raises.
7. The council discussed whether Interdisciplinary Studies should be moved out of CHBS and transformed into a cross-college program. Dr. Hrezo volunteered to draft a motion on the issue.
8. The council discussed the lack of faculty buy-in into the Core Curriculum.
9. The council discussed the status of the proposed summer school policy and its reception by the deans.
10. The meeting adjourned at 9:58 a.m.



Faculty Senate Executive Council  
Minutes  
December 3, 2012

Members present: Jake Fox, Kim Gainer, Margaret Hrezo, Laura Jacobsen (chair), Jerry Kopf, Rick Roth

Guests: Laurie Cubbison, Sam Minner

1. The meeting was called to order at 8:34 a.m.
2. The minutes of the preceding meeting were approved as read.
3. Dr. Laurie Cubbison, director of the Core Curriculum, reported on the process of revising outcomes and objectives that began in response to pilot assessments of the program. A draft of new outcomes has been completed and meetings have taken place with instructors to design objectives in keeping with the revised outcomes. The next stage will include the revision of syllabi and the design or modification of assignments consistent with the revisions and to draft new syllabi. She also reported that the university is preparing to hire assessors to work with last year's data. Materials will be assessed using both old and new rubrics. When completed, the university will have data from the pilot assessment, from last year's assessment, and from this year's assessment. Dr. Cubbison also reported on progress toward an etextbook. Combining material from all four University Core A courses in one super-sized print handbook has proved to be a problem; at the same time, certain topics, such as ethics, are not covered adequately. The plan is to complete the process of revising outcomes, objectives, and assignments, and then to map the results to the planned etextbook. Planned release is Fall 2014. In response to a question regarding the use of the etextbook in department courses equivalent to CORE 201:202, Dr. Cubbison observed that the resources in the etextbook would address skill sets in CORE 201:202 equivalents regardless of content area. Dr. Cubbison also observed that one goal of creating an etextbook divorced from the current publisher is that the cost would go down so significantly that instructors should feel free to assign additional content-specific textbooks.
4. Dr. Minner reported on a meeting on the six-year plan at which President Minner, Mr. Alvarez, the vice presidents, and the deans were present. President Kyle talked about what she was tasked to do by the BOV, and Mr. Alvarez talked about the fiscal environment and the need to have the six-year plan ready by February 8, 2013. Topics discussed included recruitment, retention, and facilities. There was discussion as to why no faculty representatives were present. Dr. Minner reported that nothing was set at this meeting. He also stated that the six-year plan could be viewed as a funding opportunity and that the university is looking to hire a consultant on advancement. Areas that may be addressed could include retention advances and a capital campaign. Dr. Minner observed that if the university continues to expand health and allied health, there will be space issues that have to be addressed.
5. The council selected a group of five universities as benchmarks for COACHE: Appalachian State (peer institution), East Carolina, UVA, Western Carolina (peer institution), and VT.

6. The council discussed a motion to revise the interdisciplinary studies major within the college of humanities and behavioral sciences.
7. A question was raised about progress toward a new summer school policy. Dr. Minner reported that it was on the agenda for an AALT meeting later that week. For the coming summer, it looks as if the deans will stipulate their own processes for determining whether courses make or not.
8. The meeting adjourned at 10:02 a.m.

Faculty Senate Executive Council  
Minutes  
January 7, 2013

Members Present: Jake Fox, Kim Gainer, Margaret Hrezo, Laura Jacobsen (chair), Rick Roth

Members Absent: Jerry Kopf

Guest: Laurie Cubbison

1. The meeting was called to order at 10:35 a.m.
2. The Faculty Senate budget was discussed. The council agreed to request \$1,000 for travel and \$300 for printing. The council also agreed to request the assignment of a graduate student for five hours per week.
3. Dr. Cubbison, director of the Core Curriculum program, reported on the progress of the staffing plan. Her calculations of the cost of the program begin with Fall 2010, the point from which a full complement of University Core A courses has been offered each semester. She has been looking at everyone who has taught in University Core A, whether on the 100 or 200-level. The apparent budget deficit this year resulted from the fact that 100 and 200-level courses have never been administered by the same unit and money for the two levels was parked in different categories, although they were calculated under the same budget by the Office of Budget and Financial Planning. Dr. Cubbison is also factoring in stipends for graduate students who teach on the 100-level, as well as the costs for faculty development. Some of the technical issues she is dealing with as she prepares the proposal are the need to rely on admissions projections, such as for transfer students this semester, and the need for account for variations in the cost of backfill, which varies by college. When costs have been determined, the goal of the staffing proposal will be to achieve staffing stability, perhaps in part through the creation of Special Purpose positions.
4. The council discussed the revised Core Curriculum assessment plan forwarded by Bethany Bodo and agreed to introduce it as new business at the January 24<sup>th</sup> senate meeting. In the interim, Dr. Jacobsen will contact Ms. Bodo to ask by whom and for what reason the determination was made that that the current assessment plan is too expensive.
5. Dr. Jacobsen distributed copies of the five bills that the Faculty Senate of Virginia would like to see introduced in the General Assembly: a bill calling for partial tuition waivers for dependent children of university and college faculty, a bill allowing certain ORP participants to purchase service credit in the VRS, and bills mandating the appointment of faculty representatives to college and university boards, to the SCHEV, and to the Commission on Higher Education. The council voted to endorse these five bills and to put them on the agenda for the January 24<sup>th</sup> senate meeting.
6. The meeting adjourned at 11:34 a.m.

Faculty Senate Executive Council  
Minutes  
January 14, 2013

Members present: Jake Fox, Kim Gainer, Laura Jacobsen (chair), Jerry Kopf, Rick Roth

Members absent: Margaret Hrezo

1. The meeting was called to order at 1:05 p.m.
2. The minutes of the December 3, 2012, and January 7, 2013, meetings were approved as read.
3. Dr. Jacobsen reported that Connie Phillips recommends asking for a graduate assistant for ten-hours rather than five-hours. Total budget requested will be \$1,400.00 (an additional \$100 was requested for printing). Dean Grady and Associate Dean Nora Reilly will handle the request for a graduate assistant.
4. The council decided that a retreat at Selu should be held for the incoming senate sometime in mid-August and that a social event should be arranged to bring together the faculty senators and the members of the Board of Visitors. Dr. Jacobsen will contact Connie Phillips to make arrangements for both.
5. The council discussed but did not finalize the agenda for the January 24, 2013, Faculty Senate meeting. Bethany Bodo replied to Dr. Jacobsen's questions about the issue of scaled-back assessment budget and would like an opportunity to report to the senate.
6. Dr. Ebenezer Kolajo, Assistant Vice Provost for Assessment, may attend the February 7, 2013, meeting of the Faculty Senate.
7. Dr. Jacobsen discussed with the council items to be covered in her January reports to the BOV. IG reform will be one item. Dr. Jacobsen reported that Dr. Smolla, consultant on IG reform will be meeting with the BOV. Dr. Jacobsen may also talk about the COACHE survey, including the high faculty response rate, and the issue of low salaries, including the effects on morale and on hiring and retaining faculty.
8. The council agreed that more data was needed on salary. Dr. Jacobsen will contact Debra Templeton to request information on salaries as compared to peer institutions, by rank. Dr. Kopf stated that he would check with the Resource Allocation Committee as to what data it had already collected.
9. The meeting was adjourned at 2:30 p.m.

Faculty Senate Executive Council  
Minutes  
January 21, 2013

Members present: Jake Fox, Kim Gainer, Margaret Hrezo, Laura Jacobsen (chair), Jerry Kopf

Members absent: Rick Roth

1. The meeting was called to order at 11:00 a.m.
2. The minutes of the January 14, 2013, meeting were approved as amended.
3. Dr. Jacobsen informed the council that the Faculty Senate has approximately \$2,000 left in its budget.
4. The council agreed to continue to look into holding a social with the BOV.
5. The council discussed and approved the senate agenda for January 24, 2013. Bethany Bodo, Director of Academic Assessment, will attend. Ebenezer Kolajo, Assistant Vice Provost for Academic Assessment, will attend the February 7, 2013, senate meeting. Ms. Bodo would also like to be present at the February 7 meeting.
6. Dr. Jacobsen reported on two subjects discussed in the latest cabinet meeting. The president requests that faculty submitting travel requests adhere strictly to all requirements. Schedules for part-time hourly employees must be restricted to 28 hours a week to avoid the 30-hour threshold at which the university would have to cover health benefits. Schedules for adjuncts may not exceed nine credit hours.
7. The council discussed the demolition of Fairfax Hall and whether faculty should be consulted on decisions affecting historic buildings. The faculty has representation on the Building and Grounds Committee. Dr. Jacobsen will check with Dr. Lynn Zoch as to whether this committee was involved in any decisions regarding Fairfax Hall.
8. Dr. Jacobsen announced that Joe Carpenter, the new Vice President for University Relations, would begin work February 1, 2013.
9. The council discussed the potential impact of online courses on the university. The council agreed that the university needs to be able to argue that it is adding value through offering such courses. This added value must be assessable. The council would like to set up time to talk about this issue, possibly inviting someone from the task force on online courses, such as David Daugherty, to attend an FSEC meeting.
10. Dr. Jacobsen announced that the Association of Governing Boards would have a representative at the January 28-29, 2013 meeting of the BOV and that Rod Smolla, consultant on internal governance, would also attend.
11. The meeting adjourned at 12:30 a.m.

Faculty Senate Executive Council  
Minutes  
February 4, 2013

Members present: Jake Fox, Kim Gainer, Margaret Hrezo, Laura Jacobsen (chair), Jerry Kopf, Rick Roth

Guests: Sam Minner

1. The meeting was called to order at 10:30 a.m.
2. The minutes of January 21, 2013, were approved with one amendment: the removal of Item 8.
3. Dr. Jacobsen gave a report on the BOV meeting. Rod Smolla, internal governance consultant, met with the full BOV for one and a half hours. In addition to discussing internal governance reform, the BOV discussed the budget and possible revenue streams.
4. Dr. Jacobsen reported that only one measure is currently advancing through the General Assembly: the proposal that one nonvoting faculty member and one nonvoting student sit on each BOVs, an arrangement that Radford has already adopted. Regarding the proposed 50 % tuition waiver, it is possible that institutions will be authorized but not required to offer such a waiver.
5. Dr. Minner reported that this fall's freshman class consisted of 2,037 students and that overall enrollment growth will result as smaller classes graduate. Radford's target for the next several years is incoming freshmen classes in the range of 2,025-2030 students. Dr. Minner also reported that there was a record enrollment of African American students this fall and that the number of first generation students is up, too.
6. The council agreed that Richard Alvarez, Vice President for Finance and Administration, should be invited to report on the financial situation and Radford's options.
7. Bob Sheehy distributed a draft report on online education at the Faculty Senate Curriculum Committee. Issues identified include class size and assessment. Discussion will continue about best practices in view of financial challenges and will try to answer the question of what strategic initiatives will help us survive.
8. The council approved the agenda for the February 7, 2013, meeting of the Faculty.
9. The council discussed the impact of the Affordable Care Act on part-time employees. The council agreed on the wording of a motion to bring before the Faculty Senate and agreed to move to suspend the rules to allow for immediate discussion of the motion.
10. The council discussed the demolition of Fairfax Hall. Dr. Jacobsen reported that according to John Cox, the head of Foundation, the Foundation owned the building.
11. The meeting adjourned at 11:50 a.m.

Faculty Senate Executive Council  
Minutes  
February 11, 2013

Members present: Kim Gainer, Margaret Hrezo, Laura Jacobsen (chair), Jerry Kopf, Rick Roth

Members absent: Jake Fox

Guests: Christina Brogdon, Laurie Cubbison, Sam Minner

1. The meeting was called to order at 10:30 a.m.
2. The minutes of the February 4, 2013, meeting were approved as read.
3. The council discussed the implementation of the Affordable Care Act with Christina Brogdon, Executive Director of Human Resources and Chief Officer. She informed the council that the university has been instructed to implement restrictions on part-time employee hours immediately on the assumption that the bill before the General Assembly will be approved. She also informed the council that, although there is a great deal of uncertainty as to how the bill will be implemented, the distinction between part-time and full-time status was likely to be determined on the basis of the average of hours worked from January 1<sup>st</sup> to December 31<sup>st</sup>. Ms. Brogdon reported that this semester fifty-seven adjuncts are teaching four or more courses. She further reported that adjuncts whose course loads at Radford are restricted may not pick up courses at other state schools, such as the NRCC, if by doing so they exceed the twenty-nine hour per week cap. The council asked whether an adjunct who teaches four courses in the Spring and four in the Fall but none in the Summer would be considered to stay within the twenty-nine hour maximum in terms of the annual average. There is as yet no clear answer to this question as implementation of the bill is still being worked out.
4. The council discussed ways in which an adequate number of seats in Core and departmental courses may be offered if the General Assembly bill passes. Options discussed included the following:
  - i. raise course caps to reduce the number of sections required
  - ii. raise course caps and hire graders
  - iii. raise course caps so that adjuncts are teaching more students per section but simultaneously pay more per course
  - iv. staff more sections with graduate students
  - v. create SPF positions
  - vi. encourage tenure/tenure track faculty to take on overloads
  - vii. encourage tenure/tenure track faculty to offer online courses in the summer
  - viii. increase summer offerings by tenure/tenure track faculty
  - ix. in the case of University Core A, encourage faculty to offer departmental courses that fulfill Core outcomes and are approved for University Core A credit
  - x. in the case of University Core A, apportion sections of CORE 201:202 in terms of the number of faculty in each college

- xi. reduce number of low-enrolled upper division courses offered each semester and shift faculty into other courses, including CORE 201:202 and, in the case of the Department of English, CORE 101:102
  - xii. reduce number of elective upper division courses offered each semester and shift faculty into necessary courses, including CORE 201:202 and, in the case of the Department of English, CORE 101:102
  - xiii. reallocate money from elsewhere in the budget to cover instructional costs
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- 5. The council began drafting a motion that would create a process for approving University Core A credit for departmental courses.
  - 6. The council adjourned at 11:40 a.m.



Faculty Senate Executive Council  
Minutes  
February 18, 2013

Members present: Jake Fox, Kim Gainer, Margaret Hrezo, Laura Jacobsen (chair), Jerry Kopf, Rick Roth

Guests: Bethany Bodo, Ebenezer Kolajo, Sam Minner

1. The meeting was called to order at 10:30 a.m.
2. The minutes of the February 11, 2013, meeting were approved as read.
3. The council discussed the status of three Core Curriculum-related motions to be listed under Old Business on the agenda for the February 21, 2013, Faculty Senate meeting. Because these motions would have an impact on registration for fall semester, the council agreed that senators should be asked to approve taking up these motions ahead of several that had been introduced earlier in the year.
4. Ms. Bodo and Dr. Kolajo reported to the council on the potential impact of one motion with regard to assessment and accreditation, and Dr. Minner made some remarks regarding both accreditation and staffing.
5. The agenda for the February 21, 2013, meeting was approved.
6. The meeting adjourned at 11:50 a.m.

Faculty Senate Executive Council  
Minutes  
February 25, 2013

Members present: Jake Fox, Kim Gainer, Margaret Hrezo, Laura Jacobsen (chair), Jerry Kopf

Members absent: Rick Roth

Guests: Bill Kennan, Sam Minner, Susan Schoppelrey

1. The meeting was called to order at 10:30 a.m.
2. Dr. Minner reported that First Amendment policies were still being developed and that the university had received feedback from the Foundation for Individual Rights in Education (FIRE).
3. The council continued its discussion of summer school policies. Dr. Jacobsen will work with Dr. Kennan on a policy statement using language from a College of Visual and Performing Arts summer school document. The immediate audience for the statement will be the Academic Affairs Leadership Team.
4. The council discussed outcomes and implications of voting in the Faculty Senate the previous week on three Core Curriculum-related motions. All three motions were voted down.
5. The meeting adjourned at 11:50 a.m.

Faculty Senate Executive Council  
March 25, 2013

Members present: Kim Gainer, Laura Jacobsen, Jerry Kopf, Rick Roth

Members absent: Jake Fox, Margaret Hrezo

1. The meeting was called to order at 10:32 a.m.
2. The minutes of the February 18 and February 25, 2013, meetings were approved as read.
3. Dr. Lerch will meet with the Faculty Senate on March 28, 2013, to explain changes that are being proposed to academic probation and suspension policies and programs, including elimination of SORTS.
4. The proposed IP policy was referred to the Governance Committee.
5. Two proposals from Governance Committee were placed on the agenda under New Business: a motion to create new rank for veteran special purpose faculty and a motion on the: terms and evaluation of department chairs/school directors.
6. The agenda was approved.
7. The council discussed the upcoming motion from the RAC on the allocation of 3 % authorized by the General Assembly for faculty raises.
8. The meeting adjourned at 11:05 a.m.

Faculty Senate Executive Council  
Minutes  
April 1, 2013

Members present: Kim Gainer, Margaret Hrezo, Laura Jacobsen (chair), Jerry Kopf, Rick Roth

Members absent: Jake Fox

Guests: Sam Minner

1. The meeting was called to order at 10:35 a.m.
2. The council discussed the retreat to be held in August before the start of the semester and agreed that half of the retreat should be devoted to a discussion of the Core Curriculum.
3. The council discussed the university's lack of resources with regard to the Core Curriculum and other programs.
4. The council discussed the motion introduced by the Governance Committee to create a new rank for veteran special purpose faculty. The committee agreed that the motion should specify language for the Handbook and the section where that language would be inserted. Dr. Jacobsen will contact the chair of the committee to suggest that the committee develop substitute motion in time for the April 11, 2013, senate meeting.
5. The council discussed the motion introduced by the Governance Committee on the terms and evaluation of department chairs and school directors. Some members asked whether the motion should in fact be divided into two motions and whether terms limits for chairs and directors should be specified. It was agreed that these matters should be left for discussion and possible amendment from the floor.
6. The council discussed class size and the results from the Cooperative Institutional Research Program (CIRP) survey in which graduating seniors report a relatively high degree of High Faculty Interaction.
7. Dr. Jacobsen reported that in her remarks to the BOV she plans to stress the need for a tuition increase.
8. The meeting adjourned at 11:43 a.m.

Faculty Senate Executive Council  
Minutes  
April 8, 2013

Members present: Kim Gainer, Margaret Hrezo, Laura Jacobsen (chair)

Members absent: Jake Fox, Jerry Kopf, Rick Roth

1. The meeting was called to order at 10:30 a.m.
2. The minutes of the April 1, 2013, meeting were approved as read.
3. The agenda for the April 11, 2013, Faculty Senate meeting was discussed and approved.
4. The Foreign Language proposal was discussed. It was agreed that the proposal would need to be approved by all the colleges as the proposal affects B.A. requirements university-wide and not just graduation requirements within the College of Humanities and Behavioral Sciences.
5. The COACHE survey was discussed, including the importance of faculty access to the results and the need for it not to be seen as an administrative initiative.
6. The CIRP survey was discussed, including the manner in which results should be communicated to the faculty.
7. The council discussed possible content for Dr. Jacobsen's upcoming report to the BOV.
8. The meeting adjourned at 11:25 a.m.

Faculty Senate Executive Council  
April 15, 2013

Members present: Kim Gainer, Margaret Hrezo, Laura Jacobsen, Jerry Kopf, Rick Roth

Members absent: Jake Fox

1. The meeting was called to order at 11:34 a.m.
2. The minutes of the meeting of April 8, 2013, were approved as read.
3. The chair stated that members of the 2013-2014 Faculty Senate should be asked to arrive at 4:30 on Thursday, May 2.
4. The council discussed the possibility of the provost sharing at least the general rankings of budget requests within Academic Affairs in order to eliminate the spread of misinformation through informal channels.
5. The council discussed Dr. Jacobsen's upcoming presentation to the BOV. Tentatively, she plans to discuss the escalation of costs at Radford above and beyond the rate of inflation and to suggest that the escalation is not caused by the cost of faculty, which has remained flat over the past ten years. She also plans to point out that the decline in state funding is largely responsible for the gap between costs and funding. Dr. Kopf will contact Mr. Alvarez to request two or three slides to illustrate these points. Dr. Jacobsen also will bring to the BOV's attention the salary (60<sup>th</sup> percentile goal) and FTE motions.
6. A period for open comments will be set aside at the conclusion of each BOV committee meeting. The council discussed encouraging faculty to participate, such as announcing the opportunity at senate meetings, sending out emails, asking committee chairs to send out emails, and sending emails to the senate as a whole. The council also discussed amassing examples of ways in which the university has been adversely affected by underfunding, including losing potential hires because of an inability to compete with salaries offered by other universities.
7. The council discussed the possibility of setting up an informal meeting with the BOV and President Kyle, such as a meeting over breakfast.
8. The council agreed to continue on Dr. Kopf's summer school proposal over the summer, with an eye toward referring the matter to the Governance Committee for development of a motion for changes to the Handbook.
9. The council discussed the issue of professional development and uncertainty over what changes are being asked of faculty and who is affected.
10. The meeting adjourned at 11:50 a.m.