

## **Minutes of the January 30, 2007 Faculty Senate Meeting**

The Faculty Senate met on Tuesday, January 30, 2007, at 5:00 p.m. in Beatty Center 115.

The minutes from the December 5, 2006 Senate meeting were approved.

### **Reports**

#### **Provost**

Provost Elise Jorgens began her report by talking about problems with the new desks in Maybank Hall, which have made classrooms overcrowded. Her office has been receiving 6-8 e-mails a day about the situation, so she has decided that we need a systematic investigation into it. She has asked Associate Vice-President of Enrollment, Don Burkard, to look into the issue and see if we can come to a resolution that has a rationale to it. She hopes to report back to us on this issue by the next Senate meeting. Another, related problem, is the number of times that smart classrooms are left open and the potential damage that may occur to equipment. Mr. Burkard will investigate this issue as well.

Terry Bowers (English) then asked Ms. Jorgens whether any short-term relief was in sight for over-crowded rooms. Provost Jorgens replied that one possibility might be bringing back the old classroom furniture. But she emphasized that Mr. Burkard will move quickly and should report back to her soon. She'll know more about the answers to such questions at that time. Meg Cormack (Religious Studies) asked that Mr. Burkard explore the desk and chair situation in classrooms in other buildings as well. Ms. Jorgens replied that he would.

Secondly, Ms. Jorgens briefly mentioned the BATTERY project, an undertaking to replace all administrative software programs on campus. Chief Information Officer Bob Cape, she said, would talk more with us about this. Ms. Jorgens pointed out that she had had productive discussions with Mr. Cape about how to continue administrative work while the new systems are being introduced. Implementation of the project will proceed in phases.

Finally, Ms. Jorgens reminded faculty members that the College's new president, George Benson, would officially be starting his new position on February 1. She is looking forward to working with President Benson, and they have already had several very productive exchanges. She hoped that all faculty would come out for the various welcoming receptions. Mr. Benson has already put in place an ambitious schedule for getting to know the campus; he will spend much of his time his first few months here meeting with deans, department chairs, and faculty members.

#### **Speaker**

Mr. Mignone was unable to report because he had lost his voice. He promised to give Faculty Senators a written report later and invited CIO Bob Cape to speak in his place.

### **Bob Cape—Chief Information Officer**

College of Charleston Chief Information Officer Bob Cape spoke about the BATTERY Project and readiness assessment. Early in January, he reported, an outside organization called Collegiate Project Services (CPS) began work with the College on replacing our existing administrative software with one, integrated system. This project will be finished by late 2010 or early 2011. CPS has been instrumental in giving us a timeline of what we need to do and in what order we need to do it. CPS is currently working to prepare a readiness assessment of the College. They are getting to know the College better by using a web program called Decision Director. Every Faculty Senator is invited to participate in this process, by using Decision Director to share our knowledge about the College. Faculty are invited to attend a ½ hour-long optional orientation session to learn more about Decision Director. These sessions will begin January 31 and last through February 8. Faculty members have until February 14 to go to the Decision Director website and respond to the dialogue presented to us. Mr. Cape very much encouraged Senators to participate in this project.

### **Michelle Emerson—CARTA**

Michelle Emerson from CARTA spoke briefly to faculty members about the new CARTA Express service, in which riders can park in remote lots in West Ashley, James Island, North Charleston, and Mt. Pleasant and ride express buses downtown. Riders from CofC, from MUSC, and from the Charleston community at large have sent numerous e-mails praising the service since it was instituted. Ridership, in fact, has been well beyond what CARTA expected initially, although they have no official numbers as yet. Ms. Emerson also reminded faculty members that this service is absolutely free to faculty, staff, and students at the College.

Idee Winfield (Sociology) asked that Ms. Emerson remind all bus drivers about the fact that the service is free for the College of Charleston community. When she rode CARTA Express, her driver thought CofC students and employees had to pay 75 cents and that MUSC was free. Ms. Emerson replied that CARTA is working hard to make sure all employees understand the price structure. Anyone who wishes is welcome to e-mail her with questions and comments about the service at [askcarta@ridecarta.com](mailto:askcarta@ridecarta.com). CofC faculty were also reminded that they must have their college i.d. card with them to ride for free.

### **Julia Eichelberger—Ad-Hoc Committee on General Education**

The Speaker then recognized Julia Eichelberger, Chair of the Ad-Hoc Committee on General Education, who began her report by announcing that all Faculty Senators should have received a package containing the proposals put forth by the Ad-Hoc Committee. These proposals, she reminded Senators, are revised from earlier draft proposals. The Ad-Hoc Committee is now formally presenting these to Senate. Although no vote was to be

taken at this meeting, Ms. Eichelberger said that she wanted to very briefly introduce the proposals and show Senators the website where we can read more about them (<http://www.cofc.edu/%7Eoap/gened/index.html>). This website also contains archives of the committee's previous work. If any of these proposals are approved, the Ad-Hoc Committee will then start working on more specific ways to implement them. The various proposals include:

- Proposal to form a General Education Committee
  - Proposal for an on-line record of students' academic and professional development (a sample form can be found at <http://www.cofc.edu/~oap/gened/record/>)
  - Proposal for a First-Year Experience
  - Curricular Proposals

In addition, the website contains a blog where faculty at large can post comments about any of the proposals. Ms. Eichelberger suggested that it would be a good idea not to post to the blog anonymously, since it might be useful to see whether certain types of concerns were shared by entire departments or even schools. She emphasized that the Ad-Hoc Committee has worked hard to listen to faculty and put together a proposal that will reasonably accomplish the education goals approved by the Senate. Committee members hope these proposals will strengthen our identity as a liberal arts college. But now it's up to faculty members to alter the document as they see fit, she added. Ad-Hoc Committee members will be facilitators of these discussions, but the document is in the hands of the faculty. This proposal, she noted, should be viewed as a starting point for discussion. There will be a special meeting of the Faculty Senate on Tuesday, March 13 at 5:00 to discuss and vote on the proposal.

Provost Jorgens asked everybody to thank the committee before attacking the proposal. The Senate obligingly gave a round of applause. Meg Cormack (Religious Studies) then asked who would decide whether a particular course fills a particular requirement. Ms. Eichelberger replied that that would be the job of a standing General Education Committee. The list of defining characteristics for each of the goals would be a rubric that the committee would use. Terry Bowers (English) asked whether proposals would be voted on individually or as a whole. Ms. Eichelberger said she expected that each proposal would be voted on individually. The Ad-Hoc Committee has separated the proposals out so that faculty can vote to retain what they like, without the "whole ship" going down. Richard Nunan (At-Large, Philosophy) asked in what order the proposals would be presented. He stressed that some proposals, such as the structure of a standing General Education Committee, are contingent to some degree on what other components get passed. Therefore, it might be worth thinking about how to sequence the vote. Susan Kattwinkel (Theatre) added that whatever order is finally used, the contingency problem Mr. Nunan pointed out is likely to be an issue. For the sake of voting, we will probably need to add in some kind of language to address such contingencies. Bob Mignone noted that amendments to any proposals would pose a similar challenge: if an amendment is made to one proposal that affects other parts, this will have to be worked out. Mr. Nunan then pointed out that the Senate has never voted on the defining characteristics attached to each goal. Ms. Eichelberger replied that the defining characteristics would be the first

thing we discuss in each segment we vote on. George Pothering then added, as a follow up, that, since a standing General Education Committee would be using defining characteristics to assess courses, these would have to be voted on. Ms. Eichelberger agreed. Mr. Mignone ended the discussion by reminding Senators about the Tuesday, March 13 special Senate meeting (all faculty are welcome, but only Senators may vote). We will have two hours to conduct business; if we don't finish, we'll continue the meeting at a later date.

### **New Business**

#### **Committee on Nominations and Elections/Faculty By-Laws Committee— Amendments to the Faculty/Administration Manual**

Brian McGee, Chair of the By-Laws Committee, presented a report on the five amendments to the Faculty/Administration Manual that had originally been presented to the Senate at our December 5 meeting by Michael Phillips, Chair of the Nominations Committee. Mr. McGee reported that his committee approved of the intent of all the amendments. They suggested a few relatively minor changes in wording, however. (For Mr. McGee's full report, please see Appendix 1.)

The Speaker then opened the floor to discussion. Daryl Phillips (At-Large, Classics) asked, as a point of clarification on proposed Amendment 5, if an At-Large Senator who had served for four years could then serve as a department Senator. Michael Phillips replied in the negative, pointing out that Senate practice has been not to distinguish between At-Large and departmental Senators when determining eligibility and terms served.

All of the proposed amendments passed on voice votes.

#### **Faculty Welfare Committee—Resolution Concerning Fall Break**

The fall break proposal put forth by the Faculty Welfare Committee (which appeared on the Senate agenda) was withdrawn by the committee for further study.

#### **Curriculum Committee**

Mr. Mignone recognized Gerry Gonsalves, Chair of the Faculty Curriculum Committee, who submitted several proposals. (Please see Appendix 2 for a full list of these proposals.)

The proposal to change requirements for the Minor in Finance as well as the proposal to change requirements for the Minor in Hospitality and Tourism Management passed without discussion.

Richard Nunan (At-Large, Philosophy) asked about budget considerations for the new

Minor in Geography. Mark Long, of the Political Science Department, said that there would be a start-up budget to secure maps, etc., which would be the main expense. Calvin Blackwell (Economics/Finance) asked why the computer software GIS was not a component of the minor. Mr. Long replied that there is a GIS class taught currently at the College, but it is oversold at present. Adding additional sections would require a heavy investment in software and technology, which they hope to be able to do in the future, but which they are not asking for at this point in the process. Finally, Terry Bowers (English) asked about signatures on the forms, which did not appear on the electronic copies posted to the Senate website. Mr. Gonsalves assured him that all the forms did indeed have the required signatures, which he checks carefully. The Faculty Secretary explained that MicroSoft Word documents (which don't show all the collected signatures) have been posted to the web lately because they are much easier to read than the PDF files (scanned versions of the signed forms) that were formerly posted.

The Proposal Package for a New Minor in Geography passed on a voice vote.

### **Graduate Curriculum Committee**

The Speaker recognized Betsy Martin, who introduced a proposal for an MAT in Performing Arts. Richard Nunan (At-Large, Philosophy) asked for more information about the program's budget. He wondered specifically if the proposal would involve additional faculty or significant expenses. Jennifer McStotts of the Faculty Budget Committee replied that three new faculty lines would be added over the first five years of the program. The Budget Committee, Ms. McStotts added, was satisfied with the proposed budget for the program. Susan Kattwinkel (Theatre) asked in which departments these new faculty lines would be added. Ms. McStotts replied that there would be one line in music, one in theater, and one in dance. Hugh Wilder (Philosophy), pointing out that he assumed there were several new courses yet to be proposed, wondered why there was a course in dance aesthetics but not in music or theatre aesthetics. He was told that each concentration has a separate accrediting body with different requirements. Finally, Bob Mignone confirmed with Chris Hope that the Academic Planning Committee had approved the proposal.

Discussion ended, and the Senate approved the proposal.

### **5. Constituents' Concerns**

Michael Phillips, Chair of the Nominations and Elections Committee, reminded faculty members to send in committee request forms by the end of the week. He also thanked the Senate for its support of electronic balloting, which he expects will make the logistics of running elections much easier.

Reid Wiseman (At-Large, Biology) again protested against the use of overly-large envelopes to send out Senate materials.

With no further business, the Senate adjourned at 6:25 pm.

Respectfully submitted,

Susan Farrell  
Faculty Secretary

## Appendix 1.

Report to the Faculty Senate  
Committee on the By-Laws and the *Faculty/Administration Manual*  
College of Charleston  
January 30, 2007

**Faculty Members:** Brian McGee (Committee Chair), William Barfield (Senator),  
Doryjane Birrer (Senator)

**Committee Duties:** To review on a continuing basis the Faculty By-Laws and the Faculty/Administration Manual; to propose changes for the improvement of the documents and to forward the recommended changes to the administration and/or the Faculty Senate as appropriate; to incorporate any revisions to or interpretations of either document in new editions of the documents (Faculty By-Laws, Art. V, Sect. 2.B.3(b)).

Five motions to amend the Faculty By-Laws were offered at the December 5, 2006, meeting of the Faculty Senate. As required by Article VI of the By-Laws, we offer here our recommendations to the Senate regarding these motions. The original motions are available on the Faculty Senate Web site. All motions were offered by C. Michael Phillips, chair of the Committee on Nominations and Elections.

In this report, we reproduce these motions to amend as we recommend they be adopted by the Faculty Senate and the College Faculty, should the Senate and Faculty be favorably disposed to these amendments. For example, in all cases we recommend use of AP style, which consistently is used in the administratively controlled portions of the *Faculty/Administration Manual*. The motions as originally proposed have been modified to conform to AP style and to our previous recommendation that all proper nouns, including titles, be capitalized in the *Faculty/Administration Manual*. In motion language, we always recommend the use of "shall" rather than "will," a standard practice in parliamentary law.

**Proposed Amendment One.** We have nothing to add regarding this motion to amend. Please see the original rationale for this amendment, as supplied by the Committee on Nominations and Elections.

**Proposed Amendment Two.** For this motion to amend, we have no concerns about what we perceive to be the intent of the motion. However, we recommend the addition of the words "and/or in some other medium or media as designated by the Faculty Senate" to the new By-Laws language proposed in the motion. Our concern is that newer media eventually might or will supplant the use of Web site posting as the optimal medium for making this material accessible to faculty and other institutional audiences. Our goal is to make the Faculty By-Laws flexible enough to meet future needs without requiring another amendment to the By-Laws.

**Proposed Amendment Three.** For this motion to amend, the Committee on

Nominations and Elections asks that a slightly different motion be considered than the one initially provided in December. This new version of the motion would treat first- and  
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second-year at-large replacement in the same fashion and would require the College Faculty to elect the replacement Senator in all cases.

Our committee has no concerns regarding the new version of this amendment, which still would address the goal of the original motion to amend as we understand that goal. The revised motion to amend also would take full advantage of any future electronic balloting system to allow direct election of these replacements by the College Faculty. As noted in an e-mail message written by C. Michael Phillips, this revised version of Amendment Three would allow all at-large replacements to be elected more efficiently by their appropriate electorate, the faculty.

**Proposed Amendment Four.** We have nothing to add regarding this motion to amend. Please see the original rationale for this amendment, as supplied by the Committee on Nominations and Elections.

**Proposed Amendment Five.** This amendment would efficiently resolve an issue on which the Committee on Nominations and Elections and the Faculty Senate have not been consistent in the past.

We do note that this amendment does not set a minimum time period (e.g., six months) between terms of service as a Faculty Senator. As a result, it is possible that a Faculty Senator could resign her or his office even a day between the end of one term and prior to the start of another term in order to avoid a problem with the four-year maximum period of continuous service. Such action would clearly be inconsistent with the intent of the amendment but is not necessarily prevented by the current form of the amendment. We do not necessarily recommend this measure, but the following additional sentence would address the concern, if added to the Faculty By-Laws: "A minimum of 180 calendar days must pass between the conclusion of one period of continuous service as a Faculty Senator and the beginning of another period of service."

The five motions to amend appear below. In all cases, language proposed for insertion is in italics. Language to be deleted has been marked accordingly. All rationales are supplied in the original document provided by the Committee on Nominations and Elections.

### ***Proposed Amendment 1***

Faculty By-Laws, Art. V, Sect. 3.A.



Strike Òby April 1.Ó Insert Òat the spring faculty meeting.Ó

A. Members of standing College committees are nominated by March 15 by the Committee on Nominations and Elections and are elected by members of the faculty (as defined in Article 1 Section 1) by April 1 *at the spring faculty meeting*.

### ***Proposed Amendment 2***

Faculty By-Laws, Art. III, Sect. 2.G.

Insert the following clause at the end of the last sentence of the paragraph: Ò, including maintenance of the Faculty Senate roster on the Faculty Senate Web site and/or in some other medium or media as designated by the Faculty Senate.Ó

G. Duties: The Faculty Secretary acts as secretary for all meetings of the College faculty and of the Faculty Senate. With the assistance of the Secretariat, this officer distributes College and Senate meeting agendas, prepares and distributes to all faculty members detailed minutes of all College and Senate meetings, and distributes minutes of the College Board of Trustees meetings to all Senators. The Faculty Secretary performs other duties normally associated with the office, *including maintenance of the Faculty Senate roster on the Faculty Senate Web site and/or in some other medium or media as designated by the Faculty Senate*.

### ***Proposed Amendment 3***

Faculty By-Laws, Art. IV, Sect. 2.F.

Strike the current third sentence and insert as a new, third sentence of the paragraph: ÒIf an At-Large Senator needs to be replaced, the faculty shall elect the replacement by ballot.Ó

F. Vacancies due to resignation, recall or any other reason may be filled by a special election by the appropriate electorate. Senators elected in such special elections will serve out the term of the Senators they replace. If an At-Large Senator needs to be replaced in the second year of a term, the Senate will elect the replacement by written ballot. *If an At-Large Senator needs to be replaced, the faculty shall elect the replacement by ballot.* The Committee on Nominations will provide a slate of at least two candidates circulated to the faculty at least two weeks before the Senate meeting. Additional nominations from the faculty may be sent to the Chair of the Committee on Nominations and Elections at least ten days before the Senate meeting.

### ***Proposed Amendment 4***

Faculty By-Laws, Art. IV, Sect. 2.F.

Strike "at least ten days before the Senate meeting." Insert "at least one week before the Senate meeting."

F. Vacancies due to resignation, recall or any other reason may be filled by a special election by the appropriate electorate. Senators elected in such special elections will serve out the term of the Senators they replace. If an At-Large Senator needs to be replaced in the second year of a term the Senate will elect the replacement by written ballot. The Committee on Nominations will provide a slate of at least two candidates circulated to the faculty at least two weeks before the Senate meeting. Additional nominations from the faculty may be sent to the Chair of the Committee on Nominations and Elections at least ten days before the Senate meeting *at least one week before the Senate meeting.*

Faculty By-Laws, Art. V, Sect. 2.B.1(b)

Strike "submission in writing to the Speaker at least 10 days." Insert "submission in writing to the Speaker at least one week."

1. Committee on Nominations and Elections

b. Election: Nominations may be made by faculty either at the April Senate meeting or by submission in writing to the Speaker at least 10 days *submission in writing to the Speaker at least one week* prior to the April faculty meeting.

### ***Proposed Amendment 5***

Faculty By-Laws, Art. IV, Sect. 2.F.

Insert as a new sentence at the conclusion of the paragraph: "No Senator, including replacement Senators, shall serve for more than four consecutive years."

F. Vacancies due to resignation, recall or any other reason may be filled by a special election by the appropriate electorate. Senators elected in such special elections will serve out the term of the Senators they replace. If an At-Large Senator needs to be replaced in the second year of a term the Senate will elect the replacement by written ballot. The Committee on Nominations will provide a slate of at least two candidates circulated to the faculty at least two weeks before the Senate meeting. Additional nominations from the faculty may be sent to the Chair of the Committee on Nominations and Elections at least ten days before the Senate meeting. *No Senator, including replacement Senators, shall serve for more than four consecutive years.*

## Appendix 2.

### College of Charleston Faculty Curriculum Committee Proposals

- A. Economics and Finance  
Proposal to Change Requirements for Minor/Concentration – Finance
- Delete ECON 350 (Financial Markets in the U.S. Economy) from the list of approved electives
    - Modify the list of electives (see details in the proposal)
- B. Hospitality & Tourism Management (HTMT)  
Proposal to Change Requirements for Minor – HTMT
- C. Political Science  
Proposal Package for a New Minor in Geography
- New Minor Proposal, Geography
    - List of courses, requirements for minor, Memorandum of Understanding, and a Budget
    - New Course Proposals for the minor (with selected syllabi):
      - GEOG 219 Reading the Lowcountry Landscape
        - GEOG 301 Special Topics In Geography
        - POLS 311 Environmental Change and Management in the American West
        - POLS 336 Geographies and Politics of Food
        - POLS 337 Geographies and Politics of the U.S. and Canada
        - POLS 396 Race, Ethnicity and the City
        - GEOG 401 Reading and Independent Study in Geography
  - Proposal to change a Course POLS 310 – Political Ecology