Faculty Welfare Committee
Meeting Minutes: November 1, 2016

Call to Order: The meeting was called to order at 12:15 PM in JSC, room 319

Committee Members in attendance: Emily Beck, Stephen Della Lana, Martin Jones, Susan Klein, Richard Lavrich, Ashley Vaughns, Jen Wright
Invited guest: Deanna Caveny also in attendance

Agenda:
1. Review of policies for modified duties (Emily and Ashley)
2. Review policy regarding annual review of chairs and deans (Stephen and Matthew)
3. Continuing advocacy for adjuncts (Susan, Richard, and Glenda)
4. Other business?

Discussion of Agenda Items:

1. Review of policies for modified duties (Emily and Ashley)
   a. Emily distributed Appendix B (“Modified Duties Granted”)
   b. Deanna clarified several principles (Appendix A), including AA’s premise that Modified Duties is an alternative work assignment policy, it is not leave. Its purpose is to replace the instructional duties.
   c. FMLA=no work duties
   d. Typically, employees are replacing two courses
   e. Some can elect to teach an overload the previous semester or in the summer
   f. Combination of sick leave and modified duties is frequently used. Health care provider determines the recommended time for leave (usually 8 weeks, occasionally 12 weeks). Must submit a health care provider notification form.
   g. Primary caregiver can replace ALL instructional duties. Secondary can replace one course.
   h. Can replace 1 course with a research release in addition to the research release you already have.
   i. Policy was developed with guidance from the college’s attorney and state policies.
   j. Recent changes to the policy have been made to allow first year faculty to have modifications as well as visiting faculty.
   k. Deanna suggested creating a FAQ for modified duties
      - FWC could devise the questions and Deanna could help answer the questions.
2. Review policy regarding annual review of chairs and deans (Stephen and Matthew)
   a. Deanna explained that there is a discrepancy with regard to terminology: the evaluation instrument distributed to faculty and staff is not truly an “evaluation,” AA considers it a “survey”
      ▪ The evaluation instrument used by faculty and staff is not the only process by which deans and chairs are evaluated.
      ▪ AA conducts regular evaluations of deans and chairs but has not administered the evaluation instrument to faculty and staff since 2013.
        • Deanna thinks Brian McGee has conducted a review of deans two times but meets with deans in an evaluative manner regularly.
          o Some of the evaluation process might be embedded in the SACSCOC narrative
          o Not every dean is necessarily surveyed every year
        • Deanna is not privy to the role that the survey data plays in the evaluations of deans and chairs

3. Continuing advocacy for adjuncts, review of implemented changes, discussion of further modifications needed (Susan, Richard, and Glenda)
   a. Page on Academic Affairs website for adjuncts so they know what benefits they are entitled to: http://academicaffairs.cofc.edu/procedures-and-practices/faculty/index.php#Adjunct
      ▪ Adjuncts are invited to participate in Writer’s Retreats and utilize other faculty resources such as TLT.
      ▪ Suggestion to create a website for the Faculty Welfare Committee
        • Not just post meeting minutes, but FAQ or topics to allow for better transparency year to year.

4. Deanna left meeting.

5. Emily reported that the missing FAM language with regard to the grievance policy is being handled by an ad-hoc committee in the Faculty Senate, according to Todd McNerney.

6. Committee members decided to invite Simon Lewis to next meeting on Dec. 1.

**Meeting Adjourned:** 1:15pm

**Next Meeting:** Dec. 1, 12:15-1:15 in Jewish Studies Conference Room, room 319.
Appendix A: Additional information regarding Modified Duties

From: Caveny-Noecker, Deanna M.
Sent: Tuesday, October 25, 2016 11:49 AM
To: Beck, Emily S <BeckE@cofc.edu
Subject: RE: Faculty Welfare Committee - Query regarding Modified Duties

Emily,

Below are answers to your questions, and attached is redacted list of modified duties granted for the past several academic years. Because of the interplay between FMLA/sick leave and modified duties, faculty names and other identifying information has been redacted.

I have also listed here some principles for the Welfare Committee to keep in mind when you review these materials. I’d recommend that members review the policy itself with these things in mind. Please let me know if you have questions about the policy and process for application, the items listed here, or the list of awarded modified duties that has been provided.

Principles:

- As indicated in the Modified Duties Policy, modified duties replace regular instructional duties, but they do not replace other faculty duties.
- Modified duties are intended to be an equivalent replacement for instructional duties. As articulated in the policy, they are “deemed to be of equal value to those teaching responsibilities that they replace” and are intended to provide more flexibility than the “highly structured nature of their [regular] scheduled teaching duties.”
- The policy is built on the notion of Primary Caregiver and Secondary Caregiver. The distinction between the two is made in the policy. A Primary Caregiver can replace their full instructional load (or any portion) with modified duties. A Secondary Caregiver can receive only a one-course modification under the policy.
- Replacement of a course with research duties is limited to one three-credit-hour course.
- Like all College of Charleston employees, faculty members are eligible for FMLA and may use accrued sick leave hours to be paid while on FMLA. The timing and duration of FMLA leave is based on a healthcare provider certification. While there is no unilateral policy specific to the length of leave associated with births, it is common for healthcare providers to indicate that a birth mother needs around 8 weeks off work for recovery. In some cases, healthcare providers indicate that birth mothers need 12 weeks off work, the maximum that employers are required to provide for any family medical leave under FMLA.
- Employees can use up to two weeks of their own accrued sick leave to care for family members, including infants and newly adopted children.
- When a faculty member is on FMLA and is using accrued sick leave hours to be paid, they are recording the use of sick leave hours and have no work assignment. In some cases, a faculty member may be on FMLA/sick leave for part of the semester and on modified duties for the remainder of the semester, either before or after a birth or adoption. In that case, the modified duties plan needs to account for the volume of instruction that would normally be provided during the portion of the semester that the faculty member is not on FMLA. For instance, if a faculty member typically has a three-course teaching load and is responsible for the equivalent of one course in research (which is the case for most tenured and tenure-track faculty) and if she is on FMLA/sick leave for ¼ of the semester, then the FMLA/sick leave would relieve her of
responsibility for one course, and her modified duties plan would need to be equivalent to two courses.

- In some cases, a faculty member who is considered a Primary Caregiver elects to replace only a portion of their usual instruction with modified duties. That may happen in cases where the faculty member is able to maintain a regular instructional schedule (or is teaching online or a course schedule that is manageable to him or her), particularly if the faculty member’s perspective is that teaching is more manageable for them than typical modified duties with which they have less experience.

- In cases where a faculty member used FMLA/sick leave for a full semester, there may be no modified duties entry on the attachment, as no modified duties were awarded.

Appendix B: Modified Duties Granted since 2013

**Modified Duties Granted**

XXXXXXXXXXXXXXXXX
- XXXXXXXXXX
- Teaching one course in evening.
- Replacing other courses with research (1 course) and curricular program development
- 0.5 in XXXXXXXXXX

XXXXXXXXXXXXXXXXX
- Covering the equivalent of one course via FMLA leave
- To replace one course, developing XXXXXXXXXX (curricular – more than 1 course) XXXXXXXXXX
- One course replaced with research
- 0.5 modification (course replacement) in XXXXXXXXXX

XXXXXXXXXXXXXXXXX
- Taking FMLA XXXXXXXXXX for XXXXX approximately 1/3 of semester XXXXX
- One research replacement
- Coordination of multi-section XXXXX course XXXX, including onboarding new instructors, XXXXXXXXXX, establishing a common assessment technique, collecting/compiling assessment results, and reporting
- Completing work towards and applying for XXXXXXXXXX
- 0.5 in XXXXXXXXXX

XXXXXXXXXXXXXXXXX
- One Express II course
- One research replacement
- Curricular work XXXXXXXXXXXXXXXXXXXXXX
- 0.5 in XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

- No indication of any leave time
- One research replacement
- Substantial curricular work on XXXXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- 0.75 in XXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

- No indication of any leave time
- One research replacement XXXXXXXXXXXXXXX, including supervision of XXXX student projects
- Development of XXXXXXXXXXXXXX-departmental course materials-XXXXXXXXXXXXXX, to include XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- 0.75 in XXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

- Taking six weeks of paid sick leave; needs two course equivalents
- One research replacement
- One course replacement in work on adjunct and visiting faculty evaluation, including research, policies, criteria and standards (150 work hours)
- 0.5 modification in XXXXXXXXXXX; 0.25 leave in XXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

- Secondary Caregiver; replacing one course with research
- 0.25 modification in XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

- Teaching XXXXXXXXXXXXXXXXXXXXXXXXXXXX
- Will be on FMLA about 1/3 of XXXXXXXXXXXXX semester, so needs just two course equivalents
- Research release
- Statistical analysis XXXXXX- on four courses-XXXXXXXX on performance, placement, and prerequisite study. XXXXX will ensure that work is equivalent to one course. Project may be expanded.
- XXXXXXXXXXXXXXXXXXXXX 0.5 modification
Will teach two courses XXXXXXX, with modest modifications of assignments around delivery date
Replace one course with research
0.25 modification in XXXXXXXXXXXXXXXX

Already on 3-credit-hour release per year for XXXXXXXXXXXXXXXX
Will teach 7 XXXXXXXX credit hours in Summer School XXXXXXXXXXXX for no additional pay
Will make up remaining two credit hours in XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXX
0.583 credit hours of modification in XXXXXXXXXXXXX

Replace one course with research
0.25 modification in XXXXXXXXXXXX

Replace one course with XXXXXXXXXXXXXXXXXXXXXXXX
0.25 modification in XXXXXX

Research
Working with two other faculty members on XXXXXXXXXXXXXXXXXXXX-curricular – multiple courses-
XXXXXXXXXXXXXXXXX
Adjunct evaluations XXXXXXXXXXXXXXXXXXXX
Service as XXXXXXXXXXXXXXXXXXXXX
0.75 modification in XXXXXXXXXXXX

Plans to XXXXX- complete courses remotely-XXXXXXXXXXXXXXXXXX. Plans XXXXXXXXXXXXX-to continue specific substantive service remotely-XXXXXXXXXXXXXXXXX
On FMLA through XXXXXXXXXXXX.
Working on five different courses, including XXXXXXXXXXXXXXXXXXXX (not all in each course). Also working with XXX adjunct replacement for XXXXXX and collaborating with XXXXXXXXXXXX-on curricular maps-XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
One research release. XXXXXXXXXXXXXXXXXXXX
0.75 modification in XXXXXXXXXXXX
• Teaching XXXXXXXXXXXXXXXXXXXXXXX
• On FMLA for 8 weeks, which covers 1.5 three-credit hour courses
• Equivalent of 0.5 of three-credit-hour course approved for research
• 0.5 modification in XXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

• One research release
• Curricular work for XXXXXXXXXXXXXXXXXXX
• Plan XXXXXXXXXXXXXX assessment workshop; analyze program data and write XXXXXXXXXXXX program assessment report; continue committee service after FMLA leave
• 0.75 modification in XXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

• One research release
• Two courses replaced with departmental program assessment work
• 0.75 modification in XXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

• Serving as XXXXXXXXXXXXXXX on 0.25 release; will continue
• One research release (project consisting of XXXXXXXXXXXXXXXXXXXXXXX)
• Two departmental projects
  o Research and evaluation of XXX-specific courses-XXXXX (3 courses)
  o Departmental XXXXXXXXXXXX project
• 0.5 modification in XXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

• Has decided not to request modified duties

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

• Teaching one course online (has completed online training)
• Will be teaching 8 independent studies
• One research release; project consisting of XXXXXXXXXXXXXXXXXXXXXXX
• 0.25 modification in XXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

• Mentoring two students on projects XXXXXXXXXXXXX and at least one student enrolled in XXXXXXX
• Developing departmental newsletter and serving as editor during XXXXXXXX (initial launch period)
• Planning and gathering data for assessment of departmental learning objectives and goals; work associated with new XXXXXXXXXX guidelines for XXXXXXXXXXXXXXXXX
• Develop a course proposal for XXXXXXXXXXX; will also review and evaluate textbooks and potential course materials
• Research
• 0.75 modification in XXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

• Research replacement of one course
• Developing departmental advising handbook for second course
• Modifications: XXXXXXXXXXXXXXXX 0.5

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

• Research replacement of one course (preparing two grant proposals)
• 0.25 modification in XXXXXXXXXXXXXXX