

# **Standing Committee Reports**

**Academic Year 2017-2018**

# Committees

Committees:	Page:
1. Competitive Grants Committee (CGC) [Benny Andres, Chair] .....	3
2. Faculty Academic Planning and Budget Committee (FAPBC) [Richard Leeman, Chair] .....	4
3. Faculty Academic Policy and Standards (FAPSC) [Gregory Mixon, Chair] .....	5
4. Faculty Advisory Library Committee (FALC) [Donna Kazemi, Chair] .....	8
5. Faculty Advisory Summer Sessions (FASSC) [Anabel Aliaga-Buchenau, Chair] .....	10
6. Faculty Employment Status Committee (FESC) [Dale Grote, Chair] .....	11
7. Faculty Information & Technology Services Advisory Committee (FITSAC) [Mohamed Shehab, Chair] .....	14
8. Faculty Legacy Scholarship Committee (FLSC) [Linda Swayne, Chair] .....	15
9. Faculty Research Grants Committee (FRGC) [Dan Dupre, Chair] .....	18
10. Faculty SOTL Grants Committee [Anita Blowers, Chair] .....	20
11. Faculty Welfare Committee (FWC) [Suzanne Boyd, Chair] .....	22
12. Graduate Council [Christine Haynes, Chair] .....	23
13. Grievance Committee [Suzanne Boyd, Chair] .....	24
14. Hearing Committee [Charlie Reeve, Chair] .....	25
15. Honors Council [Oscar Larsen, Chair] .....	26
16. Nominations, Honors, and Awards Committee (NHAC) [Murray Webster, Chair] .....	30
17. Part-Time Faculty Committee [Kindra Steenerson, Chair] .....	31
18. Undergraduate Course and Curriculum Committee (UCCC) [Paula Eckard, Chair] .....	32
19. University College Faculty Council (UCFC) [Joanne Robinson, Chair] .....	33

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## Competitive Grants Committee (CGC) Annual Report 2017-2018

The Competitive Grants Committee selected two proposals from a set of submitted proposals to nominate for the NEH Summer Stipend Program. The Committee also selected two proposals from a set of submitted proposals to nominate for the Oak Ridge Associated Universities Junior Faculty Award Program.

## Faculty Academic Planning and Budget Committee (FAPBC) Annual Report 2017-2018

In the spring, the Faculty Academic Planning and Budget Committee reviewed deans' budget presentations from 2016-2017, in order to prepare for this year's budget presentations. This was the second time the committee has taken this approach. Members of the committee attended the budget presentations by the deans and the Academic Affairs units. On April 26, 2018, the committee met to discuss and provide feedback on the budget presentations as well as discuss the Provost's annual review.

## Faculty Academic Policy and Standards Committee (FAPSC) Annual Report 2017-2018

### COMMITTEE MEMBERS

#### Representatives:

**Chair:** Gregory Mixon – HIST - CLAS  
 Bonnie Noble – ART - COAA  
 Casper Wiggins – ACCT - COB  
 Wlodek Zadrozny – ITCS - CCI  
 Shawnee Wakeman – SPCD - COED  
 Ertunga Ozelkan – SEEM - COE  
 Susan Lynch – NURS - CHHS  
 Dale Grote – LACS - CLAS  
 Evan Houston – MATH - CLAS  
 Mary Jo Shepherd – POLS - CLAS  
 Stephanie Otis – LIB  
 Mildred Martinez – SGA

#### Alternates:

Vacant - COAA  
 Justin Martin – BISOM - COB  
 Taghi Mostafavi – ITCS - CCI  
 Adam Myers – MDSK - COED  
 Vacant - COE  
 Tricia Turner – KNES - CHHS  
 Veronica Robinson – AFRS - CLAS  
 Debra Smith – AFRS – CLAS  
 Vacant - CLAS  
 Bridgette Sanders – LIB

### MEETINGS:

FAPSC met on the following dates:

Fall —September 17, 2017; October 17, 2017; November 14, 2017.

Spring —January 22, 2018; February 26, 2018; March 26, 2018; April 23, 2018.

## **WORK OF THE CHAIR OUTSIDE OF FAPSC**

The chair has represented FAPSC beginning in November 2017 on the Suspension/SAP committee at the request of Christopher Knauer, University Registrar. This committee has met once during spring 2018 with a projected next meeting in July 2018. It is unclear if the new chair will replace the out-going chair on this committee.

## **CHARGE FOR THE YEAR**

Provost Joan Lorden and Faculty President Richard Leeman charged FAPSC to work on the following:

- FERPA Notification Policy
- Baccalaureate Degree Requirements
- Add/Drop Period
- Classroom Attendance Policy
- Student Evaluations of Teaching.

President Richard Leeman also requested that FAPSC draft a policy for On-Line instruction and teaching to comply with the Council of Regional Accrediting Commissions—C-RAC guidelines for On-Line instruction and teaching.

## **FAPSC's WORK: Fall 2017**

The following policies were worked on by the full committee and forwarded to Faculty Executive Council:

- FERPA Notification Policy
- Baccalaureate Degree Requirements
- Add/Drop Period
- Classroom Attendance Policy

The full committee also heard a presentation concerning classroom attendance policy and representing the University at extracurricular events from Dr. Jeffrey Leak, chair of the Intercollegiate Athletics Committee. FAPSC made suggestions to Dr. Leak, but this issue remains open for discussion and resolution.

## **FAPSC WORKING GROUP WORK: Spring 2018**

Student Evaluations of Teaching was discussed at each meeting in 2017 and 2018, but the real work on Teaching Evaluations was done outside of FAPSC by Dr. Dale Grote, a FAPSC

member and Chair of FESC. Grote informally reported on FESC findings to FAPSC that stimulated FAPSC discussions. FESC also worked on On-Line issues and C-RAC compliance. Dr. Susan Lynch, FAPSC member drafted a proposal outlining college-level guidelines addressing C-RAC regulations. The proposal was reviewed, debated, and minimally edited in the January, February, and March meetings. At the March meeting FAPSC approved Dr. Lynch's proposal passing it on to Faculty Executive Council as a stand-alone proposal in parallel to FESC proposals for university-wide proposals to address C-RAC guidelines. Lynch represented FAPSC at Faculty Executive Council's March 29, 2018, meeting. Dr. Grote represented FESC's proposals at Faculty Executive Council.

## **CONTINUING ISSUES**

- On-Line instruction, evaluations, and teacher training dominated spring 2018 as FAPSC's primary focus. While FAPSC's findings have been passed on to Faculty Executive Council for debate and comparison with FESC's work, On-Line issues will continue to be part of FAPSC's policy making.
- Student Evaluations will also be an on-going issue as FESC's work will continue into fall 2018. Debate about implementation of FESC proposals will continue.
- Student absences while representing the University off-campus may be close to resolution, but probably not yet.
- Suspension/SAP will also continue. The intention is to streamline notification processes to students who are suspended and reinstated so that those on Financial Aide may be informed at the same time of reinstatement and resumption of financial aid.
- Posthumous Degree Proposal Changes reviewed April 2018 and forwarded to Faculty Executive Council for fall 2018 if passed by FAPSC.

# Faculty Advisory Library Committee (FALC) Annual Report 2017-2018

PREPARED BY

Donna Kazemi – Associate Professor of Nursing [Committee Chair]

COMMITTEE MEMBERS

Lisa Hormann, College of Arts + Architecture  
 Alice Tseng, College of Business  
 Celine Latulipe, College of Computing and Informatics  
 LuAnn Jordan, College of Education  
 Gary Teng, College of Engineering  
 Donna Kazemi, College of Health and Human Services  
 Daniel Rabinovich, College of Liberal Arts & Sciences  
 John Reeves, College of Liberal Arts & Sciences  
 Oscar de la Torre, College of Liberal Arts & Sciences  
 Anne Moore, J. Murray Atkins Library  
 Stephanie Otis, J. Murray Atkins Library  
 Mildred Martinez, Student Government Association  
 Sara Eudy, Graduate and Professional Student Government

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The FALC, which convened early in Fall 2017, appointed Donna Kazemi as chair. The Committee included the above-listed members and the Dean of the Libraries, Anne Cooper Moore. FALC met regularly on the 3rd Wednesday of the month throughout the semester. Attendance was very good. Our UG Student Representative was very active and we received regular reports from the UG Student Advisory Group. Our GPSG representative participated actively in meetings about the new ExLibris Alma/Primo library system.

Atkins Library continues to undergo many changes as it improves student spaces, adds new services and technologies, improves systems, and plans for extensive renovations.

Among the many items that we covered in FALC (listed below), I will briefly note that FALC articulated strongly for a variety of infrastructure projects (ExLibris Alma/Primo Library System, Open Athens resource authentication, RAPID ILL (ILL expediting service), Visualization Lab, EZ Video Studio, MakerSpace, STREAM Lab, Family Friendly group study room, additional furniture). FALC contributed actively in the Shepley Bulfinch and Moseley comprehensive building study, which resulted in a long-term plan for phased renovations to the building. FALC supported the identification of out-of-building storage to ease over-crowding in the building that would create space for new collections and student seating. FALC supported the purchase of a Radio Frequency Identification (RFID) system to enable tracking and inventory of the entire physical collection that is required for out-of-building storage and retrieval to function. The RFID system was not purchased in 2017-2018, but was again requested in the 2018-2019 budget request along with out-of-building storage.



FALC was also interested in the emerging effort for UNC Charlotte's library to receive the resources and staffing to petition to become an Association of Research Libraries (ARL) member, which would recognize UNC Charlotte as a research university and expand the resources available for the research effort of students and faculty of UNC Charlotte.

There is universal agreement that changes are necessary in how the Atkins Online Catalog functions and represents holdings, and the voice of FALC was very important in arriving at the decision to migrate to the Ex Libris Alma/Primo library system in 2017-2018. We need to continue to provide faculty/student perspectives as the system has been implemented.

As both Atkins and UNC Press move forward with digital publishing and open-access, the faculty will continue to have a strong voice. We are the content providers and have some useful insights into the ways in which materials are used, but we are also critical to an understanding of how quality-driven, peer-reviewed materials can be produced in a sustainable fashion.

We applaud Dean Moore for her efforts to encourage FALC in its activities and involvement in the growth and development of the Atkins Library.

FALC discussed during 2017-2018 academic year:

- Shepley Bulfinch and Moseley Atkins Building Study (September); Presentation and Mixer with Student Library Advisory Board and Board of Advisors (February)
- Visualization Lab (October)
- Booksale (October)
- Organizational Structure Changes (October)
- Liaison Librarian Roles and Activities (November)
- Assessment – Fall 2017 Study Survey Results and other impact analyses (December)
- Collection Review status and process (January)
- Faculty needs in a library space/Faculty Survey (January – April)
- Ex Libris Alma/Primo Demo, Questions, and Input
- Focus Group on Library Policies (April)

# Faculty Advisory Summer Sessions Committee (FASSC) Annual Report 2017-2018

Chair: Anabel Aliaga-Buchenau

No report.

## Faculty Employment Status Committee (FESC) Annual Report 2017-2018

Members:

Unit/Title	Representative	Dept.	College	Alternate	Dept.	College	Elected	Term End
Faculty Employment Status Committee (FESC) [two-year term]								
Chair	Dale Grote	LACS	CLAS	n/a			2017	2019
Arts + Architecture	Kelly Carlson-Reddig	ARCH	COAA	<i>vacant</i>		COAA	2016	2018
Business	Craig Depken	ECON	COB	Jack Cathey	ACCT	COB	2017	2019
Computing & Informatics	Jing Yang	ITCS	CCI	Larry Mays	BINF	CCI	2016	2018
Education	Susan Furr	CSLG	COED	Charles Wood	SPCD	COED	2017	2019
Engineering	Ertunga Ozelkan	SEEM	COE	Gary Teng	SEEM	COE	2017	2019
Health & Human Services	Judy Cornelius	NURS	CHHS	Andrew Harver	HLTH	CHHS	2017	2019
Liberal Arts & Sciences	Victoria Scott	PSYC	CLAS	Charles Burnap	MATH	CLAS	2017	2019
Liberal Arts & Sciences	Charles Houck	GIAS	CLAS	Joe Kuhns	CJUS	CLAS	2016	2018
Liberal Arts & Sciences	Carlos Coria-Sanchez	LACS	CLAS	Veronica Hilliard	AFRS	CLAS	2016	2018
Library	Bob Price	LIB	LIB	Denelle Eads	LIB	LIB	2016	2018

FESC was directed by the Faculty President to perform the following tasks :

1. clarify the existing Special Faculty Appointments policy;
2. draft appropriate interpretations of the C-RAC guidelines governing 100% online classes;
3. follow up on the document produced by the Spring 2017 ad hoc committee on teaching evaluations.

### 1. Special Faculty Appointments

FESC revised the existing policy on Special Faculty Appointments, which was passed by FEC and passed on to the Faculty Council. After some revisions, it was passed in Spring 2018. The revisions the FC requested pertained to the proposed consolidation of the categories of Clinical and Professors of Practice. The FC thought it best to revert to the original policy which allowed both as distinct appointments. FESC provided the following argumentation:

There were three reasons FESC consolidated Clinical/Practice Professors.

1. We found it difficult to find any actionable distinctions between Clinical and Practice Professor in the old policy in terms of both qualifications for appointment or the criteria for retention and promotion.
2. A quick online search showed that no institutions had both as distinct appointments, and the few that mentioned both consolidated them "Clinical or Professor of Practice," as we proposed.

3. The creation of the Clinical/Practice Professors appointment would give departments and colleges flexibility to call the appointment either clinical or practice, as per their personal preference, without having to divine the distinction between the two.

If the faculty can distinguish between a Clinical and Practice Professor in a way that is sufficient to justify two distinct appointments, then I'm sure no one on FECS would object.

## 2. FESC on Online Classes

FESC met three times on this issue in Fall 2017, including a meeting with representatives from CTL. We generated two documents, one of which was forwarded to FAPSC since we believed it had implications for its work.

FESC reached the following conclusions:

1. FESC believes that the re-articulation of the C-RAC guidelines should be done at the university level, and should define not just aspirations and directives, but a university wide process as well as a locus for their implementation.
2. We believe that there are three distinguishable aspects to the issue:
  - Who teaches online classes?
  - What is required in an online class?
  - How is an online class evaluated?
3. Who : We recommend a minimum amount of training for professors seeking to teach online classes. This could take the form of attending workshops offered at CLT at a regular pace. The analog in current practice is the criterion that faculty teaching graduate level classes be "on" the graduate faculty. This expectation is part of the draft policy issued by FAPSC. We find this a sufficient representation of our position.
4. What: We recommend the creation of an Online Course and Curriculum Committee (OCCC) to examine and approve proposed classes for online delivery. The analog in current practice is the required approval by UCOL of courses designed to fulfil gen ed goals.
5. How : A separate instrument for student evals for online classes needs to be drawn up. Many of the questions may be identical to existing ones used now for student evals, but a new bank of questions that get to the particular aspects of online delivery is needed. FESC has drawn up these questions. We believe this will fit in with FAPSC work and will be included in its policy recommendation.

## 3. FESC on Student Teaching Evaluations

Teaching evaluations is the sole agenda item for Spring 2018. Our first meeting of the semester included two representatives from student government and Dr. Loril Gossett of Communication Studies, who has done a considerable amount of empirical research on student evaluations.

We concluded the following.

The issue of student evaluations can be divided into three areas:

1. How they are administered.
2. What they are used for.
3. How they are interpreted.

Inasmuch as these are all enormous issues which have occupied a great amount of faculty time and thinking for at least two generations, we believed that our work would be more focused and fruitful if we took on one aspect at a time.

We began with the administration of the exams, with a particular emphasis on finding ways to increase response rates. Increasing response rates, we felt, is foundational to approaches to other problems, inasmuch as the reliability of the data sets the standard for how the evaluations are used and how they are interpreted. The general axiom is the higher the response rates, the more reliable the data.

With the input of the students and Loril, we drew the following conclusions, which we forwarded to FEC for discussion.

1. Students will be better prepared to answer the questions if they can see them in advance. Therefore we would recommend as a "best practice" that faculty include the questions the students will be asked on course syllabi or on the class Canvas site.
2. Response rates are higher in classes where faculty explain the value and purpose of student evals throughout the term, not just at the end. Another best practice would be to do that.
3. SOAR should give greater emphasis to the value and purpose of student evals. We found that scant mention is made of them currently.
4. Response rates are higher in classes in which time is set aside in class to do the evals -- even if it means asking students to use their own devices. Another best practice.
5. We were told that students see no value to them from our campus evals. As it is, they see more value in "ratemyprofessors.com." They would "have skin in the game" if the summative questions were released publicly. We therefore will recommend in our report that the summative questions be made available to students either electronically or as a print publication as a way to increase response rates. Loril has several examples of how this is managed at different colleges and universities.

Chair, Dale A. Grote

# Faculty Information & Technology Services Advisory Committee (FITSAC) Annual Report 2017-2018

**Meetings:** UNC Charlotte FITSAC met once each semester during the 2017-18 year. In addition, the FITSAC committee members attended the town hall meetings that were conducted by BerryDunn.

**Attendees:** These meetings included members of FITSAC as well as Chief Information Officer Michael Carlin as well as Beth Rugg, the Assistant Vice Chancellor for Client Engagement.

**New Business:** Based on the purpose of FITSAC, the committee continued to hear from and provide feedback to Carlin and Rugg about the following issues and topics:

- BerryDunn assessment that was conducted during 2018.
- The proposed ITS reorganization and the CIO to be given campus-wide authority for all IT security and control matters.
- FITSAC and college members provided their feedback to BerryDunn and the ITS representatives.
- FITSAC committee members were assigned to the Technology Portfolio Committees (TPC's) that IT has put together. The TPC's include Academic Services, Administrative Services, Communication & Collaboration and Computing & Access

General goals for the 2018-19 year include continuing to hear from Carlin and Rugg. The committee will continue to work with ITS, BerryDunn and the ITS TPC's. Specific goals for the 2018-19 year will be determined in Fall, 2018 by the new FITSAC members.

## Faculty Legacy Scholarship Committee (FLSC) Annual Report 2017-2018

As chair of the Faculty Legacy Committee, I was contacted and informed that all scholarships at UNC Charlotte were being consolidated into one location where students would apply for specific scholarships. At that time, in Fall 2017, I was told there were no funds in the spending account; therefore, FLS would not have to be consolidated. I believed that funds would be generated and we would be able to offer scholarships, as had happened over the past two years. However, when I connected with the Development Office this spring, before requesting the eligible students listing, to determine the amount that was actually available for us to award for 2018-19 scholarships, I was told available money was roughly \$600 and that we would be better off had we reached the \$25,000 to have the scholarship fully endowed.

### **Actions**

Typically to determine recipients of the scholarships, the FLSC has used the following procedures: Financial Aid selected the 10 highest academically performing students in each college (as a number of the larger colleges had many students “tied” with a 4.0 average, some lists were longer than 10 students). From that pool, students with zero financial need were deleted. The remaining students were sorted in descending order for financial need. The remaining pool of high performing and high need students was truncated to the highest two or three students in each college list. These students’ names were sent to college reps and alternates, who were charged with talking to other faculty and making a ranked recommendation back to the FLSC. This final step was implemented in response to discussions held by the 2014-15 FLSC. Subsequently, narrative recommendations from the colleges were used to select recipients for 2016-17. Important in the selection was the historical consideration of balance across the colleges, a 30-hour minimum of hours taken at UNC Charlotte requirement, and preference for at least two semesters of course work remaining prior to graduation. The two semester “requirement” was not actually a requirement but a practice that the committee had followed in the past. After lengthy discussion about the amount of the money divided over two semesters, the benefit of students knowing they were going to receive money twice (and think about the faculty who donated it, twice), and some known and deserving students who would graduate in Fall 2017, the committee agreed to not hold itself to the two semester requirement for a worthy student. This information is contained here for the record as the committee took a different route in 2017-18.

The FLS committee was informed of the small amount of funds available for disbursement for 2018-19: \$670.33, the need for the FLS to be endowed, and the possible combinations of scholarships that could be offered for 2018-19 (one scholarship at \$500, with \$170 to the endowment; two \$300 scholarships with \$70 to the endowment; three scholarships of \$200 with \$70 to the endowment; or transfer the entire amount and complete the endowment). Subsequently the committee voted unanimously to have the funds available transferred to the endowment account (see the attached memo reporting the results of the election and the request for funds transfer) which was completed on April 30, 2018. The Faculty Legacy Scholarship Committee is now endowed at \$25,155.63.

## **Recommendations**

In Spring 2019 the Faculty Legacy Scholarship Committee will have 4.5 percent of the balance of the account averaged over three years to award in scholarships (the policy that has been followed by the Development Office for a number of years) providing increased funds for distribution. In the Fall, during the Giving Green campaign, the committee should work at raising awareness. This past year with the Exponential campaign, it was very difficult to bring up the Faculty Legacy Scholarship donation “button” and several on the committee noted that it was not possible to do without IT assistance. That challenge affected the level of giving to the FLS.

Linda Swayne, PhD  
Department of Marketing  
Chair, Faculty Legacy Scholarship Committee 2016-18



TO: Ellen B Harris  
 Assist Dir Investments & Debt  
 UNC Charlotte Treasury Services  
 Reese 413, 9201 University City Blvd.  
 Charlotte, NC 28223

FROM: Linda E. Swayne  
 Chair, Faculty Legacy Scholarship Committee  
 UNC Charlotte

Date: April 18, 2018

RE: Faculty Legacy Scholarship Account

Dear Ellen,

The Faculty Legacy Scholarship Committee had \$24,485.30 in its endowment account (E10386) and \$0.00 funds in its spending accounts (670305 / 420386). Because of the way this scholarship was formed by the Faculty Council, 1/2 of the gifts were deemed eligible for immediate award and 1/2 went into the endowment. In 2016 five scholarships of \$500 each were awarded. In 2017, we wanted to do the same but there was insufficient funds to do so. I did some fund raising that was donated as "to be immediately awarded" so that we could again provide five scholarships in 2017.

Over the past four years each college has had a student receive the funding about the same number of times. However, the amount of new funding has declined as we adopted the Giving Green campaign over the past two years and the scholarship has remained below the endowment level. Therefore the committee has voted unanimously to use the \$600 that is available this year (far less than the \$2,500 of the previous two years) to fund the endowment so that in ensuing years more funds will be available for scholarships.

Members of the Faculty Legacy Scholarship Committee (2017-18) and their votes are:

College of Arts + Architecture, Dylan Savage MUSC YES Apr 13, 2018 9:00 am  
 Belk College of Business, Karen Ford-Eickhoff MGMT YES Apr 12, 2018 9:56 am  
 College of Computing & Informatics, Bill Chu SIS YES Apr 12, 2018 8:50 pm  
 Cato College of Education, David Test SPCD YES Apr 12, 2018 9:56 am  
 William S. Lee College of Engineering, Milind Khire CEE YES Apr 17, 2018 2:40 pm  
 College of Health & Human Services, Crystal Piper HLTH YES Apr 12, 2018 9:34 am  
 College of Liberal Arts & Sciences Anabel Aliaga-Buchenau LACS YES Apr 12, 9:32 am  
 Library Rita Johnston LIB YES Apr 12, 9:04 am  
 University College, Henrietta Thomas UCOL YES Apr 12, 2018 8:34 pm  
 Ex-officio non-voting member: Katherine Hall-Hertel voted Yes Apr 12, 2018 8:34 pm

As a result of this vote, I am asking that you move the balance (\$670.33) in the endowed spending (420386) into the endowed principal H10386 so that it will reach endowed status, over \$25,000, and be eligible to start participating in the 2020 spending distribution.

Thank you, Ellen, for all your help in making this happen. I am also going to take your advice and meet with Stacie Young to determine how we can make it easy for faculty to locate and donate to the Faculty Legacy Endowment Fund during the Giving Green Campaign in Fall 2018.

## Faculty Research Grants Committee (FRGC) Annual Report 2017-2018

**Chair:** Dan Dupre, HIST (elected)

### **Subcommittees**

#### **Arts and Humanities**

Jill Massino, HIST, (elected)  
Robin James, PHIL, (elected)  
Kim Jones, DANCE, (elected)  
Dawn Schmitz, LIB, (elected)  
Marek Ranis, ART, (ad hoc)

#### **Social Science, Business, Health, Education**

Stephanie Woods, SON, (elected)  
Xiuli He, BISOM, (elected)  
Erin Miller, REEL (elected)  
Sandra Dika, EDLD (ad hoc)  
Kexin Zhao, Business Info Systems (ad hoc)

#### **Science, Technology, Engineering, Mathematics**

Xi Niu, SIS (elected)  
Tao Han, ECE (elected)  
Tom Schmedake, CHEM (elected)  
Wesley Williams, ETCM (ad hoc)  
Adam Reitzel, BIOL (ad hoc)

The primary function of the FRG Committee is to solicit Faculty Research Grants and then to evaluate and select grants for funding, with the expert assistance of Proposal Development Director, Lesley Brown. In the current cycle, the committee distributed \$314,869 in the fall round of submissions to support 48 proposals out of 93 submitted. The committee distributed \$107,563 to fund an additional 16 proposals in the spring under the New Assistant Professor Resubmission Program.

The committee's most important accomplishment was a successful proposal (see below) to raise funding to increase the Faculty Research Grants by \$2,000 (\$4,000 for joint proposals). We were pleased that Provost Lorden agreed to request that funding in next year's budget and that she decided to increase the awards for this year's grant recipients. Those additional funds raised the total distributed in 2017-18 by \$122,612. This marks the first time that the FRG grant amount has been raised in over 20 years.

To: Faculty Executive Committee  
From: Dan Dupre, Chair  
Faculty Research Grants Committee  
Date: November 20, 2017  
Re: Raise in FRG grant awards

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The Faculty Research Grants Committee proposes that the University administration increase the annual funding for the FRG grants from the current \$400,000 to \$534,000. This would provide enough funds to boost each individual grant awarded from \$6,000 to \$8,000 and each joint-proposal grant from \$12,000 to \$16,000. We also propose an increase in the faculty stipend portion of the grant from its current level of \$3,500 to \$4,200.

The rationale for this proposal is simple: the current funding of \$6,000 and \$12,000 (for joint proposals) has held steady for at least 20 years. Costs for lodging, airfare, and equipment has risen dramatically in that time, as has the general cost of living. This erodes the value of the current grants. For example, according to the U. S. Bureau of Transportation Statistics, the price of air travel in the Charlotte market increased by 33% between 1995 and 2011 and the Consumer Price Index reveals that lodging away from home increased by 57% between 1997 and 2017.

Currently, the administration grants \$330,000 in the fall, with an additional \$70,000 for junior faculty resubmissions in the spring. Over the past three years we have averaged 51 funded single proposals a year (fall and spring) and 8 joint proposals (two faculty applicants each). We would need an additional \$102,000 to increase each single proposal by \$2,000 and an additional \$32,000 to cover the joint proposals. That is why we are proposing that the administration increase the total funding for our committee from \$400,000 to \$534,000 a year.

## Faculty Scholarship of Teaching & Learning Grants Committee Annual Report 2017-2018

Chair: Anita Blowers

The Scholarship of Teaching and Learning Committee met to discuss this year's SoTL grant proposals. There were 23 grant proposals for a total requested amount of \$314,621. The number of proposals was a significant increase from last year when we received 14 proposals. It is also clear that more faculty are attending the workshops offered by CTL on how to prepare SoTL proposals, and this is clearly reflected in both the number and quality of grant proposals received this year. The committee was impressed with the scope, range and quality of the proposals as a whole, and believes that the number and quality of the proposals testifies to the quality of the SoTL program at UNC Charlotte.

The committee recommended the following twelve proposals be funded in the indicated amounts. The provost approved this funding. We have included Year 1, Year 2 and Total project budgets in the table.

<b>Faculty</b>	<b>Dept.</b>	<b>Proposal Title</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Total Budget</b>
Barclay, Nicole	Engineering Technology and Construction Management	Problem-Based Learning: Perceptions and Impact on Student Learning in a Liberal Studies-Critical Thinking and Communication Course	\$3,850	\$1,200	\$5,050
Butler, Bettie Ray and Kissau, Scott	Middle, Secondary, and K-12 Education	Culturally Responsive Classroom Management: Preparing Teacher Candidates for K-12 Urban Classrooms	\$4,325	\$4,325	\$8,650
Cao, Lijuan and Rorrer, Audrey	Computing and Informatics	On the Efficacy of Interactive Preparatory Work in a Flipped Computing Course	\$5,400	\$3,000	\$8,400
Davenport, Casey	Geography and Earth Sciences	Using Worked Examples to Enhance Learning in an Upper-Level Meteorology Course	\$3,200	\$5,500	\$8,700
Davin, Kristen and Kissau, Scott	Middle, Secondary, and K-12 Education	Advanced Oral Proficiency: An Interdisciplinary Approach to Preparing Spanish Teachers	\$0	\$9,250	\$9,250
Gao, Laurie	Geography and Earth Sciences	Student Expressions of Geospatial Inquiry: The E-Communicative Art of Research Storytelling in the Classroom	\$4,225	\$13,350	\$17,575

McAdams, Jeffrey and Croxton, Rebecca	Atkins Library	An Assessment of the Impact of Library Instructional Strategies on Engineering Students' Information Literacy	\$0	\$8,030	\$8,030
Putnam, S. Michael	Reading and Elementary Education	Examining the Impact of an Embedded, Multi-Semester Internship on Teacher Education Candidates' Knowledge and Skills	\$2,400	\$3,600	\$6,000
Rockwell, Scott	Fire Safety Engineering Technology	Taking Laboratories Virtual: Evaluating the Effectiveness of Video Based Online Laboratory Experiments in Fire Safety Courses through Analysis of Student Assessments	\$5,850	\$4,500	\$10,350
Warren, Kimberly	Civil and Environmental Engineering	Implementation of a Partially Flipped Classroom to Better Engage Engineering Students and Develop Higher-Order Cognitive Skills	\$3,850	\$9,340	\$13,190
Westine, Carl and Oyarzun, Beth	Educational Leadership	Faculty Perceptions and Needs Regarding Application of Universal Design Principles in Online Courses	\$3,850	\$8,150	\$12,000
Whittingham, Colleen and Pilonieta, Paola	Reading and Elementary Education	Raising the Bar: High Leverage Practices in Early Literacy Methods Coursework	\$0	\$12,965	\$12,965
<b>TOTAL</b>			<b>\$36,950</b>	<b>\$83,210</b>	<b>\$120,160</b>

In addition to reviewing proposals and making funding recommendations, the committee also made modifications to the rubric used to review proposals.

## Faculty Welfare Committee (FWC) Annual Report 2017-2018

Chair: Suzanne Boyd

No report.

# Graduate Council (GC) Annual Report 2017-2018

## MEMORANDUM

To: Dr. Rich Leeman, President  
UNC Charlotte Faculty

From: Dr. Christine Haynes, Chair  
UNC Charlotte Graduate Council

Date: May 8, 2018

RE: Report on Graduate Council Activities for 2017-2018

The Graduate Council held one organizational meeting and nine business meetings for the 2017-2018 academic year. During the academic year, the Council considered 165 course and curriculum proposals (some of which were considered twice, after revisions), including four degree name changes. Among other business, it discussed Graduate School policies regarding transfer of “C” grades, time limits (versus revalidation) for coursework, standardized test waivers, and (following a series of meetings by a sub-committee) the process for appointing and re-appointing Graduate Faculty. Another sub-committee conducted the annual evaluation of the Dean of the Graduate School. The Council also provided feedback to the co-chairs of the Graduate Student Funding Task Force. Finally, the Council endorsed the Graduate Dean’s “Fostering Research Integrity” proposal as well as his effort to have the Graduate Council included in the planning stage of the new program proposal process.

The minutes for all meetings of the Graduate Council are available on the Academic Affairs website at <http://facultygovernance.uncc.edu/graduate-council/agendas-minutes>. These minutes give complete accounts of our proceedings.

# Grievance Committee Annual Report 2017-2018

Chair: Suzanne Boyd

No report.



# Hearing Committee Annual Report 2017-2018

Chair Charlie L. Reeve

- The Hearing Committee met in Fall 2017 to elect a new Chair (Charlie L. Reeve).
- One case was brought the Committee this year.
  - Committee met in February to receive a hearing request. A three-person panel was selected to hear the case.
  - Case was heard on March 26, 2018. Parties settled during the hearing; request for hearing was rescinded. No further action taken.
- Chair of committee drafted a script to standardize formal Hearing Procedures (document sent to Legal Affairs).
- No other cases were presented to the committee this year.

# Honors Council

## Annual Report 2017-2018

### Report of the Activities of the Honors Council for the Academic Year 2017 – 2018

#### Digest Honors Council Meeting September 14, 2017

In attendance: Oscar Lansen (Chair), Vanessa Drew-Branch, Erik Byker, Carol Swartz, Mark Pizzato, Heather Smith, KR Subramanian, Charisse Coston, Akin Ogundiran, Milind Khire, Malin Pereira, and Shannon Zurell-Carey.

- **Election Chair:** The Council re-elected Oscar Lansen to Chair.
- **Minutes May 11, 2017:** The Council approved the minutes.
- **Honors Council Elections:** The 2017-2018 election ballots for the Honors Council allowed in several instances both non-honors faculty to stand for election, and non-honors faculty to vote. With the assistance of Faculty President-elect Rich Leeman, new elections were held in the affected units. The Honors Council will meet with University Governance officials to explain the honors council election process and to ensure proper balloting for next year's election.
- **Support for Honors Directors:** The Council heard a report on widely differing expectations for, and support of honors directors across the academic units. The Council discussed the issue and will form a task force to create a uniform set of expectations, and implement a peer-mentoring program to more effectively support Program Directors.
- **Comprehensive Program Review:** The Honors Council will conduct a comprehensive inventory and review of the state of honors programs at UNC Charlotte. This review will allow the Council to identify best practices in a variety of program parameters, as well as identity areas that could benefit from additional institutional support.
- **State of the Honors College:** The Council heard a report on the promising growth in the number of honors programs and students graduating with honors; as well as the current challenges for further expansion.

#### Digest Honors Council Meeting October 19, 2017

In attendance: Oscar Lansen (Chair), Vanessa Drew-Branch, Carol Swartz, Mark Pizzato, KR Subramanian, Charisse Coston, Amy Good, Cherese Childers-McKee, Daniella Del Pra, Ryan Detig (student rep), Malin Pereira, and Shannon Zurell-Carey. Absent - Carol Swartz, Heather Smith, and Milind Khire.

- **Honors Faculty Appointment:** The Council appointed Vanessa Drew Branch to honors faculty.
- **Minutes September 14, 2017:** The Council approved the minutes.
- **Comprehensive Program Review:** The Council defined subcategories for a multi-dimensional comprehensive inventory and review it will conduct of the state of honors programs at UNC Charlotte. This review will allow the Council to identify best practices in a variety of program parameters, as well as identity areas that could benefit from additional institutional support.

- **Qualifications of and Support for Honors Directors:** The Council discussed draft guidelines for the selection and support of qualified program director candidates, to assure efficacy and continuity in honors governance and support. The Council will discuss implementing a voluntary peer-mentoring/support program for Program Directors in its next meeting.
- **Faculty Honors Course Recruitment:** The Council discussed strategies how to increase the participation of faculty in university honors teaching across all colleges. There is a direct need for exemplary faculty to teach honors sections of general education courses as well as honor-specific topics courses. Please contact Cherise Childers-McKee for further information.

### **Digest Honors Council Meeting November 16, 2017**

In attendance: Oscar Lansen (Chair), Carol Swartz, Heather Smith, Milind Khire, Chere Childers-McKee, Akin Ogundiran, Ryan Detig (student rep), Malin Pereira, and Shannon Zurell-Carey. Absent: Vanessa Drew-Branch, Mark Pizzato, KR Subramanian, Charisse Coston, Amy Good.

- **Minutes October 19, 2017:** The Council approved the minutes.
- **Changes to the Mathematics honors curriculum:** The Honors Council approved this proposal with amendments.
- **Changes to the Sociology honors curriculum and new course:** The Honors Council approved this proposal.
- **Recommendations for Honors Program Administration:** At the request of the Executive Director of the Honors College, the Honors Council is drafting a memo with best practices for appointments of Honors Directors. The final product will be shared with all stakeholders.
- **Honor Program Survey/Inventory:** The Honors Council is conducting a survey/inventory of the state of honors programs at UNC Charlotte. This inventory will consist of a program director questionnaire, a student questionnaire, a review of student learning outcomes; and institutional data on program activity. The questionnaires will be conducted in early spring. The report should be completed in May.

**(No meeting in December)**

### **Digest Honors Council Meeting January 25, 2018**

In attendance: Erik Byker, Jim Frakes, Oscar Lansen (Chair), Malin Pereira (ex officio), Sarah Reigel, Heather Smith, Yogi Kakad, Carol Swartz, Murray Webster, Amy Peters, and Shannon Zurell-Carey. Guest: Andrew Harver

- **Minutes November 16, 2017:** The Council approved the minutes.
- **BS Health Science Honors Program:** The Honors Council approved this proposal with amendments.
- **Sociology Honors Proposal:** The Honors Council had several questions about this proposal and scheduled a rehearing with a representative of the department present.
- **Reappointment of remaining Honors Faculty:** The Honors Council formally closed the 2016-2017 nomination process for (re)appointment of honors faculty.

- **Additional Responsibilities Honors Council:** Malin Pereira requested the Honors Council assists in judging honors entries at the Undergraduate Research Conference. The Council agreed to discuss this in the next meeting.
- **Honor Council Curriculum Workflow:** Malin Pereira has requested a change to the Curriculum approval workflow that allows proposals to reach the Honors Council for approval before they reach the Executive Director of the Honors College. This more accurately reflects the approval process within the Honors College.

### **Digest Honors Council Meeting February 22, 2018**

In attendance: Oscar Lansen (Chair), Carol Swartz, Mark Pizzato, Heather Smith, Ryan Detig, Amy Peters (for Vanessa Drew-Branch), Erik Byker (for Charisse Coston/Amy Good), David Dalton, Malin Pereira and Shannon Zurell-Carey. Absent: Milind Khire, Akin Ogundiran, Amy Good, KR Subramanian, Vanessa Drew-Branch, Charisse Coston, Amy Good.

- **Minutes January 25, 2018:** The Council approved the minutes
- **Updates:**
  - The College of Computing and Informatics will defer the revision of their honors program to Fall 2019.
  - The Honors Council with assistance of Faculty President Rich Leeman is revising its responsibilities to bring the latter closer in line with its peer standing committees on the Faculty Council. Changes will include a greater qualitative oversight as well as an annual review of the performance of the Executive Director of the Honors College.
- **Proposal to revise the credit hours in Honors in Engineering.** The Honors Council approved this proposal.
- **Proposal to revise Sociology 4763.** The Honors Council approved this proposal.
- **Proposal to add H-sections in Kinesiology.** The Council referred this proposal back to the department for revision of the required honors work for H-designated courses.
- **Proposal to revise GPA requirements in Business Honors.** The Honors Council approved this proposal.
- **Proposal to revise Honors in Religious Studies.** The Department will study further models, and revise the proposal accordingly.
- **Proposal to revise course descriptions HIST 4797 and 4799.** (The Honors Council approved this proposal.
- **State of Honors Programs Survey** The Honors Council is distributing qualitative surveys to Honors Program Directors, Honors Faculty, and Honors Students. Results and possible recommendations will be discussed in next month's meeting.
- **Early Entry MA/Honors thesis credit.** The Honors Council is investigating how Early Entry MA candidates may also participate in Honors as the currently policy makes the programs incompatible with each other.
- **Undergraduate Research Conference judges.** The Council invites Honors Faculty and advanced graduate students to participate as judges in the upcoming Undergraduate Research Conference on April 22. Interested parties should contact Dr. Erik Byker.

### **Digest Honors Council Meeting March 22, 2018**

In attendance: Oscar Lansen (Chair), Carol Swartz, Mark Pizzato, Heather Smith, Ryan Detig, Amy Peters (for Vanessa Drew-Branch), Erik Byker (for Charisse Coston/Amy Good), Milind Khire, KR

Subramanian, Daniella Del Pra, and Shannon Zurell-Carey. Absent: David Dalton, Akin Ogundiran, Amy Good, Vanessa Drew-Branch, Charisse Coston, Amy Good, and Malin Pereira

- **Minutes February 22, 2018:** The Council approved the minutes.
- **Revision Honors Program Policy:** The Honors Council discussed and approved a revision of the Honors Program policy. The latter will broaden the scope and responsibility of the Honors Council in reviewing learning outcomes and making recommendations to the quality of honors education and policy; as well as to conduct an annual review of the performance of the Executive Director of the Honors College. The policy also defines the role of the Honors College within Honors education at UNC Charlotte. Finally, the policy updates and clarifies language to the candidacy to honors process to bring it in line with current practices.
- **Honors Council Elections:** The Council reviewed the nomination and election procedure for the upcoming elections.
- **Nominations/Renewals to Honors Faculty:** The Honors Council charged the Honors College with soliciting Honors Faculty nominations/renewals. The Council formed a subcommittee to review submitted nominations for approval by to the full Council in April.
- **Early Entry MA/Honors Thesis Credit:** Early MA students may take up to twelve hours of 5000 level and 6000 level courses, and count these as dual credit for their completion of their undergraduate degree. As the Honors College has not currently sanctioned the use of grad level credit for honors thesis, this forces students to forgo honors in favor of MA credit. Given the complexity of this issue and the need of consultation with all parties involved, the Council decided to discuss this matter in the next term.
- **Outcomes Honors Director/Faculty/Student Survey:** The Council will discuss the outcomes of the surveys, and the actionable issues at its next meeting.

#### **Digest Honors Council Meeting April 19, 2018**

In attendance: Oscar Lansen (Chair), Carol Swartz, Mark Pizzato, Heather Smith, Ryan Detig, Amy Peters (for Vanessa Drew-Branch), KR Subramanian, Heather Smith, Shannon Zurell-Carey. Absent: Malin Pereira

- **Minutes March 22, 2018:** The Council approved the minutes.
- **(Re)Appointment to Honors Faculty:** The Council approved the recommendation of the subcommittee for appointment and reappointment of faculty to Honors Faculty Status. The Honors College will notify the applicants.
- **State of Honors Education review and recommendations:** The Council reviewed the statistical data and the outcome of the three comprehensive surveys (Honors Directors – Honors Faculty – Honors Students) in regard to the status of Honors Education at UNC Charlotte. The Council formulated a set of recommendations and actionable items for the Executive Director of the Honors College to effectuate administrative and programmatic outcomes; and issues that should be discussed campus wide.
- **Action items 2018-2019 Honors Council:** To ensure continuity in governance, the Council formulated a set of action items the Council may take up in the coming year.

## Nominations, Honors, and Awards Committee (NHAC) Annual Report 2017-2018

May 15, 2018

The Nominations, Honors, and Awards Committee combines functions of three previous committees: the Honorary Degree Advisory Committee, the committee to recommend candidates for the O. Max Gardner Award, and the committee to manage faculty governance elections.

The Nominations, Honors, and Awards Committee met September 15, 2017, to plan its work. As was done last year, we formed three working groups, one for each award.

The working group for honorary degrees distributed a call for nominations on October 6 and received three nominations. The working group met November 10, 2017 and voted to recommend all three nominees to the UNC Charlotte administration and the Board of Trustees. The Board of Trustees decided to award honorary degrees to two of the nominees, who will receive their degrees at the May 2018, Commencement. The third nominee will remain in the pool through December 2020.

The working group for the O. Max Gardner Award met October 16, 2017, to discuss and debate the nominations and they selected Dr. Chance Lewis as our university's nominee for this prestigious award. The working group along with Dr. Lewis completed the nomination application and packet and submitted a hard copy and an electronic copy to the Secretary of General Administration before the January 10 deadline.

The working group for the faculty governance elections called for nominations on February 20 for the faculty governance positions elected university-wide. As happened last year, we did not receive enough nominations for all positions, and we again extended the nominations period to March 30. The extension and efforts by several individuals succeeded, and the final slate of nominees provided contested elections for all positions. Faculty governance elections closed April 12, 2018.

Respectfully submitted,  
Murray Webster, Chair, NHAC Committee

## Part-Time Faculty Committee Annual Report 2017-2018

July 20, 2018

Part-Time Faculty Committee Report  
2017-2018

Committee Members:

John Cox  
Sharon Dibiase  
Linda Halbert  
Barbara John  
Jeff Kimble  
Justin Martin  
Ali Sever  
Kindra Steenerson (Chair)

The committee met twice during the academic year. The following are common concerns we discussed as representatives of the part-time faculty:

Business cards

Professional Development resources/support

Parking—especially now with the MWF change (subsidy)

Insurance

\*\*2-3 year term contracts-a few per department?

Out clause that's non-punitive

\*\*Inclusion in decision making re: curriculum adjuncts teach (inclusion in dept meetings)

Frame this as beneficial to the department. Makes them look better when we're in tune (even a copy of the minutes) with departmental policies etc. Including continuity with specific professors.

Action plan:

Part-time faculty survey

General need vs. individual college (unique) needs

The plan was to examine the data and cull top asks.

Unfortunately, we were not able to implement the survey. We requested contact information for regular adjuncts from the Faculty Governance Assistant a few times, but the list was never received.

## Undergraduate Course and Curriculum Committee (UCCC) Annual Report 2017-2018

The Undergraduate Course and Curriculum Committee handled a majority of their proposals via e-mail correspondence and in Curriculog. The group met in person twice during Fall, 2017 and did not meet in person during Spring, 2018.

Drew Polly served as Chair during the Spring, filling in for Chair Paula Eckard who went on leave.



## University College Faculty Council (UCFC) Annual Report 2017-2018

This committee met six times during the year and took several actions:

- The committee read and made suggestions for comments on the Guidelines for W (writing-intensive) and O (oral communication) courses guidelines. Updated guidelines were approved at the final meeting of the year.
- The committee voted to approve METR 1102 for science general education credit.
- The committee approved ITSC 1110 to satisfy the second course of the mathematical and logical reasoning general education requirement.
- The committee completed and submitted John Smail's evaluation.

Work for 2017-18 will include reviewing the Foreign Language substitutions document;; following up on the crosslisting of INTL 1101 and LBST 2102 for possible application in other departments; and considering the scope and mission of this committee in light of recent administrative restructuring.

Respectfully submitted,

Joanne Maguire Robinson, Chair

University College Faculty Council, 2016-18 and 2018-20