

FACULTY SENATE MEETING MINUTES

Date: 2/5/21 via WebEx Events

<https://nccu.webex.com/nccu/onstage/g.php?MTID=e12b43eac4fd3dea1f617432dad84351e>

Time: 2:00 pm

Minutes Submitted by: Leslie Johnson, Faculty Senate Secretary

Attending Senators, Alternates:

(Senators and Alternates were verified via the WebEx Participant List)

Amy Linder, CE Davis, Carol Huynh, Charity Watkins, Charles Johnson, Dayami Lopez, Deborah Swain, Erma Smith-King, Frank Rodriguez, Jennifer Barrow, Jessica Ganao, Josh Nadel, Kellyn Hall, Kimberly Chavis, Kimberly Powell, Kimberly Weems, LaHoma Romocki, Lakisha Rice, Leslie Johnson, Levette Scott, Lisa Paulin, Mohammad Ahmed, Rakesh Malhotra, Ralph Barrett, Regina Alston, Sean Tikkun, Sujayalakshmi Devarayasamudram, Tamara Slenn, Tameka Williams, Tirupapuliyur Damodaran, Toya Daye Green

Attending Guests:

Akua Materhson, Angela Miles, Audrey Beard, Andrea Woodson, Brenda Faison, Carlton Wilson, Calleen Herbert, Charlotte Russell Cox, Chrystal Ingram Williams, Fenita Morris-Shepard, Jeff Warren, Joyce Kavalik, Joseph Green, Jon Gant, Kwesi Aggrey, Keesah Reed, Kofi Amoateng, Lashawn Wordlaw, Leah Kraus, Michelle Mayo, Monica Leach, Olivia Jones, Patrice Walker, Paulette Morris-Danner, Po-Ju Chen, Rosa Anderson, Racheal Brooks, Sharron Oliver, Tamara Minor, Tanja Zatezalo, Yolanda Anderson, Yolanda Keller-Bell, Yvette Bonaparte, Zakaria Jouaibi, Zaneta Ponton

Time	Item	Responsible Parties
2:10	Meeting called to order by FS Parliamentarian, Dr. Sean Tikkun	
2:10	Welcoming Remarks by FS Chair, Dr. Ralph Barrett	
2:05	Motion to Adopt Agenda Motion to approve the agenda was made by Dr. K. Hall, and seconded by Dr. J. Barrow. Vote (via the Q&A section) was called by the Chair and the agenda was approved by simple majority.	
2:07	Motion to Approve Minutes Motion to approve the minutes from the 1/15/21 FS meeting was made by Dr. L. Rice, and seconded by Dr. J. Barrow. Vote (via the Q&A section) was called by the Chair and the minutes from the 1/15/21 meeting and were approved by simple majority.	
2:17	Chancellor's Report by Chancellor Johnson Akinleye The Chancellor was unable to attend today's meeting due to a conflicting event in his schedule. He had previously reported to the FS Chair that there were no new updates from the BOG regarding faculty salary changes and budget, but once he knows more he will send updates accordingly.	

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	<p>Provost’s Report by Provost Yolanda Anderson</p> <p>We are currently ending Week 4 of the semester and we hope things have been going smoothly. We are beginning to plan for the upcoming Summer and Fall semesters. As we don’t know where we’ll be with the pandemic, we are continuing to look at all 3 modes of delivery for classes. Please continue to observe all COVID-19 protocols. Emails notifying students about confidential COVID-19 information related to yourself, other students, or peers are not part of these protocols and should only be handled by the appropriate Offices. The original Mental Health days we had planned on for the semester are currently being reframed- you will be hearing more about this from your Dean and Department Chairs.</p>	
2:14	<p>Faculty Senate Chair Report by Dr. Ralph Barrett</p> <p>The FS Executive Committee is in the process of revamping the FS website- please stay tuned for those changes and submit feedback as needed, suggestions are welcome as well. The Chair has sent out multiple emails recently including ones featuring NCCU students in the media, teaching training opportunities, and surveys in which to participate. Pay particular attention to the COACHE survey aimed to receive faculty feedback.</p>	
2:16	<p>Faculty Assembly Report by Dr. W. Russell Robinson</p> <p>We have just received the official report of the Racial Equity Task Force. Noted highlights: 6 recommendations made from the Task Force, including diversity and equity in hiring and staffing, increased accountability, diversity and inclusion education and programming, support for campus policing. Of note, there was a recommendation to hire a System level Vice President for Diversity and Inclusion. There has been a hire, but it was not the one recommended by the committee and there has been strong push back from FA and others to this hiring (Mr. Bass).</p> <p>Regarding the budget, we are now pivoting and attempting to schedule meetings with those who are active at the House level, for example Mr. John Hardister, who sits on the committee that addresses education in universities. At the next FA meeting, they are anticipating a visit from the Chair of the Task Force (Holley) and anticipating VP representative to discuss the size of MSIs and HBCUs. In March, will begin to sit down with some of the legislators who are members of the education in universities committee.</p> <p>Links shared by Dr. Robinson for the FS to review: https://www.bpr.org/post/unc-system-s-racial-equity-task-force-calls-changes-policing-staffing-diversity-and-more#stream/0 https://www.northcarolina.edu/wp-content/uploads/unc-system-images/racial-equity/unc-system-racial-equity-task-force-final-report.pdf https://www.ncleg.gov/Members/Biography/H/645 https://www.ncleg.gov/Committees/CommitteeInfo/HouseStanding/168</p> <p>The Chair added the following concerns he has about the report- when providing input, one was that equity as a program that comes from the top down is only partially effective. If BOG wants to promote equity, it needs to reflect equity as well in its membership, which it currently does not. Additionally, honest equity requires equity of funding, and that does not appear reflected in the final report either.</p>	

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	<p>Dr. Robinson added that the Faculty Welfare Committee is in the process of developing a whitepaper as a response to the best practices for the Diversity and Inclusion Officer and collecting data on if a campus already has a D&I Officer, where do they sit within the structure of the university?</p> <p>Question related to a lack of detail of diversity and equity at the BOG as well as System policies and procedures. Dr. Robinson reported that in discussions, the Board of Trustees has responded that there have been attempts to increase diversity at this level. But presently, there are only 2 African American representatives on the BOG, both of whom will be rotating off shortly at the end of this academic calendar.</p>	
3:10	<p>Registrar’s Update by Ms. Joyce Kovalik</p> <p>Greetings from the Registrar’s Office. Commencement for Spring 2021 will be held virtually. The planning committee is convening to start the planning process. Graduation applications are due Feb 19th, please have students complete these on time.</p> <p>Information related to registration for Summer and Fall 2021 will be sent out today. Priority registration will begin March 1-5. Ms. Kovalik reviewed eligible students who qualify for this designation. Please encourage your students to take advantage of this opportunity if they are eligible. General registration begins on March 15 for all other students.</p> <p>Technology updates: We have previously used DocuSign for withdrawal and other major processes, but now we are moving into NextGen. Registrar’s Office is working closely with student aid offices to ease this transition process. The Office expects to have an introduction to the final grade entry policy updated within NextGen in February. A reminder about Degree Works utilization – please use this for graduation clearance and advising. There was a push to get all students who enrolled as of Summer/Fall 2016 to be fully within Degree Works. The Office is working very hard to get the graduate catalogue into this program with hopefully 100% of it updated within Degree Works soon. It is very important that the student’s concentration be designated in Degree Works. This can occur within the application and admission process. Concentration substitutions and waivers are now in Degree Works, which will allow for accurate output if you are running a report in Degree Works. Please also make sure transfer credits are correct. There is a current push to have all of this information entered either at orientation or during the advising process. Guidelines to follow related to all of this are forthcoming.</p>	
2:35	<p>University’s Master Plan Update by Ms. Akua Matherson, Vice Chancellor for Administration and Finance</p> <p>Full Master Plan document link: https://www.nccu.edu/sites/default/files/2020-12/NCCU-Campus-Master-Plan.pdf</p> <p>Highlights from the Master Plan by Ms. Matherson: Started back in 2018 with various focus groups with many aims, including participating in global environment, enhancing our identity and sense of place, access circulation within the campus, strengthen connectivity with the community, encourage multidisciplinary workings. Several proposed new building projects and renovation projects, proposed changes to infrastructure and recreation areas, improve campus flow around campus, with a historic core area surrounded by strong hubs of academic and student areas. We have entered Phase 1 with the Millennial Campus designation. You have probably noticed the</p>	

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	<p>vehicular circulation goal starting to push vehicles to the edge of campus to increase pedestrian walkways and safety. There are several utilities and infrastructure updates with hopes of maintaining the historical nature of our campus. Lawson Street Precinct and Gateway Precinct will allow us to expand towards downtown. We have an aggressive real estate plan to acquire some surrounding areas to help close off the area for the Eagle Campus Promenade. We continue to stay engaged with the surrounding neighborhood via our community forums.</p>	
<p>3:02</p>	<p>ITS Update by Ms. Leah Kraus</p> <p>ITS is bigger than just ITS and involves many units working closely together. Ms. Kraus is thankful for the units working so closely together with the hope to accomplish similar goals all aimed at benefiting the university. They are currently looking at how to help faculty with grants and research. A cyber infrastructure plan is needed for many grants. NCCU, Davidson and Duke were able to get a grant from NSF to build out this plan, in hopes to creating a Science EMC to allow researchers to collaborate more efficiently, like a VPN for your research.</p> <p>As a follow up to the classroom updates that were initiated this past Fall semester, 25 classrooms have been designated for the immersive (audio/visual) environment, including updates with Cisco. The Office has engaged Cisco to train us, with more training available soon. They continue to work on the integration of WebEx and Bb- have engaged Cisco further with additional training scheduled in March. If interested, please contact Ms. Kraus.</p> <p>The CARES Funding opportunity is available for students, faculty, and staff to provide aid in technology, especially related to first year freshmen and first year graduation students, remote/hybrid teaching, and classroom upgrades.</p> <p>As good news for many- the Chancellor, ITS, and Ms. Matherson have heard you and the university is working with the Law School to officially get Zoom as a virtual platform for faculty, staff and students. Anticipate “soft” launch in mid-March. We do not plan on getting rid of WebEx.</p>	
<p>3:20</p>	<p>Office of Extended Studies Report by Dr. Kimberly Phifer-McGhee</p> <p>How can OES support you as you prepare for Summer 2021? Priority registration and full registration is coming up- department chairs have received notification to submit schedules for the summer so it can be built out in Banner and ready for when students register in March. As faculty submit requests, please make sure to let us know the course modality of how course will be delivered (i.e. online, hybrid, face to face). A larger number of faculty have participated in the Bb trainings that have taken place recently- more training sessions are set to open March 3- please be on the lookout for these trainings and registration information. The Office of eLearning is always willing and available to assist as well.</p> <p>Dr. Racheal Brooks, Office of ELearning</p> <p>The Office of eLearning is excited to add another team member- Dr. Charlotte Russell Cox. Also, there are several OeL Liaisons and Faculty Fellows for faculty to use as resources for guidance and assistance as needed. There are several upcoming trainings in Feb, March, and April to Level-Up your eLearning experiences. The OeL offers a variety of support services for faculty in course preparation, development, support throughout the semester, and open office hours throughout the week to help support faculty.</p>	

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3:33	<p>Scholarship and Financial Aid Update by Dr. Sharon Oliver</p> <p>The Office of Scholarship and Financial Aid faces many issues of compliance to facilitate the academic support they help provide. We receive 9 million from the State government and 115 million from federal government. With these grants, come requirements from these agencies in order for NCCU to continue to receive these funds. We typically need to record first and last day of classes for students receiving aid. Guidelines also require the student attends at least 1 day of class to receive funding. Financial aid is typically linked to how many days the student attends the institution. Timely submission of final grades is needed to process the aid requirements as well. Please continue to assess satisfactory academic progress. To receive aid, the student needs to complete 67% of their attempted hours and have a cumulative GPA of 2.0. Students also need to know about no show or never attends class policies- they become ineligible for financial aid at that time. Please monitor for non-registered students as well. Dr. Oliver also reviewed the Financial Aid process, including need for FAFSA application, tax information requirements, and verification worksheet. A Financial Aid Administrator is able to come provide a presentation for your department should you need additional information and resources available from this office. Of note, the Office is also able to once provide much needed pandemic emergency relief assistance in Spring 2021, similar to that which was provided in Spring 2020.</p>	
3:48	<p>Office of University Relations by Ms. Ayana Hernandez</p> <p>This office is tasked as branding ambassadors for the campus and the university. They are responsible for many things, including but not limited to: marketing, photography, official social media handles, graphic design and publications. They are also involved in Internal campus announcements sent through ITS, special announcements sent from Chancellor’s and Provost’s Offices, and occasionally from NCCU Police. From a media relations standpoint- they are constantly working to get out the University’s story. Knowing the work faculty is doing is essential in this. The Office is working on updating and making available the Thought Leader Directory. From the publication standpoint- this Office produces the annual Chancellor’s Report, NCCU Now, the Report on Philanthropy, as well as Eagle News. Graphic design services are available for departments across the campus. Photography services are available as well (head shots, document of events, photo archives, etc.). Videography services generally are an on campus service, but sometimes needs to outsourced. Please submit your Communication and Marketing requests for these services through your MyEOL, TechSupport button.</p>	
4:00	<p>Committee Updates</p> <p>Initially deferred by the Chair given the time. The Chair reported that he will put this agenda item earlier in the next meeting to ensure this is covered then.</p> <p>Governance Committee (Dr. Josh Nadel, presenting):</p> <p>Dr. Nadel requested to extend meeting by 5 minutes to allow his to present an important update from the Governance Committee, which has been tasked to review the FS By-Laws and Constitution. They will be sending out a copy of these with suggested changes from the committee. You will see the rationales for these potential changes within the document. We will vote on the changes in an upcoming meeting. Please examine these documents and updates closely and discuss these changes with your department so you can vote accordingly.</p> <p>(These updates were sent by Committee Chairs to FS Vice Chair, Dr. C. Johnson prior to the meeting, and are also posted to the FS Bb site)</p>	

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Academic Policy Committee (Dr. Kellyn Hall, Chair, presenting):

The Academic Policies Committee (Kellyn Hall, Jessica Davis-Ganao, Tonya Gerald-Goins, Tamara Slenn) has developed a process by which changes to the academic policy manual will be submitted and reviewed by Faculty Senate:

- i) Submissions for requests for changes to the Academic Policy Manual must be made via the link provided on the Faculty Senate Webpage.
- ii) Submissions received by the third Friday of each month will be reviewed and forwarded for the next faculty senate meeting or returned for revisions with comments.
- iii) The chair of the Academic Policy committee will be responsible for monitoring the submitted requests for review by the Academic Policy committee.
- iv) After review by the AP committee, feedback the cover sheet will forwarded to the Chair/vice chair of faculty senate.
- v) The faculty senate chair will bring requests to the senate at the next faculty senate meeting and then forward the packet/cover sheet onto UAPC.

This process will allow Faculty Senate an opportunity to provide feedback regarding proposed academic policy changes before they are voted on at UAPC. We are developing the submission form and will work with IT to create a link to it on the Faculty Senate webpage.

Faculty Research and Professional Development Committee (Dr. Toya Green, Chair, presenting):

The Faculty Research and Professional Development Committee (Toya Daye Green, Tirupapuliyyur Damodaran, Dayami Lopez, Kimberly Weems) has the following report:

The Office of Sponsored Research and Programs(OSRP) is planning to host a workshop this semester for the research community at North Carolina Central University and would like to collaborate with the Faculty Senate on this endeavor. The first step is to determine what topics/information will be most beneficial to researchers. To accomplish this the OSRP plans to email a pre-workshop survey to all faculty/staff. The proposed date for the workshop is March 26 or April 9. The draft was sent to the Faculty Research and Professional Development for feedback on the proposed questions. The feedback provided to the OSRP on the proposed questions were:

- Have you or your department engaged in any interdisciplinary opportunities? What were the challenges/successes of interdisciplinary engagement?
- Will the survey collect Department/College information? (I'm asking because I recall a particular interest in non-STEM funding opportunities.)
- Can an individual select more than one response (for instance, on question 3 & 4)?
- Concerning a workshop time, suggested dates were Friday March 26 or April 9.

Office of Faculty Professional Development(OFPD) offers to following workshops, please consider to register: Feb 9 or 24: Unleashing the Power of Digital Tools: Learning what you don't know; and Feb 10 or 23: Aligning you Grading Policies & Developing Rubrics.

Other committees deferred updates at the present

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4:06	<p>Motion to adjourn meeting made by Dr. K. Hall, and seconded by Dr. J. Barrow. Vote (via the Q&A section) was called by the Chair and motion was approved by simple majority.</p> <p>Meeting adjourned by Dr. Barrett</p>	
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