

Arts and Sciences Executive Committee Meeting
245 Patterson Office Tower
Tuesday, September 17, 2019
9:00 a.m. – 10:30 a.m.

Attendees: Cristina Alcalde, Anna Bosch, Solomon Harrar, Dick Jefferies, Mark Kornbluh, Betty Lorch, Brian Rymond, Rich Schein, Michelle Sizemore, and Akiko Takenaka

Dean Kornbluh called the meeting to order, and introductions were made.

The first item of business was the selection of a new committee chair. Solomon Harrar was selected as the new chair of the committee. Solomon Harrar proceeded to lead the meeting.

Dean's Update

- Meetings have been held with the science and math departments to discuss the faculties' role as an employer with regards to managing their TAs, RAs and research lab staff. Emphasis on involving department chairs and the office of the dean to ensure compliance with human resource policies and procedures.
- Discussed the College's new Temporary Employment Policy, the purpose of which is to provide guidelines for the hiring of temporary staff. The use of temporary staff should be to either fill a temporary need (regular staff leaves or to work on a short-term project) or to fill a vacancy in a staff line (which may lead to regular employment). The length of assignment for a temporary employee cannot exceed 12 months regardless of funding.
- Discussed the notification from UK's Office of Sponsored Projects Administration (OSPA) regarding the revised policy concerning the routing of electronic Internal Approval Forms and receipt of completed proposals. The policy states that effective, Oct. 8, 2019, a complete and final proposal, accompanied by a fully approved Internal Approval Form (IAF), must be received by the Research Administrator (RA) in OSPA at least three (3) business days prior to the sponsor's deadline. Most colleges, including A&S, are using a 5-day internal deadline, but a few are requiring 6-days before the agency deadline. If you are co-PI on a project for which the PI is in another college, you must adhere to the internal deadline specified by the PI's college.
- Meetings have also been held with the humanities and social sciences departments to discuss spring and summer scheduling, and strategies to increase student credit hours taught. Efforts to be pro-active include pre-enrolling incoming students into courses, and piloting a Discovery Seminar Program.

Transfer of CESL Faculty Homes from English to the College

Rich Schein provided the history/background of the Center for English as a Second Language (CESL). He proposed moving CESL faculty homes from the English department to the College. The purpose would be to create a more appropriate faculty of record in order to afford them more meaningful and directed evaluation and advancement possibilities, including a clearer path toward promotion from lecturer to senior lecturer.

Presentation of College Area Committees

Rich Schein presented the list of faculty currently serving on the College Area Advisory Committees. He asked the committee for approval of the list, and approval to search for one full-time replacement for a vacancy in the mathematical and natural sciences, in addition to, approval to search for three temporary

replacements for two members on sabbatical and one serving as interim chair. Brian Rymond motioned to approve, and Dick Jefferies seconded the motion; the committee unanimously approved.

Approval of Diversity and Inclusivity Committee Membership Rules and Election Rotation

In review of the A&S 'Rules of Faculty' prior to the fall election for the D&I committee, a discrepancy was found in the rules for the election term and rotation. Rich Schein sought approval from the committee to temporarily change (for this fall election cycle) the current, mathematically impossible rules on terms to 3-year terms with two members from different areas ending their term each year. This would be achievable and consistent with the term rules for the other two major college committees. Dick Jefferies moved to approve the change, and Michelle Sizemore seconded the motion; the committee unanimously approved. The term specification will be rewritten and brought to a formal vote at the College Spring Faculty meeting.

Also a correction was made to the existing ad hoc D&I committee. In accordance with the 'Rules of Faculty', two members from different areas were to be selected to serve on the ad hoc committee for a transitional one-year term. The two members selected were from the same area. This was corrected as one of these members would be on sabbatical and was replaced with a member from another area.

College Teaching Portfolios/Evaluations

Rich Schein presented a draft of College Policies on Evaluation Teaching. The goal is to create a more robust process for recognizing and rewarding excellent teaching and to support a culture of reflective teaching across the college. The process would include faculty self-assessment, student evaluations, professional teaching activities, and formative and constructive peer observation by department colleagues, culminating in a teaching portfolio. The intent is to provide something more than the student Teacher Course Evaluations (TCEs) to evaluate faculty teaching. The committee expressed several concerns of interest. Further discussion will ensue regarding this policy and further development.

FMER/Diversity and Inclusion

There will be a change in how diversity and inclusion will be addressed in the FMER. Rather than faculty writing a single statement of diversity and inclusivity, questions and prompts will be integrated within each area of the FMER - teaching, research and service.

Meeting adjourned at 10:25 a.m.

Submitted by:

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