

**Motions Passed**  
**by the USC Upstate General Faculty and Senate during**  
**Academic Year 2017-2018**

August 25, 2017 General Faculty Meeting

**Committee Elections**

- Promotion and Tenure (P&T)
  - One representative from the Library (elected position):
    - Camille McCutcheon
  - Dr. Pae explained the make-up of the Promotion and Tenure Committee. Because Dr. Keen is now Chair of the Psychology Department she is no longer eligible to serve on the P&T Committee. Dr. Pae shared the nomination of Dr. Ann Hoover (PSY) to serve on the P&T Committee and asked for any additional nominations from the floor.
  - Dr. Pae moved to elect Dr. Hoover and Camille McCutcheon to serve on the P&T Committee.
    - Motion was approved unanimously.

**P&T Motion**

- Dr. Pae brought forth a motion to change the Faculty Manual. She reminded faculty that the eligibility rank to Professor for classroom faculty changed in the 2016 Faculty Manual, and she would like to bring the eligibility rank to Librarian to the same requirements.
  - The proposed change would require a record of excellence in librarianship, highly effective contributions in service or scholarship and creativity and effective contributions in the other category (see August 25<sup>th</sup> Agenda to review the Change in Faculty Manual form).
  - Dr. Loar (HPPA) made the motion to accept the proposed change to language in the Faculty Manual. Seconded.
    - The motion passed unanimously.

September 8, 2017 Faculty Senate Meeting

**Proposals**

1. Faculty Manual Changes
  - a. Chapter 2 – Academic Affairs Committee
    - Dr. Pae proposed a change to Chapter 2 of the Faculty Manual dealing specifically with who reviews course change requests (see September 8<sup>th</sup> Agenda to review the Change in Faculty Manual form).
      - Dr. Griffis (HPPA) made a motion to approve the change to Chapter 2 of the Faculty Manual and the description of the Academic Affairs Committee to strike verbiage about units approving their own coursework and instead add “and coursework” into the description of the committee’s responsibilities. Seconded. The motion was approved unanimously.
  - b. Updated Change in Catalog Course Listing and New Course Request forms (see September 8<sup>th</sup> Agenda to review the reviewed course change forms)
    - Dr. Coberly (LLC) made a motion to approve the changes to the course change forms. Seconded. The motion was approved unanimously.
  - c. Chapter 8 – Grievance Procedures (see September 8<sup>th</sup> Agenda to review the changes to

Chapter 8 of the Faculty Manual)

- Dr. Richard Combes (HPPA) made a motion to approve the changes to Chapter 8 of the Faculty Manual. Seconded. The motion was approved unanimously.

#### October 6, 2017 Faculty Senate Meeting

##### **Program, Curriculum, Catalog, and Course Changes**

1. NSE
  - a. Change in Curriculum or Program
    - (1) Chemistry Minor
      - The change to the chemistry minor was approved unanimously.
2. SOE
  - a. Change in Catalog
    - (1) Graduation with Honors
      - Dr. Bareiss asked that the vote be conducted using paper ballots.
      - Dr. Pae confirmed that the vote would be conducted by paper ballot. She explained that “yes” is a vote supporting the proposed change to the catalog that only hours completed within the USC system would be considered when determining Graduation with Honors. She explained that “no” is a vote to maintain the current policy that considers coursework completed at any institution when determining Graduation with Honors, assuming that 60 hours have been completed within the USC system.
      - Paper ballots were distributed, and Dr. Zack and Dr. Combes counted the ballots.
      - Dr. Zack announced that the paper ballot vote resulted in a 13/13 tie. Dr. Combes was consulted to confirm how to proceed following a tie. Because Dr. Rebecca Mueller (SOE) and Dr. Zack are also considered voting members of Faculty Senate, they cast their own paper ballots.
      - The policy was approved by a vote of 15 (yes) to 13 (no).

#### November 10, 2017 Faculty Senate Meeting

##### **Academic Affairs Committee**

1. Changes in Forms - Change in Undergraduate and Graduate Catalog:
    - a. Change in Curriculum or Program to Include Minors
    - b. Change in Curriculum or Program to Offer Minors
    - c. Change in Undergraduate Catalog Course Listing
    - d. Change in Graduate Catalog Course Listing
    - e. Change in Catalog Listing
    - f. Change in Graduate Catalog Listing
    - g. Change in Undergraduate Curriculum or Program
    - h. Change in Graduate Curriculum or Program
    - i. New Undergraduate Course Request
    - j. New Graduate Course Request
    - k. Request for New Degree Program
    - l. Request for New Graduate Degree Program
- Dr. Pae (SOE) explained the changes, including inserting “Program” in front of “CIP code,” placing the Registrar’s signature after committee work, and adding “CHE

- Proposal” when proposing new programs.
- The changes were approved unanimously.

## **Program, Curriculum, Catalog, and Course Changes**

### **1. FACS**

- a. Undergraduate Change in Catalog Course Listing
  - (1) MUSC U301
  - (2) MUSC U302
    - The changes were approved unanimously.

### **2. IDS**

- a. New Course Request
  - (1) IDST U301
    - The new course was approved unanimously.
- b. Change in Curriculum or Program
  - (1) IDS (include IDST U301)
    - The change was approved unanimously.
  - (2) IDS (“Direct Connect”)
    - Dr. Bender (NSE) explained the proposal to recognize students who transfer to the University holding an Associate of Arts or Associate of Science degree from an accredited institution as having met the University’s General Education requirements (i.e., Direct Connect). To qualify for Direct Connect, students must meet additional criteria (e.g., 2.0 GPA, be in good academic standing). Dr. McDougal (IDS) has met with area two-year institutions to help revise their Associate Degree programs to ensure they will align with University expectations. This policy would only apply to the IDS program.
    - The result of the voice vote was unclear; therefore, Dr. Pae (SOE) called for a vote by show of hands.
      - The change was approved by a vote of 23 (Yes) to 4 (No).

### **3. LLC**

- a. Undergraduate New Course Request
  - (1) GLST U350
  - (2) GLST U398
  - (3) GLST U399
  - (4) GLST U499
  - (5) SPAN U102C
    - The new courses were approved unanimously.
- b. Undergraduate Change in Catalog Course Listing
  - (1) SPAN U311
    - The change was approved unanimously.

## December 8, 2017 Faculty Senate Meeting

### **General Education Committee**

- 1. General Education Competency Alignment Form
  - a. FACS
    - (1) MUSC U162
  - b. HPPA

(2) SOST U201

- Dr. Bridget Doyle (NSE) described how each course meets the designated competencies for distribution areas.
- Amanda Swartz (MCS) and Dr. Deshia Leonhirth (INFO) asked for additional information regarding MUSC U162.
  - Dr. Doyle (NSE) stated MUSC U162 can be used in place of CSCI 138 or INFO 101.
  - Dr. Griffin Woodworth (FACS) stated that MUSC U162 is not trying to replace the current IT general education courses but provide students with additional options. Explained that the class will focus on how to run software, specifically a digital audio station, which is the industry standard for recording, editing, and production of digital audio (e.g., music, podcasting). Stated that the course best aligns with the IT competency because students will create digital content using software packages and then distribute that content through different online channels. Considers it a great training tool for students in how to create and distribute information through audio formats.
- The proposed changes from the General Education Committee were approved unanimously.

Dr. Pae (SOE) explained that the approval of these courses to the General Education curriculum does not automatically add them to each program. Instead, individual programs must decide if the new courses will be accepted as General Education requirements. Explained that at three points programs can complete the paperwork necessary to add new General Education courses – during discussion in the General Education Committee, during discussion by the Academic Affairs Committee, during discussion by Faculty Senate.

January 26, 2018 Faculty Senate Meeting

**Program, Curriculum, Catalog, and Course Changes**

1. FACS

a. Undergraduate Change in Catalog Course Listing

- (1) MUSC U155
- (2) MUSC U156
- (3) MUSC U255
- (4) MUSC U256
- (5) MUSC U162
- (6) SPCH U448

- Dr. Chris Bender (NSE) explained that MUSC U155/156/255/256 separate a current course so students will more accurately select the course based on experience level, MUSC 162 is a general education course approved at the previous meeting, and SPCH 448 is adding a new pre-requisite.
- The changes in course listing were approved unanimously.

b. Change in Curriculum or Program

(1) Commercial Music

- Dr. Bender (NSE) explained that the proposed changes reflected the new courses and other alterations to ensure the program could still be completed in four years.
- The change in program was approved unanimously.

c. Change in a Program to Offer a Minor

(1) Organizational Communication

- The new minor was approved unanimously.

2. College of Business and Economics

a. Undergraduate Change in Catalog Course Listing

(1) ACCT U332

(2) ACCT U433

(3) ACCT U435

(4) ECON U292

(5) ECON U322

(6) ECON U499

(7) FINA U363

(8) FINA U365

(9) FINA U369

(10) MGMT U290

(11) MKTG U456

- Dr. Bender (NSE) briefly summarized the proposed changes: ACCT U332 (additional pre-requisite), ACCT U433 (changing pre-requisite that is no longer equivalent), ACCT U435 (updating language in course description), ECON U292 (eliminating pre-requisite), ECON U322 (adding pre-requisite), ECON U499 (minor change to course description), FINA U363 (more informative course description), FINA U365 (realign course description with what taught in course), FINA U369 (realign course description with what taught in course), MGMT U290 (minor text correction and eliminating pre-requisite), MKTG U456 (minor text correction).
  - Dr. Combes (HPPA) commented that the course description for ACCT U433 does not conform to the required template.
    - Dr. Elise Harvey (JCBE), Dr. Kyle Turner (JCBE), Dr. Julie Wade (JCBE) supported suggested changes to the course description.
- The changes in course listing were approved unanimously.

3. School of Education

a. Undergraduate Change in Curriculum or Program

(1) Early Childhood Education

- Dr. Pae (SOE) stated that the change would reduce the required math courses from three to two.
- The program change was approved unanimously

b. Graduate Change in Curriculum or Program

(1) Master of Education in Elementary Education (CHE form – attached for information only)

c. Graduate Change in Curriculum or Program

(1) Master of Education in Early Childhood Education (CHE form – attached for information only)

- Dr. Bender (NSE) explained the proposal to eliminate these two graduate programs, which would be replaced by a new graduate program (see item “d”).
- The program changes were approved unanimously.

- d. Request for New Graduate Degree Program
    - (1) Master of Education in Teaching and Learning
      - Dr. Bender (NSE) explained this new graduate program would replace previous programs and would be 100% online.
      - The new degree was approved unanimously.
  - e. Graduate Change in Catalog Course Listing
    - (1) EDIT U631
    - (2) EDEL U642
      - Dr. Bender (NSE) explained the proposals to delete EDIT U631 and expand the age-range covered in EDEL U642 to fit the new graduate program.
      - The changes to course listings were approved unanimously
  - f. Graduate New Course Request
    - (1) EDTE U726
    - (2) EDLC U727
    - (3) EDTE U728
    - (4) EDTE U731
      - Dr. Bender (NSE) introduced the proposed courses.
      - Dr. Kamla (SOE) commented that the CHE paperwork proposed adjunct instructors who did not hold terminal degrees and questioned if instructors of graduate courses must have terminal degrees.
        - Dr. Flynn responded that the requirement of a terminal degree was not a uniform policy, as potential instructors in fields such as education may have significant experience without a terminal degree (e.g., principal with 25 years of experience).
        - Dr. Laura Reynolds (SOE) responded that instructors must have a degree in the field in which they will teach but do not have to have a terminal degree.
      - Dr. Tyrone Toland (INFO) asked for clarification regarding the requirement regarding instructors of graduate courses and terminal degrees.
        - Dr. Flynn responded that an instructor can teach a graduate course without a terminal degree if they have the required graduate hours and pertinent experience to justify why they are qualified to teach that course.
      - The new courses were approved unanimously.
      - Dr. Pae (SOE) explained that the newly approved program would move to the Board of Trustees and CHE, whose approval are required to offer the new graduate program.
4. General Education Committee
- a. Change in Curriculum or Program General Education Requirements
    - (1) BIOL U220/220L
    - (2) DGST U101
    - (3) MUSC U162
    - (4) SOST U201
      - Dr. Bender (NSE) clarified that these proposals are coming forth from Academic Affairs, having already been discussed by the General Education Committee.
      - Prompted by questions from Dr. Carol Loar (HPPA) and Dr. Deshia Leonhirth (INFO), Dr. Bender (NSE) and Dr. Pae (SOE) explained that at a

previous Faculty Senate meeting, these courses were approved as General Education courses. Since then, individual programs have determined whether or not they would be accepted as general education courses in their respective programs. This vote is to update the Programs of Study in the Academic Catalog to reflect the decisions of individual programs.

- Discussion of this issue revealed that not all programs had signed forms designating whether or not they would accept these general education courses. Dr. David Coberly (LLC) asked how these blanks would be interpreted.
  - Dr. Pae (SOE) responded that programs have three opportunities to sign the forms (during discussion by General Education Committee, Academic Affairs Committee, and Faculty Senate), and that she would take responsibility to follow up with programs who had yet to provide a signature.
- Changes to course programs were unanimously approved.

### February 23, 2018 Faculty Senate Meeting

#### **Program, Curriculum, Catalog, and Course Changes**

##### 1. FACS

- a. Undergraduate Change in Catalog Course Listing
    - (1) COMM U375
    - (2) COMM U490
    - (3) MUSC U365
    - (4) MUSC U490
  - b. Undergraduate New Course Request
    - (1) SPCH U360
  - c. Undergraduate Change in Curriculum or Program
    - (1) Communication Studies
    - (2) Communication Studies- Changes to the Minor
    - (3) Art Studio: Graphic Design
      - **Dr. Bender briefly reviewed the proposed changes.**
      - **Dr. Griffis (HPPA) asked if students who already know how to read music will be required to take the 100 level course before enrolling in MUSC U365.**
      - Mr. Neibert (FACS) responded that there is an opportunity for students to test out of the introductory course.
- All proposed changes were approved.

##### 2. HPPA

- a. Undergraduate Change in Catalog Course Listing
  - (1) POLI U491
- b. Undergraduate New Course Request
  - (1) POLI U328
  - (2) POLI U345
  - (3) POLI U362
  - (4) POLI U366
  - (5) POLI U387
  - (6) POLI U409

- (7) POLI U461
- c. Undergraduate Change in Curriculum or Program
  - (1) Political Science – Update Major Requirements
  - (2) Political Science – Changes to the Minor
    - Dr. Bender (NSE) briefly reviewed the proposed changes.
    - All proposed changes were approved.
- 3. College of Business and Economics
  - a. Undergraduate Change in Catalog Course Listing
    - (1) BADM U478
  - b. Undergraduate New Course Request - logistics and supply change management
    - (1) LSCM U381
    - (2) LSCM U382
    - (3) LSCM U383
    - (4) LSCM U384
    - (5) LSCM U385
  - c. Undergraduate Change in Curriculum or Program
    - (1) Business Administration
    - (2) Approval of undergraduate changes
  - d. Request for New Graduate Degree Program
    - (1) Business Analytics  
(CHE form – attached for information only)
  - e. Graduate New Course Request
    - (1) MSBA U700
    - (2) MSBA U705
    - (3) MSBA U710
    - (4) MSBA U720
    - (5) MSBA U730
    - (6) MSBA U740
    - (7) MSBA U745
    - (8) MSBA U750
    - (9) MSBA U755
    - (10) MSBA U760
    - (11) MSBA U765
    - (12) MSBA U770
    - (13) MSBA U775
    - (14) MSBA U780
    - (15) MSBA U790
      - Dr. Bender (NSE) briefly reviewed the proposed changes.
      - Dr. Griffis (HPPA) asked for an explanation of Logistics and Supply Chain Management.
        - Dr. Dr. Mohamed Djerdjouri (JCBE) responded that whereas operations management focuses on the efficiency of a factory, logistics and supply chain management addresses optimization of the entire process (e.g., materials, transportation, production). Relayed the significant need for graduates with these skills in the Upstate region.
      - Dr. Griffis (HPPA) asked what evidence existed to ensure that the proposed Masters program would not suffer the problem of MBA programs.

- Dr. Djerdjouri (JCBE) responded that the Masters of Science in Business Analytics degree is different from an MBA, which is a generalist degree. He explained this degree is also different from Informatics and Statistics because it focuses on structured and unstructured data and analyzing high volumes of data at high speeds (i.e., big data).
- Dr. Griffis (HPPA) asked how the proposed degree would be distinguished from a MBA in marketing efforts.
  - Dr. Djerdjouri (JCBE) responded that people in business will know the difference. He explained that individuals from the community were involved in the development of the curriculum, including a letter of support from American Credit Acceptance stating that graduates with this degree are needed in the region and they are happy USC Upstate is developing the program.
  - Dr. Flynn responded that the proposed degree would be a unique program in South Carolina and that the University has done the market analysis to support its creation.
- Dr. Leonhirth (INFO) said she spoke recently with an employer who is excited about this new degree. She said she is excited as well and hopes INFO and JCBE can work together and possibly cross-list courses. She noted the proposal includes the hiring of two new full-time Faculty and a Graduate Coordinator. She noted that other programs who have similar Masters programs do not have a Graduate Coordinator.
  - Dr. Djerdjouri (JCBE) responded that the Faculty hires would be phased in based on enrolment. He said that the Graduate Coordinator would also teach courses but part of their course-load would be dedicated to coordinating the program.
- Dr. Darlene Amendolair (SON) asked how identified Nursing courses would be incorporated.
  - Dr. Elizabeth Cole (JCBE) said they were free electives that someone could choose as a concentration.
  - Dr. Deborah Charnley (SON) said she thought this was a good partnership between SON and JCBE.
- All proposed changes were approved.

#### 4. LLC

- a. Undergraduate Change in Catalog Course Listing
  - (1) ENGL U422
  - (2) ENGL U423
  - (3) ENGL U424
  - (4) SPAN U310
  - (5) SPAN U330
  - (6) SPAN U331
  - (7) SPAN U332
  - (8) SPAN U333
  - (9) SPAN U490
- b. Undergraduate New Course Request
  - (1) SPAN U340
  - (2) SPAN U341
- c. Undergraduate Change in Curriculum or Program

- (1) Spanish
    - Dr. Bender (NSE) briefly reviewed the proposed changes
5. NSE
- a. Undergraduate Change in Catalog Course Listing
    - (1) BIOL U244
    - (2) BIOL U360
    - (3) CHEM U101
    - (4) CHEM U541
    - (5) CHEM U542
  - b. Undergraduate New Course Request
    - (1) BIOL U210
    - (2) BIOL U397
    - (3) ETMG U395
    - (4) ETMG U399
      - Courses approved
  - c. Undergraduate Change in Curriculum or Program
    - (1) Advanced Manufacturing Management
    - (2) Chemistry
  - d. Request for Undergraduate New Degree Program
    - (1) Chemistry
 (CHE form – attached for information only)
  - e. Change in Catalog
    - (1) Chemistry – Catalog Narrative
    - (2) Chemistry - Course Descriptions
      - Dr. Bender (NSE) briefly reviewed the proposed changes. He elaborated on the changes to Advanced Manufacturing Management (broadening entrance requirements to include other degrees) and Chemistry (a Bachelors of Arts program that is better suited to students who wish to enter the workforce immediately upon graduation instead of continuing to graduate school). Both of those changes are considered by CHE as program modifications.
      - Dr. Bender also explained that the proposed change to the Catalog would affect the University more broadly because it recommends organizing programs alphabetically by the four-letter prefix and creating an index page that explains each prefix.
        - Dr. Susan Ruppel (PSYC) asked if the new catalog would include a correct index.
          - Registrar Fox responded that they are working on that issue.
        - Dr. Carol Loar (HPPA) suggested that worksheets be grouped by major or department instead of old unit configurations.
          - Dr. Pae made a note of that recommendation.
      - All proposed changes were approved.
6. SON
- a. Undergraduate Change in Catalog Course Listing
    - (1) NURS U425
      - Dr. Bender (NSE) briefly reviewed the proposed change.
      - The proposed change was approved.
      - Dr. Amendolair (SON) asked if there was a better way to present

proposals coming out of Academic Affairs (e.g., a summary) that would make it easier to evaluate the proposals. She also mentioned a desire to separate discussions about grammar/signatures from content.

- Dr. Pae (SOE) responded that she has been pushing for software that would make it easier to track and implement such proposals. She emphasized the important role of unit representatives on Academic Affairs to ensure that submitted paperwork is correct and to catch non-content errors.
- Dr. Celena Kusch (LLC) stated that the brief justification provided on change request paperwork could be included on the agenda.
- Dr. Pae (SOE) noted that recommendation.

### March 23, 2018 Faculty Senate Meeting

#### **Program, Curriculum, Catalog, and Course Changes**

- Dr. Pae (SOE) invited Dr. Chris Bender (NSE) to lead Senate through recommendations from the Academic Affairs Committee.
  1. School of Education
    - a. Undergraduate Change in Catalog Course Listing
      - (1) Exercise Science U457
        - Dr. Bender (NSE) explained the first proposal was designed to clarify an unstated co-requisite for EXSC U457.
        - Dr. Griffis (HPPA) suggested that since EXSC U120 is now a co-requisite for EXSC 457 that the two courses be combined into a 4-hour course.
          - Dr. Laura Reynolds (SOE) explained the decision to keep the courses detached was to support flexibility of Faculty scheduling and student scheduling.
        - Dr. Griffis (HPPA) and Dr. Yancy McDougal (IDS) expressed possible confusion by students who want to take EXSC U120 and may not notice the 400-level co-requisite. Expressed that pairing a 400-level course and a 100-level course as co-requisites seemed confusing.
          - Dr. Kamla (SOE) explained that since EXSC U120 serves as a lab for EXSC 457 that EDPH U118 now exists as a weight training course available to students from the general population.
          - Mary-David Fox stated that the current EXSC U120 course description lists EXSC U457 as a co-requisite and the proposal adds that language to the course description for EXSC U457.
        - Dr. Susan Ruppel (PSYC) motioned to change the titling of EXSC U120 to EXSC U457L as a way to clarify the relationship between these two courses. Dr. Griffis (HPPA) seconded the motion.
          - Dr. Reynolds (SOE) expressed her concern about altering the numbering of a course from 100-level to 400-level without discussion and consent by SOE Faculty.

- Dr. Deshia Leonhirth (INFO) compared the change to SPCH U201 and SPCH U201R, suggesting that the titles complement each other so it is clear they go together.
  - Dr. Reynolds (SOE) asked about the approval process, specifically what committee(s) reviewed the proposal, any feedback/concerns communicated by that committee, and if/when she would have had opportunities to consider the committee's feedback in conjunction with SOE Faculty.
    - Dr. Bender (NSE) explained that Academic Affairs reviewed these proposals and did not have concerns, but that when concerns are identified, those proposals are returned to specific units for revision.
    - Dr. Monica Shehi (LLC) expressed her desire to understand where SOE Faculty stand on the proposal and the motion under consideration before voting on the motion/proposal.
  - Although initially mentioned by Dr. Ruppel (PSYC), in line with Roberts Rules of Order, Dr. Griffis (HPPA), who seconded the initial motion, moved to withdrawal the motion and return the proposal to Academic Affairs/SOE for further consideration. Dr. Dawn Henderson (SON) seconded the motion to withdrawal, which was approved by Faculty.
- b. Undergraduate Change in Curriculum or Program
- Sport Strength and Conditioning Minor
    - Dr. Bender (NSE) explained that the change in Curriculum was tied to the previously discussed change in Catalog; therefore, it could not be discussed at this time.

April 13, 2018 Faculty Senate Meeting

**Program, Curriculum, Catalog, and Course Changes**

**A. General Education Competency Alignment**

1. Informatics

a. INFO 101

- Dr. Briget Doyle (NSE) briefly explained the proposed change.
- The change was approved.

**B. Proposals**

– Faculty Manual

• Chapter 2 Academic Affairs Committee

- Dr. Pae (SOE) explained that the Faculty Manual changes put forth last December did not specify unit-level representation on the Academic Affairs Committee. Although unit-level representation has continued this year nonetheless, the Committee believes unit-level representation on this committee is essential and wants to

ensure it is formally outlined in the Faculty Manual.

- The change was approved – motion by Dr. Griffis (HPPA), second by Dr. Henderson (SON).
- Faculty Handbook
  - Dr. Pae (SOE) acknowledged Dr. Storm (NSE), the P&T Committee, and the Faculty Welfare Committee for their work this year reviewing and cleaning up the Faculty Handbook.
  - Student Opinion Polls
    - Dr. Richard Combes (HPPA) asked if given the abysmal return rate of digital SOPs if Faculty need to revisit returning to hard-copy SOPs. He suggested Faculty Welfare, Administration, and ITS evaluate potential hard-copy options. He asked if updates to the Faculty Handbook should be postponed since they are predicated on continued use of a digital system.
      - Dr. Pae (SOE) responded that Dr. Combes' concern was unrelated to the proposed revisions to the Handbook but was noted for the record and could be considered moving forward.
      - Dr. Flynn responded that one of the first tasks for the new Vice Provost is to examine the current SOP process.
    - Dr. Henderson (SON) commented that the SOP emails sometimes end up in students' trash folders.
      - Dr. Flynn responded that the link is posted on Blackboard as well.
    - Dr. Yancy McDougal (IDS) thanked Dr. Flynn for notifying Faculty that SOP emails were sent but would appreciate additional information about how students access the SOPs to better encourage students to complete them (e.g., where SOP located on Blackboard).
    - Dr. Deshia Leonhirth (INFO) and Dr. Bradley Baumgarner (NSE) commented that they have designated time during class when they have exited the room and asked students to complete the SOP on their phones. Dr. Leonhirth (INFO) mentioned that paper-based SOPs are not useful for online classes.
    - Dr. Combes (HPPA) commented that duplicate narrative comments have been attached to multiple classes.
    - Dr. Griffis (HPPA) suggested the Faculty engage with P&T, Chairs, and Dean in discussion about the best way to evaluate teaching, especially for review purposes.
    - Dr. Baumgarner added that some institutions have continued to administer SOPs but have removed them from the P&T process, relying instead on peer reviews of teaching.
      - Dr. Storm (NSE) commented that a peer teaching evaluation is an important part of the P&T file
    - Proposed changes to the Faculty Handbook were approved.

- Promotion and Tenure Procedures
  - Dr. Griffis (HPPA) questioned the elaborated directions for the 1-page CV (page 11, number 3).
    - Dr. Storm (NSE) responded that historically, the 1-page CV has not always included all desired information. He emphasized the importance of the 1-page CV because of the attention paid to it during the Board of Trustees review. Stated that the committee wants to ensure that Faculty include highlights of their work in all three areas.
  - Dr. Hameed (MCS) questioned the requirement that the external reviewer be a tenured faculty member at an accredited academic institution (p. 11, number 6), stating there are excellent scientists who work in industry.
    - Dr. Storm (NSE) responded that Faculty can include multiple letters, including letters from individuals outside of higher education, but the Committee desires at least one letter be from someone who has successfully navigated the tenure process at an accredited academic institution.
  - Dr. Burr (SOE) commented that the language could be revised from “both” to “and/or”. Dr. Hameed (MCS) suggested changing the requirement to two letters, one of which must be from a tenured faculty member. Dr. Flynn shared his belief that Faculty should always solicit more than one external reviewer.
    - Dr. Pae (SOE) confirmed that Faculty can submit multiple external letters, but one must be from a tenured faculty member at an accredited academic institution.
  - Dr. Baumgarner (NSE) asked if additional letters can come from untenured faculty.
    - Dr. Storm (NSE) said yes.
  - Dr. Toland (INFO) asked if Faculty applying for promotion to full professor must solicit an external reviewer who is also a full professor.
    - Dr. Storm (NSE) responded no, the external reviewer just needs to be tenured.
  - Proposed changes to the Faculty Handbook were approved.

**C. Senate Roster 2017-2018**

- Dr. Pae (SOE) reminded Faculty that it is the responsibility of the Faculty Advisory Committee to set the slate of candidates for the following year. Reviewed the current membership and noted that “(18)” designates terms that conclude at the end of the academic year. Explained that if Faculty take over an incomplete term, they only serve the remainder of that three-year term (i.e., the three year clock does not begin anew) in order to maintain the rotation calendar. Encouraged Faculty to speak with their colleagues about the roles and responsibilities of the various bodies within Faculty Governance.

**D. Faculty Committee List 2017-2018**

- Dr. Pae (SOE) stated that due to reorganization, next year's P&T committee will not have unit representation because it is too late to propose a change in composition for the following year. She explained that two members from the current College of Arts and Sciences will remain on P&T, and three members' terms are expiring. The two continuing members are both from the forthcoming College of Arts, Humanities, and Social Sciences. Dr. Pae strongly encouraged the current College of Arts and Sciences to put forth a slate that ensures each of the new divisions (College of Arts, Humanities, and Social Sciences and College of Science and Technology) are represented by at least two members.

