

**Faculty Senate
Executive Committee**
Wednesday, February 9, 2011
10:00 a.m. – 12:00 p.m. – Adelbert Hall, Room 352

AGENDA

10:00 a.m.	Approval of Minutes from the January 13, 2011 Executive Committee meeting, <i>attachment</i>	A. Levine
	President's Announcements	B. Snyder
10:05 a.m.	Provost's Announcements	B. Baeslack
	Chair's Announcements	A. Levine
10:10 a.m.	SAGES Update	A. Levine
	Interim Chair for Faculty Compensation Committee	A. Levine
10:20 a.m.	Joint Awards Ceremony for USG and GSS Faculty Teaching Awards	A. Levine
10:25 a.m.	Recruiting for Faculty Senate Standing Committees: Pros and Cons of Committee Consolidation	A. Levine
10:35 p.m.	New Policy for Undergraduate Teaching Assistants	A. Levine



Faculty Senate Executive Committee
Minutes of the February 9, 2011 meeting
Adelbert Hall, Room M2

Committee Members in Attendance

Bud Baeslack	Ken Loparo	Jonathan Sadowsky
Jessica Berg	Diana Morris	Barbara Snyder
Gary Chottiner	Carol Musil	Liz Woyczynski
Alan Levine	Roy Ritzmann	

Committee Members Absent

Sue Hinze
Sorin Teich

Others Present

Mark Chance	Ken Ledford
Don Feke	Jim McGuffin-Cawley

Call to Order and approval of minutes

Professor Alan Levine, chair, Faculty Senate, called the meeting to order at 10 a.m. The minutes of the January 13, 2011 meeting of the Faculty Senate Executive Committee were approved as submitted.

President's Announcements

President Barbara Snyder announced that she will miss the February faculty senate meeting because she will be in Columbus to meet with elected leaders about the Ohio Third Frontier program. There was some discussion about how new proposals for research funding will need to address the potential for job creation. She commented on the editorial in *The Observer*, the undergraduate student newspaper, about the university's decision not to close the university during a recent snow storm and described the process for making these decisions. Some employees are required to show up for work no matter what –security, food service personnel, etc. Employees commuting from communities especially hard hit by a snowstorm can make arrangements with their supervisors to take a vacation day. A few members of the Executive Committee commented that the snow storm was not as bad as predicted.

Provost's Announcements

Provost Bud Baeslack said that the new University Budget Committee would meet for the first time later in the week. He said that the position of vice provost for research will be posted shortly. The person in this position will be responsible for fostering funded and unfunded academic research. The job is a 50-75% time position; the Provost's Office is planning to hire someone from the CWRU faculty and funds have been identified for the position. The Faculty Senate Research Committee provided feedback about the job description.

Chair's Announcements

Prof. Alan Levine, chair, Faculty Senate, said that a message from the Faculty Senate was sent to the schools that have not yet submitted their plans for faculty-centric advising and mentoring of students, as required by the resolution put forth by the Faculty Senate *ad hoc* Committee on Raising the Level of Importance of Faculty-Centric Academic Advising, chaired by Prof. Glenn Starkman, and approved by the Faculty Senate in April 2010. The deadline was extended to allow each of the constituent faculties to submit their plans to the Faculty Senate Executive Committee and the Office of the Provost. Prof. Levine said that the new University Budget Committee will meet shortly; committee membership was determined cooperatively between the Office of the Provost and the Faculty Senate. Prof. Chris Cullis (CAS) will chair the committee. Other faculty members on the committee are: Prof. Liz Madigan (SON), Prof. Alan Levine (SOM), Prof. Ken Loparo (CSE), Prof. Ken Ledford (CAS), Prof. Bill Leatherberry (LAW), Dean Jerry Goldberg (SODM), and Prof. Julia Grant (WSOM).

SAGES Update

Prof. Ken Loparo said that the executive committees of the Case School of Engineering and the College of Arts and Sciences met and agreed on a proposal to modify SAGES requirements. It's likely that the final proposal will allow engineering students to complete one less SAGES University Seminar. There were some questions about how the writing requirement – currently distributed over 2 University Seminars plus the First Seminar – would be handled in light of the reduction of one University Seminar. The Department of English will be consulted. The proposal is currently being reviewed within the Case School of Engineering, and it is expected to be ready for review by the College of Arts and Sciences Executive Committee in March and the Faculty Senate Executive Committee in April. Prof. Jim McGuffin-Cawley, chair, Faculty Senate Committee on Undergraduate Education, confirmed that the FSCUE Curriculum Subcommittee has been charged with making a proposal about the governance of SAGES. Prof. Levine said that he has contacted Prof. Corbin Covault, chair, Provost/Faculty Senate *ad hoc* SAGES Review Committee about finalizing the committee's report.

Chair for Faculty Compensation Committee

Prof. Alan Levine said that Prof. Nick Ziats, from the School of Medicine, offered to serve as the chair of the Faculty Senate Committee on Faculty Compensation for the rest of the 2010-2011 academic year. The Executive Committee approved the appointment.

Joint Awards Ceremony for USG and GSS Faculty Teaching Awards

Prof. Alan Levine said that the Undergraduate Student Government and the Graduate Student Senate were eager to offer a joint awards ceremony for faculty teaching awards. It was suggested that an event to help student and faculty senators get to know one another might be worthwhile in the fall.

Recruiting for Faculty Senate Standing Committees: Pros and Cons of Committee Consolidation

Prof. Alan Levine said that the Faculty Senate has about 200 positions for elected senators and members of faculty senate standing committees. Some of the committees have not had a heavy work load this year, and the leadership of the Faculty Senate has considered consolidating the activities of a few committees to make them more effective. A counterpoint brought up was that it's important to provide opportunities, via more committees, for faculty to participate in faculty governance. It was suggested that chairs of faculty senate standing committees should be encouraged to organize collaborative meetings and activities among committees.

New Guidelines for Undergraduate Teaching Assistants

Prof. Jim McGuffin-Cawley, chair, Faculty Senate Committee on Undergraduate Education (FSCUE) introduced proposed guidelines, approved by the FSCUE, for undergraduate teaching assistants. Many other universities have similar or more extensive guidelines in place for undergraduate teaching assistants, but CWRU does not.

These guidelines will not apply to supplemental instructors, who are trained by ESS (Educational Services for Students). Don Feke, vice-provost for undergraduate education, said CWRU's proposed guidelines stop short of proscribing correct activities for undergraduate teaching assistants, but they identify practices that ensure the integrity of the services provided by undergraduate teaching assistants. The proposed guidelines are a good first step in the right direction. Teaching assistants, unlike supplemental instructors, sometimes assess student work, and in some cases undergraduate teaching assistants have been used to deliver instruction in absence of the instructor. There was some discussion about the value of undergraduate teaching assistants; for first year classes and in some lab courses, undergraduate teaching assistants are often considered to be more effective than graduate student teaching assistants. The Executive Committee voted to approve the Guidelines for Participation of Undergraduate Teaching Assistants on behalf of the Faculty Senate; the approved guidelines are attached to these meeting minutes.

The meeting was adjourned at 11:45 a.m.

APPROVED
by the
FACULTY SENATE EXECUTIVE COMMITTEE



ELIZABETH H. WOYCZYNSKI
SECRETARY OF UNIVERSITY FACULTY

On Dec 10, 2010, at 4:22 PM, Jared Hamilton wrote:

Dr. Levine:

Recently myself, my advisor, Colleen Barker-Williamson and the GSS President, Quentin Jamieson were discussing the creation of a new event...a University Governance celebration. Our thoughts were that the USG, GSS and the Faculty Senate would hold a reception together in the Spring Semester to meet each other, learn more about one another's accomplishments, etc.

In addition, in the spring semester (typically April), USG honors several members of the faculty by awarding Undergraduate Teaching Excellence Awards. The nominations are completed by students and committees of students make final selections. They are typically given out at a special reception. It is my understanding that the GSS also distributes an award in the same fashion in the spring. Perhaps you are familiar with the Diekhoff Award? Quentin suggested this award be given that evening as well.

I would be happy to speak with you about this idea. We were thinking that the reception would be Tuesday, April 12th from 5-6:30pm. I have temporarily reserved Thwing Ballroom. Please let me know your thoughts on this idea. Our hope is that if you are agreeable to the idea we might begin to notify members of the President's cabinet and Provost's staff who might join us.

I will be checking my email regularly so I look forward to hearing from you!

Jared

Jared Hamilton
Undergraduate Student Government
Vice President of Academic Affairs

61 faculty senators

13 standing committees of the Faculty Senate

4 subcommittees of FSCUE

- Executive Committee – 9 faculty positions
- [Budget Committee](#) - 13 faculty positions
- [Committee on By-Laws](#) - 6 faculty positions
- [Committee on Faculty Compensation](#) – 9 faculty positions
- [Committee on Faculty Personnel](#) – 9 faculty positions
- [Committee on Graduate Studies](#) - 9 faculty positions
- [Committee on Information & Communication Technology](#) - 9 faculty positions
- [Committee on Minority Affairs](#) – 6 faculty positions
- [Nominating Committee](#) – 9 faculty positions
- [Committee on Research](#) – 9 faculty positions
- [Committee on Undergraduate Education](#) – 9 faculty positions
 - [FSCUE Subcommittee on Academic Standing](#) – 6 faculty positions
 - [FSCUE Subcommittee on Admissions](#) – 9 faculty positions
 - [FSCUE Subcommittee on Curriculum](#) – 7 faculty positions
 - [FSCUE Subcommittee on Student Life](#) – 4 faculty positions
- [Committee on University Libraries](#) – 9 faculty positions
- [Committee on Women Faculty](#) – 9 faculty positions

**141 faculty positions on faculty senate committees and subcommittees
(not including senator positions)**

Guidelines for the Participation of Undergraduates as Teaching Assistants

Undergraduate students participate in a variety of teaching and grading roles across campus. These experiences can be both educational and beneficial to the undergraduate acting as a teaching assistant, and can greatly aid the faculty member being assisted to deliver a high quality experience for the students enrolled in the course.

CWRU encourages the responsible use of undergraduate teaching assistants (UTAs). Since undergraduate students may have little experience in delivering education and/or dealing with complex academic situations, CWRU recognizes the special obligation to provide adequate mentoring and guidance for UTAs so they can properly fulfill their duties. The guidelines listed below are intended to provide the structure for the responsible involvement of undergraduates in teaching assistant roles.

- 1) **Faculty members are responsible for ensuring that the undergraduate student has the necessary background and abilities to function as an UTA in his/her course.** Normally, the UTA would be expected to have previously taken the course in which the assistance will be utilized, or to have taken a higher level course in the same topic area. Faculty members should become acquainted with the UTA to ascertain whether he/she has appropriate skills and depth of knowledge to carry out the intended teaching or grading assignment.
- 2) **Faculty and UTAs should work together to identify any potential peer conflicts for the UTA.** The course roster should be examined at or prior to the start of the semester to identify potential conflicts of interest. UTAs should not be placed in a position wherein they asked to evaluate the academic work of their friends.
- 3) **UTAs should identify and resolve scheduling constraints that may hinder the UTA in performing his/her duties.** UTAs should understand the scheduling of assignments and exams in the courses in which they themselves are enrolled and manage their time in a manner that allows them to fulfill their teaching or grading assignment.
- 4) **UTAs are responsible for attending mandatory training sessions offered by Educational Services for Students (ESS) prior to or concurrent with their first teaching assignment. Faculty members are expected to provide any additional course-specific training necessary for the UTA to complete his/her assignment.** Training sessions are offered by ESS at the beginning of each semester.
- 5) **Faculty members must supervise the activities of UTAs and review the work they produce.** Faculty members may not allow UTAs to prepare course materials without oversight; course materials produced by UTA must be evaluated by the faculty member before the students enrolled in the course receive them. Course materials include, for example: the content of lectures or recitations; questions for homework, quizzes, or exams; answer keys; study guides. Once the teaching or grading assignment is underway, faculty members should continue to monitor the performance of the UTA.
- 6) **Faculty members are expected to set the grading policies for the course.** Grading rubrics, assignment of partial credit, policies about regrading work, and other issues related to the assessment of the performance of students enrolled in the course must be determined by the faculty member.