

**Faculty Senate Executive Committee
Minutes of the April 13, 2018 Meeting
Adelbert Hall, Room M2**

Committee Members in Attendance

Barbara Snyder, President
Bud Baeslack, Provost
Juscelino Colares, LAW, chair
Peter Harte, SOM, past chair
Cynthia Beall, CAS, vice chair
Leon Blazey, WSOM
Kimberly Emmons, CAS
David Miller, MSASS
Ibrahim Tulunoglu, SODM
Evelyn Duffy, SON
Jo Ann Wise, SOM
Roger Quinn, CSE

Others Present:

Gary Chottiner, chair, FSCUE
Harihara Baskaran, chair, Committee on Research
Steven Eppell, vice chair, FSCUE
Kenneth Ledford, chair, By-Laws Committee
Paul Iversen, chair, FSCUL
Paul MacDonald, chair, Committee on Graduate Studies
Gerald Mahoney, chair, Committee on Faculty Compensation
Maureen McEnery, chair, Nominating Committee
Joachim Voss, chair, Committee on Minority Affairs

Absent:

Aaron Perzanowski, LAW

Call to Order

Professor Juscelino Colares, chair, Faculty Senate, called the meeting to order at 2:00 p.m.

Approval of Minutes

The minutes of the March 7, 2018 meeting of the Faculty Senate Executive Committee were reviewed and approved. *Attachment*

President's Announcements

The President encouraged faculty to attend Commencement on May 20th. Commencement speaker will be Toby Cosgrove, former CEO of the Cleveland Clinic. The President reported that she and the Provost are making presentations at the schools on the new Student Success Initiative. Prof. Kim

Emmons and Tom Matthews, Executive Director of the Career Center, are attending these meetings also to discuss the impact of this Initiative on undergraduate students.

Provost's Announcements

This is the Provost's last Executive Committee since he is stepping down at the end of the fiscal year. He thanked the Executive Committee members for their hard work.

Chair's Announcements

Professor Colares reported that Professor David Miller, MSASS, was elected chair elect of the Senate. Prof. Miller will become vice chair after Commencement and will serve in this capacity during the 2018-2019 academic year. Prof. Colares also reminded the Committee about the Senate year-end luncheon and budget meeting on May 4th in the Senior Classroom of the Tinkham Veale University Center beginning at noon.

Prof. Colares mentioned that the Policy Life Cycle Task Force being established through the university's compliance program will include four faculty members. Prof. Colares has requested that the selection of faculty members for the task force be coordinated through the Faculty Senate and that going forward selection of faculty members for all university-wide committees be handled similarly.

Proposed Revisions to the Senate Nominating Committee Charge

Professor Cynthia Beall reported on a proposal from the Senate Nominating Committee to amend its charge to add the Secretary of the University Faculty as an *ex officio* member. The Secretary has institutional memory as well as information that is useful when the Nominating Committee considers filling vacancies on Senate standing committees. The Executive Committee voted to forward the proposal to the Senate By-Laws Committee for consideration. *Attachment*

Revisions to Library Review Process Document

Professor Paul Iversen, chair of FSCUL, presented a few minor revisions to the Library Review Process Document. The Executive Committee discussed the revisions and decided that they did not require Senate approval. The Executive Committee voted to approve the revisions. *Attachment*

Creation of Budget Priorities Committee

Prof. Colares said that university budget matters are of interest to all Senate Standing Committees. He recommended that a subcommittee be established under the Senate Finance Committee that would include chairs of standing committee that are most directly affected by university budget decisions. Prof. Colares suggested that the Finance Committee charge be revised to add language pertaining to this subcommittee and that the By-Laws Committee be charged with drafting the revised language. Professor Emmons suggested that until such time as a permanent subcommittee is established, an ad hoc subcommittee under the Finance Committee be created to begin discussions. The Executive Committee voted to approve the formation of the ad hoc subcommittee that would operate until such time as a permanent subcommittee is established. Prof. Colares said that the ad hoc subcommittee should include members of Finance as well as the chairs of the Senate Personnel, Research and Faculty Compensation Committees. He will charge the Finance and By-Laws Committees accordingly.

Senior Administrators Serving on Senate Standing Committees

The Executive Committee discussed whether senior university administrators may serve on Senate standing committees as regular members (as opposed to *ex officio* members). The Committee decided that anyone in this category currently serving on a committee may complete his/her term, but in the future, senior administrators may not serve as regular members of standing committees. The Executive Committee voted to send this matter to the Senate By-Laws Committee to draft language for the Faculty Handbook.

WSOM Representative Report

Professor Leon Blazey, Executive Committee representative from WSOM, worked with the new dean of the school to prepare a report on activities at the school such as the development of new goals for building corporate and alumni engagement; increasing undergraduate enrollment and internships; and reviewing, auditing, and diversifying the portfolio of graduate programs. The school plans to raise MBA program rankings, and advance faculty and student research and scholarship. They are looking to align their goals with those of the University.

Report from the Faculty Compensation Committee

Professor Jerry Mahoney, MSASS, chair of the Senate Committee on Faculty Compensation, reported that in 2016 the Faculty Compensation Committee had compared CWRU faculty salaries with AAU salary data from 2013-2015 and made recommendations based on what they learned. This year, the Committee looked at similar comparisons with AAU salary data and determined that the overall status of CWRU to AAU salaries had not improved through 2017. They learned that the majority of CWRU faculty continue to receive compensation that is lower than the AAU 25th percentile. Based on this information the Committee made the following recommendations: that a vision for faculty compensation be adopted by the President and Provost with the support of the Board of Trustees; that all academic units be required to include faculty compensation as one of the key elements of the next round of strategic plans; that deans who serve multiple 5-year terms should not continue to be straddled with repayment of past debts if they have made significant progress in balancing the budget for their academic unit during their previous term; and, the University/Central administration play a major role in developing and funding retirement incentive plans and work alternatives for aging faculty.

The Committee also maintained that the goal of attaining faculty salaries at or above the 50th percentile of specified benchmark schools, is appropriate and reasonable for CWRU.

The Executive Committee discussed the difficulty of this goal. President Snyder questioned whether it was appropriate to develop a university-wide goal when some schools are more highly-ranked than others and some faculty are more productive than others. Prof. Mahoney said that the Compensation Committee's primary concern is that salaries have not increased over a number of years and they would like to see the university institute changes so that CWRU becomes a more competitive

institution thereby attracting high level talent. The President said that for the 2018-19 fiscal year, all schools and units must provide an average of 3% salary increases. The Executive Committee voted not to endorse the recommendations of the Compensation Committee (by a vote of 2 in favor, 5 against and one abstention) but to include the Compensation Committee's report on the agenda for the Faculty Senate meeting. Prof. Colares thanked Prof. Mahoney for all of his work on these issues during his tenure as chair of the Compensation Committee. *Attachment*

5-Year Review of the Faculty Handbook/Review of Standing Committee Charges and Memberships

Prof. Colares reported that the 5-year review of the Faculty Handbook will begin next year. He recommended charging the Senate By-Laws Committee with this work, and to encourage the committee to review all standing committee charges whether in the Faculty Handbook or Senate By-Laws to determine if any updates may be appropriate. The Executive Committee voted to approve charging the Senate By-Laws Committee with initiating the 5-year review of the Faculty Handbook.

CUE Status Update and FSCUE Resolutions in Support of CUE Principles

Professor Kimberly Emmons, chair of CUE, reported that she is in the process of preparing a final report summarizing the feedback received on the CUE recommendations. She is working with FSCUE on next steps related to the recommendations. Professor Gary Chottiner, chair of FSCUE, reported that FSCUE had drafted resolutions in support of the CUE principles and the resolutions were forwarded to UPF schools for review and comment. Support for these general principles will make it easier when work begins on specific proposals next fall. The Executive Committee agreed that Profs. Emmons and Chottiner should report on these topics at the Faculty Senate meeting. *Attachment*

CAS Representative Report

Prof. Emmons, CAS representative to the Executive Committee, reported on matters of interest from the College. Among other items, Prof. Emmons mentioned that the Academic English Proficiency Program had served its first students this spring and they anticipate that these students will matriculate in their graduate programs this fall; the Cleveland Humanities Collaborative expects its first graduates from the initial cohorts in spring and summer 2018; Phase Two of the Performing Arts Center is underway; the Dept of Biology launched bio[box] this spring which is a collaborative learning and research space for undergrads, graduate and faculty researchers; and the College has been discussing the results of the informal audit of the CAS performed by the Lawlor Group to better understand the challenges for the College (especially in the arts, humanities and social sciences).

FSCUE: Proposed Undergraduate Records Retention Policy

Prof. Chottiner reported that CWRU does not currently have a policy on retention of academic records for student and faculty. FSCUE has worked on developing such a policy, and at this time the Committee is seeking Senate approval of three specific proposals regarding certain aspects of records

retention. Additional proposals may be forthcoming during the next academic year. The current proposals are:

1. The deadline for undergraduate students to dispute grades is one year after the conclusion of the academic term in which the course is offered.
2. Records of each component used to calculate the final course grade should be kept for five years. A record for this purpose is the grade for each component, not the student's work in the form of papers, exams, etc.
3. In the event an instructor leaves (*or retires from*) the university, records should be transferred to the appropriate department office to be preserved for the remainder of the required retention period.

The Executive Committee discussed the one-year deadline for students to challenge grades and several members thought that it would create an incentive for students to delay making a decision. The President commented that it is important for the university to have a records retention policy. The Executive Committee decided to consider proposal #1 separately and to vote on whether it should be forwarded to the Senate for consideration. By a vote of 2 in favor, 4 opposed and 2 abstentions, the Executive Committee voted not to forward proposal #1 to the Senate. By a vote of 6 in favor and 2 opposed, the Executive Committee voted to forward proposals #2 and #3 to the Senate. *Attachment*

Conflict of Interest/Conflict of Commitment Policy

Professor Kenneth Ledford, chair of the Senate By-Laws Committee, reported that proposed revisions to the conflict of interest policy (including a new conflict of commitment policy) were discussed at two meetings of the Senate By-Laws Committee. Suzanne Rivera, Vice President for Research, and Professor Christine Cano, chair of the Faculty Personnel Committee, participated in the meetings. A consensus on the policy has not yet been reached and the By-Laws Committee will continue its discussions over the summer. Prof. Colares said that all appropriate standing committees should be afforded an opportunity to comment on the final draft.

Update on Faculty Handbook Revisions Proposed at March Executive Committee Meeting

At the March Executive Committee meeting Prof. Ledford had presented revisions to the Faculty Handbook that would require all policies that pertain to faculty be included in or referenced in the Handbook. He also presented revisions to the disciplinary and grievance provisions of the Handbook. At that time, the administration had not yet had sufficient time to review the revisions, and it was suggested that a meeting be held among the President, Prof. Ledford and General Counsel Libby Keefer to discuss the proposed revisions. At the April Executive Committee meeting, Prof. Ledford reported that two meetings had taken place, and that a decision had been made to wait until the Policy Lifecycle Task Force develops a master list of all university policies. At that time, a discussion of which policies should be referenced in the Handbook will resume.

Graduate Studies Attendance Policy

Professor Paul MacDonald, chair of the Senate Graduate Studies Committee, presented a proposed attendance policy for graduate students. Most schools at CWRU, with the exception of Graduate Studies, have an attendance policy. Under the proposal, instructors may determine how students should notify them of absences, and the extent to which absences will affect student grades. Instructors who judge a student's absences from class to be excessive may request that the student withdraw from the course. Instructors who are concerned about excessive absences may also report them to the School of Graduate Studies. The Executive Committee voted to include the attendance policy on the Faculty Senate agenda. *Attachment*

Approval of Faculty Senate Agenda

The Executive Committee approved the agenda for the April 23th Faculty Senate meeting with several changes. *Attachment*

Prof. Colares spoke with Lisa Palazzo, University Chief Compliance and Privacy Officer, who agreed to take nominations for faculty members to serve on the Policy Life Cycle Task Force from the Faculty Senate. Prof. Colares asked Executive Committee members to submit nominations to him and Prof. Beall by close of business on Wednesday, April 18th.

The regular meeting was adjourned at 4:10pm.

Executive Session

Upon adjournment, Prof. Colares called members of the Executive Committee into Executive Session to report on a privileged and confidential matter that required notice to the Senate Executive Committee.