

**Faculty Meeting Minutes**  
**Tuesday, December 4, 2012**  
**Ware Center Theater**  
**Kenoye Eke, PhD, Vice President/Provost, Presiding**

Dr. Eke introduced to the faculty the new Executive Assistant to the Vice President/ Provost: Ms. T. Bernette Wright.

**I. Report from the President: Dr. Robert R. Jennings**

The report was submitted in writing and distributed to the faculty. Dr. Eke stressed the holiday reception for faculty and staff on Friday December 14, 2012 between 6 and 7:30 PM in the International Cultural Center. Everyone is encouraged to bring a toy which will be given to a child in a needy family.

**II. Action Items**

a.) Approval of the November 6, 2012 minutes : Mr. Albert Bryson, Faculty Secretary  
Mr. Bryson reported that the minutes have been posted on the Academic Affairs website for 3 weeks and are ready for corrections and comments, if needed. A motion was made and seconded to accept the minutes. The motion to accept the minutes was approved unanimously.

b.) Recommendation to approve a new course: ACC 441 Governmental & Nonprofit Accounting (3 credit course): Dr. David Royer, Chair, Curriculum Committee.

The syllabus has been posted on the Academic Affairs website for the required two weeks. Dr. Flint asked if this course could be cross listed with Political Science. Mr. Kenneth Edwards, one of the instructors for the proposed course replied that it is an accounting course and it would not help provide the necessary exposure concerning public administration that the Political Science students needed. The course was approved by the faculty with 1 nay. Dr. Ramdas pointed out that there also is an economics course on Public Finance.

c.) Recommendation to approve Proposed MHS Pre-Master's Program Structure and Course Changes: Dr. David Royer, Chair, Curriculum Committee.

This document has been posted on the Academic Affairs website for more than two weeks.  
Level I Pre-Master's (2 semesters required)

Change the Fall Semester from pass/fail to letter grades. All courses will now be 3 credits.

- HUS 501 Basic Writing in Human Services (4 credits) Change is now 3 credits.

- FYE 101 First Year Experience (3 credits) replaces HUS 502 Basic Critical Thinking Skills for Human Service Practitioner (2 credits).

Change the Spring Semester. All courses will now be 3 credits.

- HUS 511 Advanced Writing in Human Services (4 credits) is replaced by HUS521 Writing Skills in Human Services (3 credits).

- Hus 512 Advanced Critical Thinking Skills for Human Service Practitioner (2 credits) is replaced by HUS 522 Critical Thinking Skills for Human Service Practitioners (3 credits). Level II Pre-Master's (1 semester required)

- HUS 521 Communications Applications in Human Services (2 credits) is retitled and is HUS 521 Writing Skills in Human Services (3 credits).

- HUS 522 Critical Thinking in the Social sciences (2 credits) is retitled and is HUS 522 Critical Thinking Skills for Human Service Practitioners (3 credits).

- HUS 523 Technical Applications in Human Service Communication (4 credits) is retitled and is HUS 523 Technical Skills in Human Service Communication (3 credits). Level III Pre-Master's (8 week summer term)

- HUS 531 Communications Applications in the Human Services (2 credits) is retitled and is HUS 531 Writing Applications in Human Service Communication (3 credits)

- HUS 533 Technical Applications in Human Service Communication (4 credits) is now (3 credits).

The committee recommends the approval of the changes in the MHS Pre-Master's Program. The motion was approved by the faculty unanimously.

d.) Recommendation to approve graduation candidates list: Ms. Catherine Rutledge, Registrar. A two page list of the August 2012 and December 2012 graduate candidates was distributed to the faculty by the Registrar. Ms. Rutledge made a motion to approve the list as submitted pending final certification and completion of the requirements. The motion was approved.

e.) Recommendation from the Nominations Committee to replace a departing faculty member on the Athletics Committee: Mrs. Susan Safford.

The committee presented the nomination of 2 candidates to serve on the Athletics Committee: Albert Bryson from the Library and Jean Waites-Howard from the Sociology and Anthropology Department. The faculty voted: 27 for Jean Waites-Howard and 19 for Albert Bryson. Jean Waites-Howard is elected and will start serving beginning in January 2013.

f.) Recommendations from the Nominations Committee to fill two openings on the Technology Committee: Mrs. Susan Safford.

The committee nominated 2 candidates to serve as the Faculty member representing the School of Humanities and Graduate Studies: Edryn Coleman from the Department of Visual and Performing Art and Frank Worts from the Masters of Human Services Program. The faculty voted: 23 for Frank Worts and 19 for Edryn Coleman. Frank Worts is elected and will start serving beginning in January 2013.

The committee nominated 2 candidates to serve as the Faculty member representing the School of Natural Sciences and Mathematics: Shelley Johnson from Nursing and Ranjan Naik from Mathematics. Professor Naik withdrew his nomination. The following were nominated from the floor: James Gallagher from Biology and J. Pathak from Mathematics. The faculty voted: 33 for Shelley Johnson; 14 for James Gallagher, and 10 for J. Pathak. Shelley Johnson is elected and will start serving beginning in January 2013.

### **III. Discussion Item**

We would like faculty governance to be a discussion item on a regular basis at each faculty meeting. Mr. Bryson is going to change the structure of minutes so that the actual motion and vote on each action items would be placed first. He will report the actual motion and the vote cast on each motion. The minutes are a legally binding document that could have legal implications. Middle States and NCAA are deeply concerned about how we report the actions made at the faculty meeting actually. Mr. Bryson, faculty secretary, Dr. Flint, past faculty parliamentarian, and Susan Safford, current parliamentarian met recently and we wrote Dr. Eke to schedule a meeting to insure that faculty meeting followed the Faculty By-Laws and operate under Robert's Rules of Order. The agenda needs to follow this. Dr. Millette was very concerned about the process followed and the lack of transparency. We need to involve other faculty in this discussion about faculty governance.

### **IV. Faculty Standing Committee Reports**

- a.) Admissions, Academic Standing, and Financial Aid Committee: No report.
- b.) Faculty Representative to the Board of Trustees: Dr. Daryl Poe. Dr. Eke reported that Dr. Poe is out of the country and that he wanted the faculty to know that the next Board of Trustees Meeting is Saturday, February 9, 2013.

### **V. Announcements**

- a.) Dr. Langley announced that there would be a brief meeting of the faculty union upon completion of the faculty meeting.
- b.) Dr. Nevada Winrow announced that we have a new staff member in the Office of Assessment and Accreditation: Ms. Garrya Dunstan who is now the Assessment Coordinator.
- c.) Dr. Winrow announced that she had sent a sample summary report on how to do accumulative assessment of each program to the Deans. Deans are expected to forward this to all department chairs. It will be due January 18, 2013.

d.) Dr. Winrow announced we are in the process of creating an Institutional Planning and Assessment Council. We are looking for two representatives from each school. It is the standard practice in institutions where you are using assessment for planning purposes to have such a council.

e.) Dr. Siddique reported that the Lectures and Recital Committee is sponsoring a speaker today: Dr. Wilmer Leon at 2:30 PM in Grim Hall Auditorium. The Committee is also still seeking your suggestions for possible speakers. Please forward them to the members of the committee.

f.) Ms. Rutledge announced that all final grades are due on Monday December 17, 2012 in the Registrar Office. We need to get satisfactory academic progress reports done. We also need your assistance with over 400 students who have not been able to get their registration completed for the spring semester. Some may have advising holds which must be removed prior to being allowed to register. A list of students who have not been able to register will be sent to all departments.

g.) Concert Choir Christmas concert will be this Thursday, December 6, 2012.

h.) Recruitment of Summer Internships has started. An open house for the students interested in summer internships tomorrow in the Nelson Center for the Sciences at noon.

A motion to adjourn was made and adopted.

Respectfully submitted,  
Albert M. Bryson  
Catalog Librarian  
Faculty Secretary