

*Minutes
Faculty Senate Meeting
February 2, 2022*

The complete Recording for this meeting can be found at:

<https://myau.american.edu/groups/Committee/fs/Shared%20Documents/Forms/AllItems.aspx>

Present: Professors: Garret Martin, John Heywood, Lillian Baeza-Mendoza, Rebecca Hazen, David Haaga, Britta Peterson, Laura Beers, Robert Hauswald, Sarah Irvine Belson, Randall Blair, Mirjana Morosini, Alan Levine, Nikhat Ghouse, Benjamin Leff, Shawn Bates, Jim Quirk, Richard Sha, Elizabeth Cotter, Kelly Joyner, Mike Cabot, Rhonda Zaharna, Cathy Schaeff, Gabriel Mathy, Mauro Tiso, Olivia Ivey, Elissa Margolin, Carolyn Parker, Jennifer Steele, Provost Peter Starr, DOF Monica Jackson

Chair's Report – Garret Martin

The Chair of the Faculty Senate, Professor Martin (SIS), started the meeting promptly, opening the floor for discussion or edits to the Faculty Senate meeting minutes for December 2021. The Senate **VOTED** 15-0-0 in favor.

He also thanked senior leadership for the decision to delay the start of face-to-face teaching by three weeks, a decision that kept our community safe considering the trajectory of the pandemic. Professor Martin then updated the Faculty Senate on the following items:

- Vice Chair of the Faculty Senate: Professor Martin mentioned that it is time to select the next vice chair of the Faculty Senate. The senate has changed its rules of eligibility, and now senators and senate committee members who have served within the past five years are eligible to be considered for this position. Since the Faculty Senate alternates between tenured and term-line faculty, it is time for a tenured colleague to join the senate leadership. The Faculty Senate welcomes nominations.
- CFO meetings with faculty: CFO Bronté Burleigh-Jones has graciously agreed to informal meetings with faculty. These informal, virtual events will be sponsored by the Faculty Senate and the Office of Finance & Treasurer, and they will be held sometime in March and April.
- University Faculty Awards: Faculty Senate Vice Chair Lillian Baeza-Mendoza will chair the University Faculty Awards Committee this year. The Faculty Senate also thanks Sara Biggs from the Office of the Provost for all her work. Professor Martin encourages faculty nominations for these awards.
- CFA replacement: Professor Melissa Young has stepped down from the Committee of Faculty Actions, and Professor Colleen Callahan has agreed to join this committee as her replacement.
- Campus Climate Survey: There will a new campus climate survey circulating in the coming months. Colleagues are encouraged to respond to it because these surveys may identify issues that need to be examined and possibly addressed.

- Service: Issues around service equity and service burden continue to emerge in our community. The Faculty Senate would like to open the conversation for ideas to address these concerns. Provost Starr is planning a community forum on this subject.
- Consent agenda: There is one item for the consent agenda, and it is related to the process for petition to appeal Graduate academic dismissals. This is an edit to the existing policy, to simply reflect the dissolution of SPEXS and Dean Wendy Boland's change of title. The Senate **VOTED** 16-0-0 in favor.

Provost's Report – Peter Starr

Provost Starr welcomed everyone back to campus and reported on the following:

- Provost Starr reiterated the importance of the Faculty Awards. Sometimes the Provost office gets more nominations from some schools than others, so Provost Starr encourages nominations from units that typically have not received many awards.
- A Provost's open forum on faculty service is planned for this semester. "A new normal" is a tentative topic for a second forum. That is, how high education looks like post Covid.
- The Provost's Annual Address to the faculty is scheduled for March 23, 11:00 am.
- Guidelines on Spring return: Provost Starr updated the community on the latest guidelines regarding masking. Faculty are required to be masked when teaching. No eating or drinking is allowed in class. These guidelines may be challenging, but we are hoping that it is for a short period of time.
- Budget process: Recommendations on tuition and fees for next year will go to the Board of Trustees at the end of February. There will be an open forum to the community about these changes. Updates on budget related to other expenses such as salary pool, and strategic investments will come in April.
- Enrollment and retention: First-year student retention has been better than in the recent past, 96.5%. Due to many factors, there has been an increase in number of first-year students on academic probation. The number of temporary leaves has decreased.
- Guidelines on the process by which search committees are constituted are being revised. The current document on senior administrator searches written in 2011 does not align with current practice. Provost Starr will update the community soon on these guidelines.
- There was a request by past senate leadership to expedite the review of deans and change the review process from five to three years. Provost Starr has drafted new guidelines to address this call for revisions. This document addresses the review process for deans and the provost. It does not include review guidelines for vice presidents or the President.
- After the Provost report, the senate engaged in a conversation about statistics and challenges related to enrollment and retention. It was also announced that the Board of Trustees will have a gathering with faculty. This event will be online. Lastly, Dean Jessica Waters updated the faculty on current internal searches for two positions: Faculty Chair of AU CORE, and Interim Faculty Director AU Honors.

Action Item: CFA/DOF Instructions – Rhonda Zaharna and Monica Jackson

Professor Rhonda Zaharna (Chair, CFA) and Deputy Provost and Dean of Faculty Monica Jackson presented a review of the CFA/DOF Joint Instructions for submitting files for actions. The updated document clarifies that, unless there is a disagreement at the unit level, term-faculty appointment files, applications for promotion on the professorial lecturer sequence, and Library continuing appointment files go directly to the DOF and have a different process, and faculty in

these categories should contact their dean's office and request instructions for those applications. The updated instructions clarify that tenure, tenure-line promotion, and term associate and professor promotion files are forwarded to the CFA for review and then go to Office of the Dean of Faculty. These files go to the provost for final review. A clarification on teaching portfolios was also added. The senate **VOTED** 20-0-1 in favor.

The Faculty Senate engaged in a Q&A session that included information on teaching portfolios and SET charts.

Action Item: Faculty Senate Committee Chair's Succession Plan Bylaw Language – Garret Martin

Professor Martin presented a proposal to amend the Senate bylaws to include succession plans for its committees. Specifically, Faculty Senate committees were asked to add language in their bylaws to include a clearly designated vice-chair or co-chair. This person could be added as a committee chair representative and would also be the likely successor as chair the following academic year. The proposal requests for these changes to be included in the Faculty Senate bylaws. The Senate **VOTED** 20-0-1 in favor.

Presentation: Campaign Branding Update – Matt Bennett

Matt Bennett, Vice President of Communication and Marketing, gave a presentation on the ongoing efforts to further bolster the University brand and its academic reputation. This presentation outlined a strategy for enhancing AU's reputation, described reputation differentiators, shared proof points and stories, and described audiences and tactics. Lastly, the presentation shared desired outcomes and measurements, and opened a discussion on creating reputational impact. This discussion covered topics such as ideas about how faculty can support this effort, the role of teaching in addition to scholarship to strengthen AU's reputation, and the selection of stories or initiatives that are highlighted in this effort.

Action Item: Faculty Manual Changes – Monica Jackson, Karen Baehler, Abby Puskar

Deputy Provost and Dean of Faculty Monica Jackson, Associate Dean of Faculty Karen Baehler, and Assistant Dean of Faculty Affairs Abby Puskar presented a series of proposed changes to the Faculty Manual, as outlined below:

- FM Glossary, Brief History, and section 5.d (page 8, page 14, page 19) and WCL FM Brief History (page 7): Include the Office of Global and Immersive Studies and the Office of Graduate and Professional Studies in the manual. These changes would allow OGIS and OGPS to operate as academic units. The Senate **VOTED** 18-0-2 in favor.
- General Conditions of Faculty Appointments – FM section 6 (page 21): This is a proposal for changing the timing of the Dean of Faculty report to the Faculty Senate from the beginning of September to later in the semester, to allow more accurate data on this report. The Senate **VOTED** 18-1-0 in favor.
- Yearly Obligations for Tenure-Line Faculty – FM Section 7.i (pages 21-22): This change removes reference to service outside of the Fall and Spring semesters, giving units flexibility to determine tenure-line workloads. The Senate **VOTED** 19-1-0 in favor.
- Distinguished Professor – FM section 8.a.vi (page 26) and WCL FM 9.a.iv.ii (page 19): This changes the list of academic units so that OGIS and OGPS can be included as academic units. The Senate **VOTED** 19-0-1 in favor.

- Updated Faculty Retirement Incentive Programs – FM section 27.b (pages 76-77) and WCL FM section 23.b (page 59): A revised Faculty Retirement Incentive Program Policy has been in effect since January. This proposed change in the manual reflects on that change in the policy. The Senate **VOTED** 16-0-0 in favor.

Each of these proposed changes was presented to the Faculty Senate for consideration and vote. After voting, the senate engaged on a discussion on the possible ramifications of the proposed changes, including the potential service burden for faculty members in small academic units.

For the Good of the Order – Garret Martin

The Faculty Senate discussed whether “emergency waivers” of the bylaws are acceptable tools to use for the senate to run effectively and fairly. The recent use of an emergency waiver to address a concern from CFA was used as context for this discussion. It was agreed that further discussion is needed.