

**Humanities and Natural Sciences College Assembly
March 21, 2013**

MINUTES

I. Call to Order

The assembly was called to order at 12:30 p.m. by Dean Maria Calzada in Bobet Hall 332.

Attended: Bell, Biguenet, Brungardt, Cahill, Chambers, Corbin, Dewell, Dorn, Duggar, Durocher, Eklund, Eskine, Ewell, Gossiaux, Gruber, Hauber, Henne, Howard, Kelly, Keulman, Khan, Kornovich, Leland, Mabe, McCay, McHugh, Moazami, Moore (Fernandez's proxy), Mui, Newberger, Peterson, Rodriguez, Rosenbecker, Rupakheti, Sebastian, Shanata, Spence, Tan, Thum, Tucci, Underwood, Vacek, Waguespack, Welsh, Willems, Zucker, and Associate Dean Hunt.

II. Invocation

The invocation was given by Sylvester Tan, S.J.

III. Approval of Minutes

The minutes of February 21, 2013 were approved.

IV. Announcements

Dean Calzada asked to change the order of the agenda to begin with "Reports, Emergency Preparedness." There were no objections.

V. Reports

1. Emergency Preparedness

Dr. Melanie McKay introduced Stephen Murphy, Emergency Manager, who presented slides and discussed emergency operations planning, with emphasis on continuity of operations, maintaining business and academic functions during emergency closures, the revised and expanded all-hazards platform, and the citywide hurricane plan. He distributed updated emergency cards. He suggested that faculty prepare "go-kits" to include encrypted flash drives, laptops, chargers, website URLs, pass codes, phone tree, etc. Mr. Murphy advised faculty to go through the Dean regarding building access during mandatory evacuations; e.g., if conducting research needing refrigeration. He said that he's working with faculty and staff on academic issues, such as how to communicate with new students in the event of an early closure. Dr. McKay displayed the draft plan from Academic Affairs for continuation of instruction. She acknowledged that electricity failures could disrupt access to blackboard and recommended developing alternative instructional resources. She discussed minimum instructional session requirements and suggested that faculty see examples of one-week's prepared assignments on the Academic Affairs' intranet site and live quizzes on blackboard posted through Phillip Rollins in the Monroe Library. She placed a sign-up sheet on the front table for faculty: "Alternative Instructional Resource Blackboard Access Request."

2. Budget

Dean Calzada reported that 2013-2014 budget constraints will be severe, with cuts to part-time faculty (senior releases have been frozen), student assistants (the same as the current year) and operating budgets. A faculty member asked about the percentage cuts to which Dean Calzada replied that the percentage is currently undisclosed.

3. New Common Curriculum

Dr. Don Hauber showed a series of slides with questions for the assembly; he distributed clickers to instantly provide answers from the assembled faculty. (See attached.) He answered questions regarding new J-course numbers, T-course titles, and April early registration. Additionally, Dr. Hauber provided copies of the on-line advisors' sheet and FAQ.

VI. New Business

1. Senate Report on Extraordinary Faculty

Dr. Barbara Ewell introduced the report (copy attached), which was distributed to the assembly with the March 21 agenda. Dean Calzada said that it will be considered as "Old Business" on the April 18 agenda. They mentioned that teacher certification was approved and the ombudsman's office was open.

VII. Move to Adjourn

The meeting was adjourned at 1:50 p.m.

Attachments:

- 1) Extraordinary Faculty (Approved by University Senate on March 14, 2013)
- 2) Advising Students Re New Common Curriculum (slides with answers)

Advising students about the new Common Curriculum

All student admits in fall 2013 will take the new CC,

- A. but existing students can choose between the old CC and the new CC
- B. but existing students will remain in the old CC
- C. but existing students will remain in the old CC unless they are changing majors in fall 2013 (or beyond)

Answer: B

Will existing students use the new advanced CC numbers or the old ACC numbers?

- A. New
- B. Old
- C. Either

Answer: B

PHIL-T122 is currently entitled Introduction to Philosophy; in new CC PHIL-T122 is entitled, Philosophy of the Human Person (PHP),

- A. The new students will take PHP, the existing students will take Intro to Phil
- B. All students will take PHP

Answer: B

HIST-T122 and HIST-T124 have been re-titled, Global History I and Global History II.

- A. Both existing students and new students will need to take both.
- B. Only existing students need to take both; new students will choose one.
- C. Both existing students and new students will be able to choose one.

Answer: B

RELS-T122 and RELS-T124 are titled, Religions of the World and Christianity & Society.

- A. Both existing students and new students will need to take both.
- B. Only existing students need to take both; new students will choose one.
- C. Existing students will take T122 and new students will be able to choose one.

Answer: C

The new intro CC Science is SCIE-T129.

- A. All students (existing and new) will need to take this course
- B. Only new students will need this course, but existing students can choose T129 or T122.
- C. Both existing student and new students may choose between T129 and T122. *Answer: A*

In the new CC, Writing About Literature is no longer in the intro CC.

- A. True
- B. False

Answer: A

Existing students will sign up for Writing About Literature

- A. as ENGL-T125
- B. as the new advanced CC "J" number (which is different for each WAL course)
- C. either as ENGL-T125 or as the new advanced CC "J" number

Answer: A

For the new students, the Hist II advanced CC requirement is

- A. dependent on whether the student has taken Global Hist I or Global Hist II
- B. independent of whether the student has taken Global Hist I or Global Hist II

Answer: A

For the new students, the Rels II advanced CC requirement is

- A. dependent on whether the student has taken T122 or T124
- B. independent of whether the student has taken T122 or T124

Answer: B

How will new students know which "J" course will fulfill which requirement?

- A. Sub-coding in the SIS
- B. Prompts below each course identifying what requirement each fulfills
- C. By searching in the Course Section Search on LORA by requirement
- D. All the above

Answer: D

CHAPTER FIFTEEN

THE EXTRAORDINARY FACULTY

I. Norms for Appointment

Extraordinary faculty are not tenured and do not accumulate credit towards tenure. Extraordinary faculty are primarily teaching faculty, although other duties and responsibilities can be negotiated by the department or school, subject to the approval of the college dean(s) and the Provost and Vice President for Academic Affairs

A. Contractual Categories

The categories here define the normal teaching responsibilities of extraordinary faculty; additional duties and expectations must be clearly defined by individual contracts.

1. Short-term Appointments

Short-term or adjunct faculty are customarily part-time instructors, appointed to teach for one academic semester, usually for not more than nine credit hours. Advising, research and service are not expected of these faculty, unless specified by contract.

2. Fixed-term Appointments

Fixed-term Faculty Appointments are full-time, typically for a fixed period of one semester or one academic year. These appointments may be renewed at the discretion of the department chair and dean. Extraordinary Faculty with fixed-term appointments usually teach a maximum of 12 credit hours per semester; additional non-teaching duties may be specified by contract.

3. Continuing Appointments

Continuing Faculty appointments are full-time for a period of three to five years, renewable annually. Continuing faculty usually teach a maximum of 12 credit hours per semester and/or perform other non-teaching duties as specified by contract.

They are eligible for relevant salary adjustments and may be eligible for other university support for their contractual work. Individuals who have held at least three successful contiguous fixed-term appointments may apply for a continuing appointment. The department and dean must demonstrate the need for a continuing appointment and the appropriate budgetary support before requesting the approval of the provost. Other provisions for appointment, evaluation, and renewal of continuing appointments will be specified in each college handbook.

II. Contractual Status of Extraordinary Faculty

Employment of all members of the Extraordinary Faculty shall be by formal contract, signed by the faculty member and the Provost and Vice President for Academic Affairs. At least two copies will be executed, one for the faculty member, and one for the Provost and Vice President of Academic Affairs. Whenever possible, the University will give notice to the faculty member of the appointment terms and salary to be offered for the subsequent year, on or before April 1.

All extraordinary faculty contracts are bilateral and can only be cancelled by mutual agreement except from those grave causes as set forth in Chapter Nine of the Faculty Handbook for termination of a tenured appointment. In case a contract is cancelled for an alleged grave cause during the contract period, due process is guaranteed the faculty member.

Acceptance of a contract shall be deemed to include an agreement by both parties to comply with appropriate regulations of the university and the University Handbook.

Current Version

CHAPTER FIFTEEN

THE EXTRAORDINARY FACULTY

Extraordinary Faculty are those whose time in rank does not accrue to tenure.

A. Assistant

An Assistant is a member of the Extraordinary Faculty, not qualified for the rank of Instructor or the status of Lecturer, who serves the University by instructing (Teaching Assistant) or by assisting in research (Research Assistant). The Assistant, while primarily rendering academic service, may or may not be an applicant or candidate for an advanced degree at this or another institution.

Assistants are approved and appointed by the Dean of the College in which they serve. The Dean reports appointments to the Provost and Vice President for Academic Affairs.

B. Lecturer

A Lecturer is a member of the Extraordinary Faculty, serving the University in an academic capacity, whose academic qualifications would have otherwise admitted him or her for an Ordinary Faculty position.

Part-time Lecturers may serve the University on a continuing basis; full-time Lecturers have special appointments intended to be of limited duration.

Equivalent ranks may be assigned to the Lecturer, e.g., "Lecturer in English with equivalent rank of Instructor," or "Lecturer in Sociology with equivalent rank of Associate Professor." Applications for advancement in equivalent rank may be made through the departmental chairperson and the Dean of the College to the College Rank

and Tenure Committee which officially determines the equivalent rank.

C. Visiting Professor

A Visiting Professor is one who either does hold or is qualified to hold professorial rank at an institution of higher education and is temporarily serving full-time as a faculty member at this University.

D. Writer, Artist, or Composer in Residence

The Writer, Artist, or Composer in Residence may be employed on a part-time or fulltime basis. While he or she is entitled to conduct classes, the main duty is the pursuit of creative art. Responsibilities are detailed in the letter of appointment.

E. Adjunct Professor

An Adjunct Professor is one who holds or is qualified to hold a professional position at an institution of higher education and is temporarily serving part-time as a faculty member at this University.