

CHSS CFC Meeting  
October 10, 2017. 11 am,  
Deans Conference Room, CHSS  
Minutes

Attending: Elizabeth Giddens (English), Brandon Lundy (Geography and Anthropology), Steve Collins (Political Science and International Affairs), Tim Hedeem (School of Conflict Management), Albert Churella (History and Philosophy), Monique Logan (Technical Communication and Interactive Design; proxy for Keith Hopper), Jamie Cruz-Ortiz (Foreign Language; proxy for Federica Santini), Dorothy Marsil (Psychology), Kenneth White (Sociology and Criminal Justice), Deanna Womack (Communication; proxy for Chuck Aust).  
Ex-Officio: Dean Robin Dorff

Today's volunteer for minutes: Dorothy Marsil (Psychology)  
*Previous Minutes: Motion to approve passed with a few minor corrections.*

**Dean Dorff: CHSS update on initiatives, developments, policies, etc.:**

The dean indicated that the metacognition workshop had been helpful and more related workshops were planned; follow up presentation by the Education Advisory Board in Feb on student success linked to assessment and useful metrics and best practices at other universities.

Diversity Taskforce update: working on website; this month focus on disability; several events planned.

Academic Deans met with the Provost and President. The Deans presented and reached out about how they can contribute and help define the mission and strategic plan; identify who we are (KSU), what resources we need and how will they be used. Meetings and work will be ongoing.

Kim West has indicated that schedules will change so that CHSS will be on the grid 8-3:30 and will require that General Education courses be offered during that time on MWF and TTH to meet student demand; The Dean noted that there had been severe underutilization of space on Fridays and this will change to make better use of our space. Currently, 25% of General Education classes are on Friday or MWF.

This new schedule will likely get rid of the M or W Hybrid because there would be MWF 50 minute classes; hybrid would be MW or WF for 50 minutes. Meeting 66% of the time is called a web-enhanced class.

No decision has been made regarding online tuition yet. BOR wants justification on the difference in tuition. Online course demand is high.

Some CFC members expressed concern about the repercussions of eliminating the supplemental pay for faculty teaching online courses.

Dean Dorff and Mark Anderson, Dean of Science and Math, have been working closely to advocate with their respective colleges with the Provost. Both colleges teach most of the general education courses at the university and many of the credit courses offered. The colleges are aligning to show that they bear most of the work load and that resources should be allocated accordingly. Dean Dorff and Dean Anderson are collaborating on data analysis to support arguments for increased resources for these two colleges.

### **New Business:**

#### **Implementation of CHSS P&T Guidelines & Travel baseline – Thierry**

Dean Dorff informed the CFC members that Dr. Leger could not attend the meeting as planned to discuss the implementation of the CHSS P & T Guidelines and Travel baseline discussed at the last meeting, so he presented for Dr. Leger.

Travel/PD: baseline is \$1500 in CHSS; \$500 for lecturers; allocations within the department will be decided by the Chair.

Implementation of CHSS P&T Guidelines: The CFC was reminded that the guidelines were submitted for approval, but were not signed by the Provost until August 14, 2017. At the last meeting, Dr. Leger asked the CFC their opinion about whether to implement the guidelines for Fall 2018 (even though it would not be a full year since final approval) or to offer those going up for P & T the choice of the old or new guidelines. We were reminded that there were no substantive differences in the CHSS guidelines given that the University guidelines would already be in place and supersede the CHSS guidelines. The CFC had agreed to get input from their departments.

CFC members discussed this issue with their departments and reported that most departments were not opposed to implementing the new guidelines in Fall 2018; both Psychology and Foreign Language were opposed to implementing the new guidelines without the full year having passed. Psychology recommended changing the portfolio due date instead; English wanted to share opposition to changes in the portfolios and a lack of training.

A question was raised about whether the CFC should even provide a recommendation, but we agreed that we should provide feedback for the purposes of shared governance.

Dean Dorff acknowledged that he will consider the feedback and take it under advisement.

#### **Grade appeal process (reports of decisions against faculty despite syllabus language) – presented by Stephen Collins**

Some faculty have expressed concern about grading decisions being overturned by the Dean's office; referenced the faculty handbook regarding deviating from the syllabus; however, still decisions are being overturned. It was reported that the dean's office on occasion questioned the policies in the syllabus and sided with students against what was stated in the syllabus.

Psychology also stated that this is a problem for their department.

Dean Dorff explained the process of grade appeals in more detail. First to Dr. Skaggs, then the advisory panel which is formed ad hoc; then Dean; no current faculty appeal process; Dean suggested supporting an appeal process.

Dean appoints an advisory panel if needed: 2 faculty, one student and an Associate Dean.

According to Academic Affairs, just because a course policy is in the syllabus does not mean that it will always be upheld. This issue had been discussed with Chairs as well. Chairs were asked whether there is a shared, collegial process to review syllabi within the department.

The Dean suggested having conversations on this within the department regarding some standardization. Ken White stated that there is no standardization currently.

Faculty could take this issue up with the Senate. The Chief Academic officer/Provost actually assigns grades; faculty recommend grades.

Tim Hedeem suggested that the college/provost provide some guidelines about policies that are problematic.

A suggestion was made to consider having a departmental review committee for syllabi; They could make suggestions about policies.

Al Churella said that syllabi standardization is an issue currently in faculty senate. Dean Dorff supports student success. Perhaps data-informed recommendations should be considered; analyzing DFWs and grade appeal cases could be informative.

Elizabeth Giddens noted that third year reviews of all materials include syllabi. This would allow an evaluation of syllabi or it could be triggered by an ARD and problematic teaching evaluations.

CFC members would like to know the rate grade appeals, the percentage that are in favor of the student compared with the faculty. Grade appeals have increased as student population has increased.

Dorothy Marsil noted that the CETL Syllabus Project offers assistance to make syllabi more learner centered. The focus is on student success.

Equity: Waiting on the staff study. No recommendations will be made until it is finished. The results are expected by end of semester; it is underway. 1 million currently set aside; projected need is much greater for faculty, staff, compression, gender, etc. President still wants to make them retroactive.

A faculty senate committee has been impaneled to look at the data and make recommendations. The current benchmark is new hires; not external salaries.

*Meeting adjourned at 12:30 p.m.*