



Council for Faculty Affairs

2019-November-12 – Kelly 4.03 (Kelly 4C)

Meeting Minutes

I. Gerhardt (Chair; Math), M. Jafar (Accounting, CIS, Law), G. Carfagno (Bio), B. Wilkins (Chem&Biochem), R. Carbonaro (Chem Eng), M. Volovski (Civ & Env), R. Kern-Stone (Comm/VPA), C. Wang (Econ & Fin), Sr. R. Kushner (Ed), Y. Wang (Elec & Cmpt), H. Laudien (English), M. Groarke (Hist/PoSc), S. Ladda (Kin), J. Gormley (Lib), G. Walker (Mech), A. Grotto (Mgmt&Mktg), L. Redruello (MLL/Phil), K. Fairchild (Psych/Soc), Br. R. Berger (Rels).

Absent: K. Qazi (CS/Phys)

- I. Approval of Nov 12, 2019 agenda was unanimously obtained.
- II. Minutes from the Oct 15, 2019 meeting were unanimously approved with no changes.
- III. Conversation with Provost
The Provost began his remarks by encouraging the CFA as a general practice to invite the Provost to the first or second meeting of the academic year to facilitate communication on tasks for the year ahead.

The Provost presented a list of tasks that he requests the CFA take up:

1. Composition of the Hearing Committee
 - a. The Provost explained that following the decision of Termination of Services that significant enough charges have been brought against a tenured faculty member, a Hearing Committee is convened. The Hearing Committee is not a standing committee nor an elected committee. Instead, the 5 members of the Hearing Committee are pulled from the CFA by the following process: 2 members are selected by the President, 2 members are selected by the charged faculty member, and the 5th member is selected by the 4 selected members of the committee. A potential issue with this process is that the pool of potential committee members is small being selected only from current tenured CFA members. There is also no mechanism for dealing with committee members' scheduling conflicts, taking sabbatical or other leave, etc. The Provost requests that the CFA consider changing the Handbook language that currently specifies the pool as only tenured CFA members to expand it to a larger subset of the faculty, possibly all tenured faculty. S. Ladda additionally suggested that



possible alternates to the committee be selected to step in if a committee member must step down, much like alternates on a jury.

2. Committee Member Selection Process

- a. The Provost reported that the College's General Counsel has been reviewing the Faculty Handbook and has expressed concern about the inconsistencies in how members are selected for standing committees. Two committees are elected by the faculty (Termination of Service and Faculty Grievance), while other committees are appointed by CFA from a pool of volunteers (e.g., Promotion & Tenure). The Provost requested that CFA consider changing the process of committee member selection for certain committees (such as P&T) to be the same elected process.
- b. Additionally, the issue of replacements for both elected and appointed committee members on all CFA committees was raised. S. Ladda stated that we need Handbook language for a specific process for replacements to committees when a current member is on sabbatical or other leave. The process for selecting (or electing) replacements needs to be codified. This is especially a concern for such committees as Summer Grants or Sabbatical in which sitting members must be replaced for one year of their three-year term when they are applying for a Summer Grant or Sabbatical.

3. Survey Results

- a. The Provost will share the results from the many surveys that faculty and students have completed in the last year. Due to a desire to present the results sooner rather than later, Friday 12/6 was selected as the date. The CFA voted for a start time of 3:30pm (see below). G. Walker asked the Provost to provide the presentation ahead of time so that faculty could come prepared and so that faculty unable to attend could view the information. The Provost was reluctant to provide the slides without context. S. Ladda stated that in her work on the surveys with I. Gerhardt and Rani Roy, that Rani Roy endorsed sharing the results ahead of time with comments removed. The Provost stated he was concerned that without context faculty would jump to conclusions, but that he would prepare the slides ahead of time with Rani Roy if that is what the faculty would like.
- b. In addition to the survey results, the Provost briefly discussed the Retention Committee. The Retention Committee currently consists of 27 administrators and only a single faculty member (Paul Droubie). The committee assesses data from various surveys and across campus to understand which groups are having difficulty retaining students and how we can improve retention. The Multicultural Center, Center for Academic Success, and JasperConnect are all initiatives that were conceived through



this committee as a means of increasing retention. The Provost would like additional faculty membership on the committee and invites any and all faculty to join them for the meetings. He said to email him for the next meeting date and time.

4. Accountability

- a. The Provost discussed changes over the last five years to improve accountability at all levels (faculty, Chairs, Deans, Provost, President). Five years ago, the new Annual Faculty Report form was created to provide a consistent accountability form for all faculty across the College. Four years ago, it was determined that Chairs should be providing faculty with feedback on their annual report with the opportunity for faculty to respond to the feedback. Three years ago, it was clear that many faculty were not receiving feedback in part because there was no accountability for Chairs to provide such feedback. The Deans did not see the annual report forms and thus could not hold Chairs responsible for providing feedback. It was then determined the Deans would receive the annual reports with the Chairs' feedback and faculty response. Deans were charged with meeting with Chairs and reviewing a list of their responsibilities. Using the Handbook, a list of responsibilities was created for Chairs, Deans, and the Provost.
- b. The Provost wants a similar list of responsibilities to be developed for faculty based on the Handbook. This list of responsibilities should ideally be a checklist that is part of the annual report. The Chairs would use this checklist to evaluate their faculty's fulfillment of their responsibilities to the College. Two committees were suggested for creating this list of faculty responsibilities – CFA and Faculty Welfare. Faculty Welfare stated the task was not within their purview, but that they would take up the task IF charged by the CFA to do so. The Provost stated that regardless of which committee created the list of responsibilities, such a list should be determined and agreed upon by faculty, not administration.

5. Timeline of Annual Reports

- a. The Provost stated that there has been brainstorming regarding the timeline of the annual reports. The reports are currently due to Chairs in April and from Chairs to Deans in May. These are very busy times of year for faculty. Possibly having the annual reports on a calendar year schedule instead of an academic year may move the reporting and feedback to a time that would benefit faculty and Chairs and provide more information for the Focus on Faculty report.

6. The Handbook



- a. When asked about the status of the Faculty Handbook, the Provost stated that the College's General Counsel is working on reviewing the Handbook. However, as she reviews, she finds more and more inconsistencies, which increase the time of review. The Provost suggested reconsidering what the goal of revising the Handbook is and whether it is best to continue piecemeal fixing the old one or to start fresh and write a new Handbook.

The CFA did not have the opportunity to discuss these items at this time but will be addressing them in the months to come.

Following the Provost's lists of tasks for the CFA to consider, Chair I. Gerhardt presented anonymized items that were sent to him via CFA members:

1. Faculty were concerned by reports from students that the dorms were closing at 8pm on Tuesday before Thanksgiving break. Because of this, students would be unable to attend late afternoon and evening classes Tuesday because of needing to vacate the dorms for the break. The Provost responded that after talking with the VP of Student Life he learned that students can easily request to enter the dorms after 8pm on Tuesday, to stay through Wednesday, or even to remain on campus throughout the break. M. Groarke stated that it seemed that students were unaware of this fact and the process. Better communication to the students of the process for requesting to stay on campus is needed as it seems students only learn this information through word of mouth and not official channels.
2. Faculty involved in study abroad programs are concerned about the high cost of the programs and students being priced out of them. The study abroad director told a concerned CFA member that their office is under pressure to increase prices, cut costs, and make money. The Provost explained the process of determining the cost of study abroad trips. The packages are built to include the cost of flights and accommodations as well as faculty compensation. The Provost continued that while faculty are pushing for lower prices to compete for students with each other, the price of a study abroad trip cannot be less than the tuition price for a course on campus during a Winter or Summer session. The College receives no tuition for these trips, but the cost must be equal to or more than the cost of a course on campus. He argued that a trip overseas should not be less than the cost to take the same class on campus. The Provost stated that study abroad trips for Winter and Summer sessions are extremely popular and twice as many students are going on these trips than even a few years ago. Study abroad trips during the semester have always been much fewer and less of a priority as they are very costly to the college. L. Redruello pointed out that low-income students and students on scholarships are not able to go on these trips. Many of these students are unable to pay for



the trip in one large lump sum. Moreover, many low income students are commuters, but when traveling on a study abroad they need to pay for accommodations, which is an expense they otherwise don't have when taking classes on campus. The Provost indicated he believed the problem was more cultural, with a focus on students from traditionally low income groups. M. Groarke asked if targeted fundraising would be possible to get new donors to give money to help support students in studying abroad? The Provost stated that one scholarship for study abroad already exists and such fundraising wouldn't likely solve the opportunity cost problem.

3. The Provost was asked if the faculty should expect to see turnover in other key administrative positions with the Provost stepping down. The Provost stated that it was inappropriate for him to comment on such matters, but that the tenure of Deans is based on the individual Deans. He stated that people will decide for themselves the length of their service.

Before the time with the Provost ended, M. Groarke asked a final question. She wanted to know if the changes to the Spring calendar had been assessed. The Provost stated that the assessment had been conducted and discussed by EAC, and the calendar for the next three years was already approved. When pressed for more information, the Provost stated that the assessment was done sometime last year, there was no formal presentation but rather just a bunch of "data things." He stated that the assessment wasn't a secret and the EAC members should have reported to their constituents.

- IV. Faculty-wide Meeting with Provost re: Recent Surveys – potential date: Friday, Dec 6
Chair I. Gerhardt proposed two time blocks for the meeting to report on the survey results. The voting was:

- 2:00-3:30 – 2 in favor
- 3:30 – 5:00 – 12 in favor
- 2 abstain

I. Gerhardt will communicate to the Provost that the CFA voted for 3:30-5. It is requested that refreshments be provided.

S. Ladda and I. Gerhardt will work with Rani Roy to make sure the data is available to faculty once it has been appropriately anonymized.

- V. Update from Faculty Forms Subcommittee

The Faculty Forms Subcommittee will be circulating updated language on forms for the CFA to review in the next week.



H. Laudien made a Motion: A joint committee of P&T and Forms committee is to be convened to discuss streamlining forms A and B. The motion passed with 16 in favor, 0 against, 0 abstaining.

The committee would be turning the attention to the Summer Grants Form and asking the current Summer Grants Committee for recommendations for streamlining the application form. It was advised that the current Summer Grants committee is comprised of 3 replacements out of the 5 members. Thus they may not have the best advice. It was recommended to bring the proposed changes to CFA and then ask recent Summer Grants Chairs for feedback.

VI. Business with MC Quadrangle

a. Establishing a Faculty Liaison

Student reporters for the Quadrangle may not understand how issues are affecting faculty and be unsure which faculty to reach out to. Stories in the Quadrangle reporting issues directly concerning faculty often include no faculty feedback or perspective. To correct this Chair I. Gerhardt has established a Quadrangle-faculty liaison position, and is currently serving in this role. H. Laudien volunteered to step in and act as liaison and “faculty press secretary” going forward. She will compile a list of faculty contacts to provide to the Quadrangle.

b. Missing Copies of Quadrangle – Week of Oct 21

Chair I. Gerhardt reported that the 3rd issue of the Quadrangle mysteriously vanished from campus prior to the Open House in October. The issue featured a front-cover story on the mold issues in the dorms and Alumni Hall. It is estimated that 1000 copies went missing. It was confirmed with public safety that they discarded the issues because they were “old,” yet even older issues were left behind in the newspaper displays. The issue is still being pursued as this represents a substantial amount of student activity time and money just thrown away.

VII. Email from Administration re: Across-The-Board Increase

Chair I. Gerhardt reported that the notice received by the faculty on Oct 23rd regarding the across the board salary increase had actually been scheduled to send six days earlier. It seems that when the email was sent from the President’s email address (‘president@manhattan...’) to the fulltime faculty listserv (‘faculty_fulltime@manhattan...’), it got stuck in a purgatory of approval. As the President was overseas and Jake Holmquist was also out of town, the email sat and was never sent. The administration was advised that this type of mistake greatly frustrates the faculty especially when it involves very important information. Such communication errors should be carefully avoided.



VIII. New Business

- a. Chair I. Gerhardt stated that if any members had additional questions, comments, or concerns for the Provost that he would be happy to forward them along.
- b. G. Walker asked the CFA to consider an issue in Engineering. The Dean has decided to require a signed form be submitted to him regarding faculty member's employment outside the college. The Handbook states the faculty only need to tell their Chairperson about the outside employment. This new form and signature are not required by the Handbook and G. Walker asked that the Dean be asked to stop using his form.
 - i. S. Ladda and Sr. R. Kushner commented that the School of Education and Health has a form that they use that has the appearance of Handbook language that may not actually be Handbook language.
 - ii. The CFA should look into these issues.
- c. G. Walker stated that a faculty member asked him to ask the CFA why there is no union at Manhattan College? He wished to know the process should the faculty wish to unionize.
- d. Chair I. Gerhardt presented a significant issue related to the change of the Allied Health program into a Public Health program. Last year, an administrator was hired as a program director to create the public health major. A faculty line was then created for Public Health and the director was given the line. Faculty were unhappy to learn that the administration could put their own people into faculty lines without a proper search and procedure. S. Ladda reported that this issue is being investigated.
- e. The CFA's statement regarding faculty dining was sent to the President and his secretary acknowledged receipt. It is expected that the President will respond when he returns from overseas. However, it was acknowledged from the VP of Finance that there was no savings in moving faculty dining out of Kelly Commons. It seems that cost was not the driving force, but rather making the Kelly 4C space available for other programs. H. Laudien reported that in informal discussion with faculty dining staff, the numbers of faculty dining in faculty dining while at Kelly Commons was 30-40 per day compared to 2-3 per day in Thomas.

The meeting was adjourned at 5:07pm.

Respectfully submitted by K. Fairchild (Psych/Soc)