

UNIVERSITY REVIEW COMMITTEE

Thursday, May 1, 2014

3 p.m., Hovey 209

MINUTES

Members present: Phil Chidester, Diane Dean, Doris Houston, Bill O'Donnell, David Rubin, James Wolf, Sam Catanzaro (ex officio non-voting)

Members not attending: Angela Bonnell, Sheryl Jenkins, Domingo Joaquin

Others present: Bruce Stoffel (recorder)

I. Call to order

Chairperson David Rubin called the meeting to order at 3:05 p.m.

II. Approval of minutes from the April 18, 2014, meeting

Doris Houston moved and James Wolf seconded approval of minutes from the April 18, 2014, meeting. Chairperson Rubin declared the minutes approved.

III. Action item: Review of CFSC annual reports

Committee members reviewed the CFSC annual report submitted by each of the seven colleges (see attached).

Catanzaro explained that the role of URC relative to the annual reports is to proof them for completeness and consistency and to use them to help identify patterns and anomalies that might warrant changes to ASPT policies.

Catanzaro reported that there was one tenure denial across all seven colleges this reporting year. He noted that faculty members receiving an overall unsatisfactory performance rating are ineligible for raises, including the cost-of-living adjustment, if funds for raises are granted by the president.

Diane Dean asked if the numbers provided in the reports are consistent with numbers reported in prior years. Catanzaro responded that they are.

Doris Houston asked if an aggregate report is compiled with data from the seven college reports. Catanzaro responded that he annually compiles a report of promotions, tenure, and sabbaticals. The report is reviewed by the Board of Trustees at its October meeting.

Dean asked how non-tenure track faculty members are evaluated. Catanzaro responded that most non-tenure track faculty members are evaluated in accordance with provisions of their collective bargaining agreement. Typically this involves annual review by the department chairperson/school director working with the Office of Human Resources.

Dean moved and Wolf seconded approval of the CFSC annual reports subject to the following clarifications and changes being made to the reports by the colleges.

College of Applied Science and Technology

In Promotion Decisions: From Associate to Full (All Applications), on page 6 of the report, verify the data and revise the table if appropriate.

College of Arts and Sciences

Add a signature to the cover page.

In Promotion Decisions: From Associate to Full (All Applications), on page 6 of the report, provide information regarding CFSC recommendations.

Provide totals in all tables with data.

In Non-reappointment Decisions, on page 9 of the report, replace the entry in column 2 with “FM 1.”

In Performance-evaluation Appeals, on page 11 of the report, replace entries in column 2 with “FM 1,” “FM 2,” and “FM 3.”

In Performance-evaluation Appeals, on page 11 of the report, describe the disposition of appeal by the faculty member from the psychology department.

College of Education

Modify formatting of all tables (first column) so “Educational Administration and Foundations” is not truncated. Use of abbreviations is acceptable.

In Promotion Decisions: From Assistant to Associate (All Applications), on page 4 of the report, provide totals.

In Performance-evaluation Appeals, on page 11 of the report, change the wording of Disposition of Appeal from “CFSC directed Department to change language in evaluation, but substance of appeal remained” to “CFSC directed Department to change language in evaluation, but substance of overall evaluation was upheld.”

Milner Library

Add a signature to the cover page.

In Non-reappointment Decisions, on page 9 of the report, change the word “term” in the column 4 entry to “probationary period.”

College of Business

In Performance-evaluated Salary Increment Decisions, on page 8 of the report, provide totals.

Note: The committee did not request changes to reports submitted by the College of Fine Arts or Mennonite College of Nursing. The committee approved both as submitted by the colleges.

The motion carried unanimously on voice vote.

IV. Other business

Catanzaro reported that he is scheduled to meet with Martha Horst, chairperson of the Academic Senate Academic Affairs Committee, regarding the draft suspension/dismissal policy. Discussions regarding the draft policy will likely resume next academic year.

Catanzaro said that he has kept notes regarding ASPT provisions related to questions he has been asked or issues he has investigated since he started his position in the Office of the Provost. He plans to present a list of those provisions to the University Review Committee in fall 2014 for use by the committee in continuing its discussions regarding potential revisions to ASPT policies.

Catanzaro reported that he has conducted further research regarding the wording of Section XI.A.2 of ASPT Policies, specifically the phrase “during an academic year.” He learned that the phrase was added to accommodate appointments made effective January 1 and ending December 31. Such terms of appointment were once used for faculty members completing their terminal degree. Catanzaro noted that such appointments have not been made for several years but could be. He, therefore, recommends that the wording “during an academic year” be retained in Section XI.A.2.

Words of thanks were offered to committee members for their service this academic year and especially to Domingo Joaquin and James Wolf, whose terms on the committee are ending.

V. Adjournment

Chairperson Rubin adjourned the meeting at 3:55 p.m.

Respectfully submitted,
Bruce Stoffel, Recorder

Attachments: CFSC Annual Report 2013-2014, College of Applied Science and Technology, as submitted April 14, 2014
CFSC Annual Report 2013-2014, College of Arts and Sciences, as submitted May 1, 2014
CFSC Annual Report 2013-2014, College of Business, as submitted May 1, 2014
CFSC Annual Report 2013-2014, College of Education, as submitted May 1, 2014
CFSC Annual Report 2013-2014, College of Fine Arts, as submitted April 30, 2014
CFSC Annual Report 2013-2014, Mennonite College of Nursing, as submitted April 21, 2014
CFSC Annual Report 2013-2014, University Libraries (Milner Library), as submitted April 25, 2014

The following attachments have been redacted from the version of this document posted on the University Review Committee Minutes website.

CFSC Annual Report 2013-2014, College of Applied Science and Technology, as submitted April 14, 2014

CFSC Annual Report 2013-2014, College of Arts and Sciences, as submitted May 1, 2014

CFSC Annual Report 2013-2014, College of Business, as submitted May 1, 2014

CFSC Annual Report 2013-2014, College of Education, as submitted May 1, 2014

CFSC Annual Report 2013-2014, College of Fine Arts, as submitted April 30, 2014

CFSC Annual Report 2013-2014, Mennonite College of Nursing, as submitted April 21, 2014

CFSC Annual Report 2013-2014, University Libraries (Milner Library), as submitted April 25, 2014