

Standing Committee Reports

Academic Year 2012-2013

Committees

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Faculty Academic Planning and Budget (FAPBC) Annual Report 2012-2013

2012-13 Annual Report

Faculty Academic Planning and Budget Committee

The Faculty Academic Planning and Budget Committee (FAPBC) met twice during the fall 2012 semester to evaluate the annual summer budget hearings and the college/unit budgets that were forthcoming. A comprehensive document provided by Ramah Carle showed side-by-side comparisons for all the units in Academic Affairs. Dr. Green shared the university-wide findings from staffing trends, comparing UNCC to five other institutions. There were no continuing issues that emerged in these committee meetings.

In April the FAPBC met to provide evaluative feedback to the Chancellor about the Provost's performance during the past academic year. The evaluation letter and supporting documents were sent to the Chancellor in late April.

Submitted by Michael Green, Chair, FAPBC

June 6, 2013

Faculty Academic Policy and Standards (FAPSC) Annual Report 2012-2013

Faculty Academic Policy and Standards Committee 2012–2013 Annual Report

Representatives		Alternates	
Brian Cooper, Chair	(CLAS: CHEM)		
Thomas Forget	(COAA: ARCH)	Jennifer Whitaker	(COAA: MUSC)
Faith Neale	(COB: FIN)	Jing Zhou	(COB: BISOM)
Cynthia Gibas	(CCI: BiG)	Susan Sell	(CCI: BiG)
Chuang Wang	(COED: EDLD)	Dan Saurino	(COED: MDSK)
Aixi Zhou	(COE: ETCM)	Kimberly Warren	(COE: CENV)
Bret Wood	(CHHS: KNES)	Tricia Turner	(CHHS: KNES)
Cheryl Brown	(CLAS: POLS)	Ana Jofre	(CLAS: PHYS)
Sharon Bullock	(CLAS: BIOL)	Rosemary Hopcroft	(CLAS: SOCY)
Richard Leeman	(CLAS: COMM)	Evan Houston	(CLAS: MATH)
Chuck Hamaker	(LIB)	Shoko Tokoro	(LIB)

2012–2013 Charge. FAPSC was initially asked to work on the following items:

1. Course repeat and withdraw policies (continuation from 2011–2012, but now in response to the system-wide “Academics First” initiative).
2. Definition of Majors and Minors policy (continuation from 2011–2012, in response to a working group report).
3. Policy and procedures for student appeals of final course grades (from 2011–2012 FAPSC charge but apparently not considered).
4. Students who return after receipt of a degree (also left over from 2011–2012).
5. Policies due for five-year review:

- a. Academic Advising;
- b. Commencement Faculty Attendance;
- c. Academic Probation and Suspension;
- d. Readmission of Former Students;
- e. Termination of Enrollment.

Old Business. The following item had been left unresolved from the prior year:

6. No grades submitted (pending motion had never been submitted to FEC).

New Business. The following additional items arose during the academic year:

7. Academic Honors policy.
8. University Marshal policy.

Meetings.

FAPSC met on the following dates:

Fall 2012: October 11; November 9; November 30.

Spring 2013: February 22; March 22; April 26.

The “Withdraw Policy Working Group” met on the following dates:

Fall 2012: November 16.

Spring 2013: February 22; May 8.

Results. Each numbered agenda item listed above is described separately. The current status of each item is stated to the extent that it’s known.

1. Course repeat and withdraw policies. FAPSC discussed the “Academics First” initiative at its first meeting and agreed to send this issue to a reconstituted Repeat and Withdraw Policy Working Group, with a membership similar to last year’s group but with a more defined goal of implementing

specific policy changes required by General Administration. The members of this working group (also chaired by Brian Cooper) are:

Brian Cooper	Chair, Faculty Academic Policy and Standards Committee
Thomas Forget	Member, Faculty Academic Policy and Standards Committee
Faith Neale	Member, Faculty Academic Policy and Standards Committee
Ed Jernigan	President, Faculty Council
Jane Neese	Associate Dean, College of Health and Human Services
Banita Brown	Associate Dean, College of Liberal Arts and Sciences
Patty Tolley	Associate Dean, William States Lee College of Engineering
Henrietta Thomas	University Advising Center
Chris Knauer	Registrar, Office of the Registrar
Cindy Wolf Johnson	Associate Provost, Academic Services
Leslie Zenk	Assistant Provost

The working group started by seeking information on the typical number of W's on student transcripts to inform a planned later discussion on "the number" that might be used for a cap. The revised system policy (400.1.5: Fostering Student Success) was transmitted on January 24, with regulations to follow. Shortly afterward we were informed that these regulations would set "the number" to 4. It was also noted that the policy did not require a cap on course repeats, and the working group eventually agreed that it was probably best not to try to implement one at this time, until we see if this problem persists under the new withdraw cap. With a repeat cap off the table, the group is now called the "Withdraw Policy Working Group" (WPWG).

The WPWG then considered the issue of students who withdraw from all courses in a semester and what would happen if they were registered for more than 4 courses (or if they had already partially used their cap). This is a big problem: 600–700 students or 2.5–3.5% of undergraduate enrollment each semester. Typically, only ~100 of these students per year are judged by the Dean of Students to have acceptable extenuating circumstances, which would keep such W's from counting against their cap. Many students have no reason to ask for such consideration now but would under a new withdraw cap policy, so we warned the Dean of Students and the Associate Deans to expect a large increase in the number of these requests.

The regulations were finally transmitted on May 2. The withdraw cap could be either 4 courses or 16 semester hours, and the WPWG agreed to use a 16-hour model. The regulations will also require changes to our withdraw deadlines. The withdraw policy must be in place by Fall 2014, and the working group agreed that we should implement it for all students counting W's from that point

forward, not just for new students. The regulations will not require changes to our Grade Replacement policy and perhaps not to our “two-year rule,” although the latter is still uncertain. Besides writing a new withdraw policy, the WPWG determined that the Grading and the Termination of Enrollment policies will have to be revised to accommodate the required changes.

Status. The Withdraw Policy Working Group is continuing to work on this issue through the summer, with the goal of generating a draft policy that FAPSC can discuss and vote on early in the fall.

2. Definition of Majors and Minors policy. FAPSC considered the very detailed final report submitted by last year’s working group. The committee spent much of the fall semester revising the proposed new language on certificates, which would have been a substantial departure from current practice. In the spring, the committee investigated semester hour requirements for current majors and minors, whether required related coursework is uniformly counted toward the numerical limits, and the issue of overlapping major and minor requirements. Briefly, the latest draft language has the following features:

Major: minimum 30 hours; no maximum specified except it must be “feasible” to complete all degree requirements without incurring the surcharge. A separate paragraph was added to clarify that required coursework need not all bear the same code as the major (or minor).

Minor: minimum 15 hours; maximum 29 hours (1 fewer than the minimum for a major) although most current minors are 24 hours or fewer. The committee agreed to compromise language that “[a] minor should require significant additional coursework beyond what is required for a related major.”

Concentration: a structured plan of study within a major; variable hours; replaces terms like “track,” “focus,” or “emphasis” and appears on the transcript.

Certificate: a credential for an applied area of focus that can be obtained without seeking a degree, or complementary to or concurrently with a degree program.

Status. A draft policy has been distributed to the Associate Deans to solicit feedback from academic advisors in each college. FAPSC will consider this feedback and attempt to send a motion forward in the fall.

3. Policy and procedures for student appeals of final course grades. The main concerns are clarifying the division of labor for such appeals between the Provost and the colleges and reviewing how these procedures are communicated to the students. Much of this seems to be more of an administrative than an academic policy issue. Also, this is one of the policies maintained by Legal Affairs, not Academic Affairs.

Status. The Provost was asked to clarify the academic policy questions to be considered, and this item was (at least temporarily) removed from the agenda.

4. Students who return after receipt of a degree. The main reason for asking FAPSC to consider this appears to be that the Registrar needs guidance on how to categorize such individuals. This too seems to be largely an administrative issue.

Status. Removed from the agenda by the Provost.

5. Policies due for five-year review. FAPSC was charged to review each of the following policies for “relevance, accuracy, and gaps.”

- a. Academic Advising. FAPSC reviewed this policy and found no gaps, irrelevant sections, or inaccuracies.

Status. No changes were deemed necessary.

- b. Commencement Faculty Attendance. FAPSC identified a “gap” in the current policy in that it is silent on the role of lecturers. In an effort to encourage lecturers to become more fully engaged in the university, the committee revised the language to include *all* full-time faculty.

Status. Motion sent to FEC.

- c. Academic Probation and Suspension. It was noted that this policy had been rewritten in 2011 and thus should not yet be due for a five-year review. After consultation with the Faculty President to confirm that no specific, new problems had arisen with this policy, it was removed from our agenda.

Status. Removed from the agenda.

- d. Readmission of Former Students. This policy includes our “two-year rule” and may interact strongly with the planned new withdraw cap, even though it does not appear that the new regulations from GA will compel us to revise it.

Status. To be considered next year, after the new withdraw policy has been drafted.

- e. Termination of Enrollment. This policy will *definitely* be affected by the planned new cap on withdrawals, so it would be premature to review it before we have a draft of the withdraw policy.

Status. The WPWG will draft revisions to this and to the (also affected) Grading policy for consideration by FAPSC in the fall.

- 6. No grades submitted. In 2011–2012, FAPSC passed a motion to revise the Final Examinations policy (University Policy 202, formerly Policy Statement #16) to eliminate the NG (“no grade”) option, saying further “If no grade is entered it reverts to ‘I’ two weeks after final grades are due.” But that is not the purpose of an incomplete grade, and students should not be punished for the unprofessional conduct of faculty. It’s also more of an administrative problem than an academic policy issue. So the prior chair just sat on the motion and never conveyed it to FEC.

Status. Motion sent to FEC along with a plea to reject it, which they did.

- 7. Academic Honors policy. The Associate Deans asked FAPSC to consider changes to this policy to eliminate misleading wording. The changes would clarify that part-time students may in fact be eligible for the Dean’s List, just as the current policy more clearly indicates that they may be eligible for the Chancellor’s List.

Status. Motion sent to FEC and accepted by them.

- 8. University Marshal policy. Academic Affairs asked FASPC to consider changing the language of this policy to allow outstanding Associate Professors to serve as Marshal. The committee accepted the recommended changes after minor editing.

Status. Motion sent to FEC.

Submitted on May 16, 2013 by Brian T. Cooper, Chair of FAPSC.

Faculty Advisory Library Committee (FALC) Annual Report 2012-2013

UNC Charlotte Faculty Advisory Library Committee Annual Report Academic Year 2012-2013

Chair: Susan T. Arthur, CHHS
Dept. of Kinesiology

Date: April 15, 2013

The Faculty Advisory Library Committee (FALC) at the University of North Carolina at Charlotte met once a month. The chair of FALC was elected in November of 2012. Below are the members and alternates for the various colleges.

College	Member	Alt Member
Arts & Architecture	Thomas Gentry	Angela Rajagopalan
Business	Moutaz Khouja	Keener Hughen
Computing and Informatics	Xiuxia Du	Celine Latulipe
Education	Chris O'Brien	Brian Kissel
Engineering	Peter Schmidt	Barry Sherlock
Health & Human Services	Susan Arthur (chair)	Tonya Anderson
Liberal Arts & Sciences	Heather Perry	Ralf Thiede
Liberal Arts & Sciences	Dan Rabinovich	Bill Brandon
Liberal Arts & Sciences	Gregory Weeks	Jeremy Schott
Graduate & Prof Student Govt.	Joe Howarth	
Atkins Library	Stan Wilder	
Atkins Library	Chuck Hamaker	

Topics discussed during 2012-2013 AY for FALC were:

1) Open Access Publication at UNC-Charlotte.

The University Library has been in discussions with UNC Charlotte deans and the provost regarding the university's position on open access publications (OAP). It is the library's intent to propose to the Provost a request for institutional support of OAP in the form of signing the Berlin Declaration <http://oa.mpg.de/lang/en-uk/berlin-prozess/berliner-erklarung/>. FALC has been asked to obtain faculty opinion on OAP and to deliver expression of support through Faculty Council in the time span of either late 2012-2013 AY or early Fall 2013. The tactic that FALC has agreed to deliver information to faculty on OAP is in the form of a video that will be available on the library website, displayed at the respective colleges' faculty meetings as well as via an email through AA. Faculty will have the opportunity to express opinions on the video via email to Atkins library. The video is near completion.

2) Recent Acquisitions Atkins Library April, 2013.

Atkins library has made concerted efforts to purchase a variety of resources to benefit all of the departments within UNC Charlotte. In addition to books and journals there is a new category within the library termed video streaming and ebooks. Some of the acquisitions are: Ethnography in Video; Dance in Video;; All Alexander Street video; UPCC/PROJECT MUSE EBOOKS COLLECTION 2013; JSTOR Arts and Science XII; Arts & Sciences XII; Education in A&S XII; Political Science titles in A&S XII; Asian studies journals included in A&S XII; Gale Archives Unbound Latin American collections; Colección Revolución, 1910 – 1921; Foreign Relations between Latin America and the Caribbean States, 1930-1944; Foreign Relations between the U.S. and Latin America and the Caribbean States; Revolution in Mexico; the 1917 Constitution, and its Aftermath: Records of the U.S. State Department; Harvard University Press; Microfilm of the Charlotte Observer (1918-1936); Angewantde Chemie International; Synthesis Digital Library of Engineering and Computer Science; and the MIT Press in eBooks Library-Computing and Engineering Collection.

Respectfully submitted,



Susan T. Arthur
Chair of FALC

Faculty Advisory Summer Sessions (FASSC) Annual Report 2012-2013

The Faculty Advisory Committee on Summer Programs has met once each semester during 2013. Dr. Dennis McEhoe and I have corresponded throughout the year. Dennis has been meeting with the Senior Associate Provost about instituting a Maymester (another summer session to be held before the first summer session). Currently, we are in a holding pattern about this outcome. My tenure on this Committee as Chair and member will end as of June 0. 2013. I have enjoyed working with everyone over the past three years.

Sincerely,

Charisse

Charisse T.M. Coston

Charisse T.M. Coston PhD

Coordinator. Learning Community for Transfer Students

Faculty Director. Justice Studies Abroad (London England; 2nd five week summer session)

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Faculty Competitive Grants Committee (FCGC) Annual Report 2012-2013

No report.

Faculty Employment Status Committee (FESC) Annual Report 2012-2013

MEMO

Date: April 15, 2013
To: Ed Jernigan, Faculty President
From: Aimee Parkison, Associate Professor of English,
Faculty Employment Status Committee Chair

FESC Year-End Report

The following motion drafts were submitted by the FESC this year in the following order:

- 1.) A Motion Draft entitled “Response to Approval of Online Course Evaluations” – This motion was submitted in Oct. of 2012 and was tabled by FEC for more time for faculty discussion. The motion died on the table.
- 2.) A Motion Draft to approve the following document needed for SACS accreditation: “Job Responsibilities and Essential Functions for Tenured and Tenure Track Faculty.” This motion was submitted in Oct. of 2012 and was tabled by FEC for more time for faculty discussion. After receiving faculty input, the Faculty President requested that FESC create a new motion based on a rewritten/revised draft of the document.
- 3.) A Motion Draft to approve the rewrite/revision of the following document: “Job Responsibilities and Essential Functions for Tenured and Tenure-Track Faculty.” FESC is awaiting updates from FEC and FC about the response to this new motion, submitted in April of 2013.

This completes FESC’s business for the academic year of 2012-2013.

No new or previously assigned items carry over to be dealt with by FESC during the next academic year, but follow-up on the above item #3 might be needed next academic year, depending on the response by Faculty Executive Council and/or the vote by Faculty Council related to the above item #3.

Members of the FESC are Aimee Parkison (chair), Smith, Heather; Ryan, Deb; Zellars, Kelly; Lu, Aidong; Starker, Tehia; Kuyath, Steve; Marchetti, Sue; Bryska, Nishi; Lanclos, Donna

Faculty Grievance Committee (FGC) Annual Report 2012-2013

GRIEVANCE COMMITTEE'S 2012-2013 ANNUAL REPORT

Members:

K.R. Subramanian	CSCI
Aaron A. Toscano	ENGL
Ken Bost	BIOL
Mehdi Miri	ECE, chair
Todd Steck	BIOL
Meredith Troutman	NURS
Joe Urbas	ET

During the 2012-2013 Academic Year, no grievance case was brought before the Faculty Grievance Committee. We lost two of our members to administrative duties and these members have now been replaced by new members Christine Richardson and Deb Ryan.

Faculty Hearing Committee (FHC) Annual Report 2012-2013

Hearing Committee Report 2013

Date: May 29, 2013

Chair: Rosemary L. Hopcroft (SOCY)

Committee Members: Charlie Reeve (PSYC), Bridgette Sanders (LIB), Suzanne Boyd (CHHS), Charisse Coston (CJUS), Craig Depken (ECON), Martin Kane (CENV), K.R. Subramanian (CSCI), Lloyd Blenman (BLAW), Robert Brame (CJUS), Tracy Rock (REEL), Ronald Priebe (ETCH), Meredith Troutman (SON)

Hearings 2012-2013:

Summer 2012 (our committee year begins with the summer sessions):

The committee was requested to provide a hearing for non-reappointment and a hearing for denial of tenure.

The hearing committee met on May 21, 2013 and decided unanimously to hear both cases on the grounds of Material Procedural Irregularities.

Panel number one was composed of Suzanne Boyd, Craig Depken, Bridgette Sanders, Robert Brame and Meredith Troutman-Jordan.

Panel number two was composed of Tracy Rock, Ron Priebe, Charisse Coston, KR Subramanian, and Martin Kane.

Each panel met with a legal representative to be briefed about procedures.

Panel number one convened on June 5th and did not find that the petitioner had a prima facie case for a hearing.

Panel number two met June 11th and recommended that the decision not to reappoint be overturned for material irregularities. A letter with this recommendation was sent to the Chancellor.

The Chancellor did not concur with our recommendation.

Fall 2013:

A professor was dismissed from the university and requested a hearing be held. This required a revision to Academic Affairs rules for hearings, as this dismissal was for reasons unrelated to promotion, reappointment and tenure. Revisions were determined with the consultation of the University Associate General Counsel. A hearing was scheduled for November 2013.

The criminal charges against the professor were dismissed and the hearing was cancelled.

Faculty Honorary Degree Advisory (FHDAC) Annual Report 2012-2013

From: Amy Canevello

To: Ed Jernigan

Subject: Year-end reports

Date: Monday, April 1, 2013

Dr. Jernigan,

End of Year Report re: Faculty Honorary Degree Committee.

Calls for Honorary Degree nominations were sent out in the fall semester by Matt Wyse. The Faculty Honorary Degree Committee met to review nominations and forwarded nominations that met specified requirements to the Chancellor's Office to be reviewed by the Board of Trustees.

Please contact Matt Wyse or Leslie Zenk (both of whom serve as Committee administrators) if you have further questions.

Best,

Amy Canevello

Amy Canevello, PhD | Assistant Professor, Psychology

University of North Carolina, Charlotte

acanevel@uncc.edu | Phone: [704-687-1324](tel:704-687-1324)

<http://psych.uncc.edu/> | <http://healthpsych.uncc.edu/> | <http://healthpsych.uncc.edu/>

Faculty Information & Technology Services Advisory Committee (FITSAC) Annual Report 2012-2013

Faculty Information and Technology Services Advisory Committee (FITSAC), UNC Charlotte
Annual Report – 2012/2013, Submitted May 17, 2013

I. Committee Workload

The committee met five times during the fall and spring semester. Meeting dates were: September 20, October 16, January 25, March 14, and April 26.

II. Completed Projects

FITSAC did not make any formal motions to FEC or Faculty Council this year. In its meetings, it discussed with ITS the following topics, provided feedback on the topics, and made some informal recommendations to ITS:

- Online Course Evaluation Implementation
- Moodle Archiving
- ITS Governance & Internal Reorganization
- Need for qualitative software by faculty in several colleges
- New ITS procedure for licensing discipline-specific software
- ITS Faculty Computing Initiatives
- Data Security Support

FITSAC also met as a committee with two representatives from BerryDunn Consulting when the group was on campus in January as a part of its information gathering for the IT Master Plan that is underway.

III. Ongoing Projects

A. Online Course Evaluations

- Implementation of Online Course Evaluation: CTL representatives met with FITSAC in the Fall and Spring semesters to provide updates about the progress of implementing online course evaluation.
- **Recommendation to ITS:** FITSAC strongly recommends that email notification and reminders to students and faculty re: online course evaluations come from a @uncc.edu email address. ITS RESPONSE: As a point of clarification, Faculty notifications already come from ctl@uncc.edu. In the current version of the software, student notifications can't come from a UNC Charlotte address, but they can in the new version we expect to start using in the fall. Once available, this change will be implemented.

- **Recommendation to ITS:** FITSAC recommends that CTL report the response rates for the online course evaluation by college on the evaluation website (<http://myevals.uncc.edu/>) . ITS RESPONSE: Great idea! After Spring 2013 results are released to faculty on May 14th, the response rates for Phases 1, 2, and 3 will be published on <http://myevals.uncc.edu>.

B. Computer News: The committee heard from ITS on the following issues:

- Archiving Moodle Data. Moodle data was archived during the fall semester to improve performance during the Fall 2012 final exam period. CTL has communicated this change with IT directors of each college so that they are aware and can provide support too. Course content will remain on the Moodle server for the current term plus one year.
- ITS Governance & Internal Reorganization: ITS developed a new governance model that will provide a clear process for IT to secure resources identified as a campus need.
- Qualitative software needs: It was discussed at several meetings that faculty in different colleges increasingly need access to qualitative software such as NVivo or AtlasTI. Licenses for these software tools are presently purchased individually at the college level.
- Discipline-specific software licensing. ITS is reviewing licensing on campus and working with university partners to identify areas where collaboration may save money and increase access to software.
- ITS Faculty Computing Initiatives. Michael Cato, Interim Vice Chancellor for IT and CIO, presented initiatives ITS undertook or planned that affected faculty computing: improving wireless access and researching solutions to ever-increasing storage needs.
- Data Security Support . Training of data security officers is on-going; ITS is adopting ISO 27002 security standards. ITS clarified the point of contact for Data Security should be the IT Service Desk.
 - Security Incident Response – Rowanne Joyner has taken on the coordinating role for our security incident response. As is already our practice, the Information Security team, the CIO and the appropriate ITS Directors continue to serve on the response team.
 - Security Policy and DSO Interactions – Rowanne will also expand her role to co-chair the Information Assurance subcommittee in IT Governance with Jesh Humphrey. The subcommittee is the main vehicle for campus Data Security Officers (DSO's) to work through data security agreement needs and resources. Rowanne is already a key part of the Security Policy work and I believe this will protect the progress we've made.
 - IT Governance – Pat Barber has taken on the role of Co-Chair of the IT Advisory Committee (ITAC) with Chris Ervin and Michael Cato will continue work with both ITAC and the IT Executive Steering Committee (ITESC).
 - The main point of contact for IT Security and other IT needs continues to be the IT Service Desk (help@uncc.edu or 7-5500) so that campus needs can be expeditiously received, tracked and resolved.
 - This information has been published the ITS website with further details (<http://itservices.uncc.edu/security/>).

C. Course and Curriculum Database Project

Heather McCullough represented FITSAC on the Course and Curriculum Database project again this year and the committee members were asked to solicit and share with their deans or associate deans policy and procedural issues that need to be addressed in this new system being developed by ITS.

IV. Official FITSAC Membership 2011-2012

Faculty Information and Technology Services Advisory Committee (FITSAC) [two-year term]				
Chair	Heather McCullough	LIB	LIB	HeatherMcCullough@uncc.edu
Arts + Architecture	Nick Senske	ARCH	COAA	nsenske@uncc.edu
Business	Ram Kumar	BISOM	COB	rlkumar@uncc.edu
Computing & Informatics	Bill Chu	SSI	CCI	billchu@uncc.edu
Education	Drew Polly	REEL	COED	Drew.Polly@uncc.edu
Engineering	Don Chen	ETCH	COE	D.Chen@uncc.edu
Health & Human Services	Judy Cornelius	SON	CHHS	jbcornel@uncc.edu
Liberal Arts & Sciences	Debra Smith	AFRS	CLAS	debrasmi@uncc.edu
Liberal Arts & Sciences	Gabor Heteyei	MATH	CLAS	gheteyei@uncc.edu
Liberal Arts & Sciences	Ashli Stokes	COMM	CLAS	aqstokes@uncc.edu
Library	Michael Wineoff	LIB	LIB	mkwineco@uncc.edu
Student Representative	TBD			
Ex-officio non-voting member: Interim CIO Michael Cato				

Respectfully submitted,

Heather McCullough, Chair
J. Murrey Atkins Library

Faculty Legacy Scholarship Committee (FLSC)

Annual Report 2012-2013

The Faculty Legacy Scholarship Committee (FLSC) met several times during the academic year to develop policies and guidelines and to identify scholarship recipients.

With approximately \$600 available for next year's scholarships, the FLSC made the following decisions via consensus:

- Two scholarship recipients @ \$300
- Recipients to be juniors this year
- Recipients to be high GPA and high need
- No more than one recipient from a college
- Undergraduates only this cycle

From a list of nearly 60 high performing students with 30+ hours completed at UNC Charlotte, the highest performing students from each college (Liberal Arts & Sciences were subdivided into STEM and nonSTEM majors) with the greatest financial need were identified and pared to a list of 15 scholarship candidates. From that list, Financial Aid examined how much additional financial aid and loans each candidate would receive next year. The two students with the greatest unmet financial need were selected as recipients of \$300 each for 2013-14. The two students were:

- Kate Moore (History)
- Anatoly Repinetsky (Software and Information Systems)

The committee chair will meet with a UNC Charlotte Foundation representative to iron out procedures going forward for allocating scholarship money through Financial Aid.

Faculty Research Grants Committee (FRGC)

Annual Report 2012-2013

Chair: Jean-Claude Thill; Members: Will Campbell, Craig Depken, Anita Raja, Bruce Taylor, Don Chen, Tricia Turner, Joe Whitmeyer, Amy Peterman, Christine Richardson, Donna Lanclos

The primary function of the FRG Committee is to solicit Faculty Research Grants, and then evaluate and select grants for funding. In the current cycle, \$399,908 was made available to support worthy proposals. The work of the FRG Committee is made possible by the expert assistance provided by Proposal Development Director Lesley Brown. Also, several faculty members were invited to join the three evaluation subcommittees.

In the Fall round of submissions, submissions and awards were as follows:

- Arts and Humanities

23 submissions (5 of these were from New Assistant Professors)

15 awards (1 of these was for a New Assistant Professor)

- Science, Technology, Engineering, and Mathematics

36 proposals (10 of these were from New Assistant Professors)

18 awards (3 of these were for New Assistant Professors)

- Social Science, Business, Health and Education

28 submissions (5 of these were from New Assistant Professors)

15 awards (1 of these was for a New Assistant Professors)

The New Assistant Professor Resubmission Program is managed in the Spring. Submissions and awards were as follows:

- Arts and Humanities

4 submissions

4 awards, plus 1 partial award for a senior faculty member from the fall round

- Science, Technology, Engineering and Mathematics

6 submissions

4 awards

- Social Science, Business, Health and Education

3 submissions

3 awards, plus 1 award for a senior faculty member from the fall round

A complete list of submitted proposals is appended to this report.

FRG committee also deliberated on a proposal to allow Library Faculty to submit FRGs starting with the 2013-2014 cycle. A proposal was approved and submitted for consideration by the Faculty Council.

Report submitted by Jean-Claude Thill, April 18, 2013

Faculty SOTL Grants Committee Annual Report 2012-2013

SoTL GRANTS COMMITTEE
ANNUAL REPORT
April 2013

Chair: Richard Leeman

Committee Members: Christopher Beorkrem, Diane Cassidy, Meredith DiPietro, Jen Hartman, Bob Herman-Smith, Tony Jackson, Lisa Nickel, Meg Morgan, Ahmad Sleiti, Caroline Swartz

Ex-Officio Members: Concepcion DeGodev, Valorie McAlpin, Garvey Pyke (Center for Teaching and Learning)

Committee Accomplishments:

1. The Center for Teaching and Learning sponsored a poster session November 2. Faculty and staff presented SoTL funded projects between 2009 and 2012.
2. Reviewed 13 Proposals for the AY 2012-13 Scholarship of Teaching and Learning (SoTL) grant cycle. Given budget allocations, 8 proposals were funded (see below) for a total of \$72,923.
3. Requested and received permission to move allocations from a one-year budget cycle to a two-year budget cycle.

Agenda Items for AY 2013-2014

1. Revise call for grants to indicate that applicants may schedule the budget for a two-year cycle.
2. With Center for Teaching and Learning, sponsor a poster session in Fall 2013 for faculty and staff to present SoTL funded projects from AY 2012-2013.
3. Assess presentation and publication results of SoTL projects.

Funded Projects, AY 2012-2013

Authors	Proposal Title	Amount Funded
Bradley, A., Harkins, M. & Latta, D.	Collaboration for Quality: A Partnership to Assess Information Literacy Instruction for Freshmen Engineering	\$ 5,000
Garcia, W. and Gagne, S.	Teaching the Theory of Island Biogeography as an On-Campus Field Laboratory	\$13,048
Gossett, L., et al.	Understanding Student Perspectives on the Course Evaluation Process	\$19,850
Hippensteel, S.	Investigating the Readability of Geoscience Reading Materials Assigned to Undergraduate Earth Science and Geology Students	\$3,800
Kissau, S.	The Best of Both Worlds: Hybridized Second Language Methodology Instructions	\$4,850
Lansen, O.	Using Modular Online Learning Platforms to (Re)Introduce Student-Centered Active Learning and Essential Academic Skill Development in History Survey and General Education Courses	\$3,925
Sheets, C.	Time for a Change: Preparing for Common Core K-2 Mathematics Instructions	\$12,950
Swisher, M., Balmer, J. & Senske, N.	Developing Online Content for Foundation Design Instruction	\$9,500

Faculty Welfare Committee (FWC) Annual Report 2012-2013

Did not meet this academic year.

Graduate Council Annual Report 2012-2013

MEMORANDUM

To: Dr. Ed Jernigan, President

UNC Charlotte Faculty

From: Dr. Rob Roy McGregor, Chair

UNC Charlotte Graduate Council

Date: May 10, 2013

RE: Final Report on Graduate Council Activities for 2012-2013

The Graduate Council held one organizational meeting and nine business meetings in the 2012-2013 academic year. We dealt with 39 course and curriculum proposals and reviewed and recommended changes to the deadlines for submitting completed theses and dissertations to the Graduate School. These changes—which were approved and incorporated into the Spring 2013 semester calendar—now give graduate students later deadlines in any given semester to complete their theses and dissertations in time to graduate that semester. The Council also served as the internal review committee for a pilot study of the new graduate program review process. Included in this pilot study were the PhD programs in Business Administration, Mathematics, and Optical Science and Engineering, and the master's programs in Applied Physics, Economics, Mathematics, Optical Science and Engineering, Philosophy, and Psychology. In our role as internal review committee, we have reviewed and prepared responses to the self-studies completed by these programs. The pilot study will be completed by the end of the academic year. We also began a discussion of the role of the graduate program director at UNC Charlotte, but it will fall to next year's Council to take up and complete this item of business.

O. Max Gardner Award Committee Annual Report 2012-2013

O. Max Gardner Award Committee Chair: Eddy Souffrant

Academic Year: 2012-2013

To: President of University Faculty Council, Dr. Ed Jernigan

Date: 25 May, 2013

This past year, as President-elect of the University Faculty Council, I undertook the search of our University's O. Max Gardner Award candidate. There were four components to the search. The first consisted of establishing a Selection Committee. I invited representations from members of all of the colleges of the University. The Belk College of Business, The College of Health and Human Services, and the William States Lee College of Engineering could not delegate a representative. I formed a committee consisting of five representatives of the University constituency. A call for candidates was sent to the Deans of the various Schools. Three nominations were advanced. Our potential candidates were John Marks, from the Department of Anthropology, David Russell, from the Music Department, and Rosemarie Tong, of the Department of Philosophy and the Center for Professional and Applied Ethics. The nominee from the College of Arts and Architecture, David Russell, was selected to represent our University. With the help of Academic Affairs, I prepared the dossier of Mr. Russell that was sent to the UNC General Administration. Unfortunately, our candidate did not win.

Part-Time Faculty Committee Annual Report 2012-2013

April 13th, 2013

The Part-Time Faculty Committee was asked to:

“... consult and advise university leadership on policies, processes and practices, as well as the enforcement of same, pertaining to the welfare of part-time faculty as it is related to the workplace environment that can affect recruiting, retention, professional development and morale of faculty. These issues could include, but are not be limited to part-time faculty workload policies, employment status, working environment, support, continuity, productivity, and diversity.”

<http://facultygovernance.uncc.edu/node/696>

In this capacity, we commented on the 61-page draft of *The Part-Time Faculty Handbook* assembled by the Office of Academic Affairs. Because we had concerns about the document that touched on larger university policies, this handbook is pending further revisions by Academic Affairs. We anticipate reviewing the revised document sometime next year.

We were also asked to conduct a survey of UNC Charlotte part-time faculty in order to better understand issues affecting their work-life balance, performance, retention, and professional development. We were asked to put forward recommendations to the Faculty Council on policies affecting part-time faculty upon analysis.

Creating and implementing this survey was somewhat frustrating for the committee, but also very enlightening. Our primary difficulty was obtaining email addresses for part-time faculty from the current and previous two semesters. There is no university-wide source for such contact information. In fact, of the many, many departments and discreet academic programs at UNC Charlotte, only seventeen programs (plus the Belk College of Business) responded to our requests for part-time faculty emails. This difficulty was ultimately exacerbated by the fact that part-time faculty lose their emails upon the end of the semester. If a part-time faculty member were not employed by UNC Charlotte at the time of the survey, their uncc.edu email address was useless.

Due to these difficulties, the survey was sent to only 285 email addresses. From this, 105 responded. We estimate there could be well around 500 part-time faculty teaching for the university any given semester, but we have no way of knowing for sure.

The resulting data set (however small) *did* demonstrate some significant trends, mostly in regards to departmental support, mentoring and the high cost of parking relative to pay per course. The committee has drafted a rough outline of recommendations, and anticipates completing the document by the end of this semester. We will submit our recommendations to Faculty Council for their September meeting.

The committee met in-person four times, with the bulk of discussion occurring over email. As chair of this committee and a *full-time* faculty member, I would like to note that *all other members of this committee were part-time faculty*. To the best of my knowledge, none of the other committee members received compensation for their service, nor were service contributions specified in their contracts. While I was impressed by the sheer time and focus most of the members gave this committee, I feel it is problematic requiring this degree of service without a prior contractual agreement or additional compensation. Nevertheless, I warmly thank my colleagues on this committee for their hard work, keen insights, and collegiality.

Respectfully,

Heather D. Freeman
 Chair, Part-Time Faculty Committee
 Associate Professor of Digital Media, Department of Art & Art History
 College of Arts + Architecture
HeatherFreeman@uncc.edu

Committee Members

Education	Nellie Aspel	SPCD	COED	npaspel@uncc.edu
Computing & Informatics	Ali Sever	ITCS	CCI	asever@uncc.edu
Liberal Arts & Sciences	Suzanne Thomas	FYWP	CLAS	smthomas@uncc.edu
Liberal Arts & Sciences	Carol Higham	HIST	CLAS	ahigham@uncc.edu
Liberal Arts & Sciences	Peta Katz	ANTH	CLAS	pakatz@uncc.edu
Business	Cindy Fox (Alternate Chair)	GLBP	COB	ctfox@uncc.edu
College of Arts + Architecture	Heather Freeman (Chair)	AAH	COAA	heatherfreeman@uncc.edu
Engineering	<i>Vacant</i>		COE	
Health & Human Services	Lee-Ann T. Kenny	SON	CHHS	ltkenny@uncc.edu

Alternate Members

Education	Danny Smith		COED	djsmith1@uncc.edu
Computing & Informatics	Parker Foley		CCI	JPFoley@uncc.edu
Liberal Arts & Sciences	Rodney Stringfellow		CLAS	rstringf@uncc.edu
Liberal Arts & Sciences	Ellyn Ritterskamp		CLAS	elritter@uncc.edu
Liberal Arts & Sciences	Monica Belus		CLAS	mfbelus@uncc.edu
Business	Jennifer Hurlbert		COB	jhurlber@uncc.edu
College of Arts + Architecture	Delia Neil		COAA	dlnail@uncc.edu
Engineering	<i>Vacant</i>		COE	
Health & Human Services	<i>Vacant</i>		CHHS	

Undergraduate Course and Curriculum Committee (UCCC) Annual Report 2012-2013

UNDERGRADUATE COURSE AND CURRICULUM COMMITTEE UNC CHARLOTTE 2012-2013 ANNUAL REPORT

TO: Ed Jernigan
Faculty President

FROM: Rick Lejk
Chair, UCCC

RE: Report for Academic Year 2012-2113

Date: 3 April 2013

In accordance with the *Standing Rules of the Faculty Council*, the Undergraduate Course and Curriculum Committee (UCCC) submits the following report for the Academic Year 2012-2013.

The members of the UCCC for this academic year are:

Chair	Rick Lejk	COMP	CCI
Arts + Architecture	Nick Senske	ARCH	COAA
Business	Ellen Sewell	ECON	COB
Computing & Informatics	Bruce Long	SIS	CCI
Education	Drew Polly	REEL	COED
Engineering	Wes Williams	ETCH	COE
Health & Human Services	Susan Lynch	SON	CHHS
Liberal Arts & Sciences	Amanda Pipkin	HIST	CLAS
Liberal Arts & Sciences	Tonya Bates	BIOL	CLAS
Liberal Arts & Sciences	Kim Harris	MATH	CLAS
Library	Stephanie Otis	LIB	LIB
Undergraduate Student (full-time)			

The Committee had no face-to-face meetings this academic year. Instead, all meetings were held in a virtual setting.

The Long Form submissions were sent to the Committee members via email. The suspense date was normally set at ten calendar days from the date of transmission and responses were due during that time interval. For several of the proposals, extensions of the ten day period were made because of the number of long form proposals to consider or the size of the submission. When comments were made or issues rose, these were sent to the originator for resolution. In all cases, the Committee member's suggestions were adopted. As of this date, no long form proposals are pending. See Attachment #1 for a complete listing.

As to the Short Form Proposals, these were all handled individually by the Committee Chair. Several of these required negotiations with the originators to correct various administrative errors. There were no insurmountable problems and were resolved to the satisfaction of all parties involved. See Attachment #2 for a complete listing of the short forms approved by the Chair. There are none pending

One issue that needs to be resolved is the current published policy on course numbering. It appears to be largely ignored as past committees have approved course numbers that are not in agreement with this policy and AA has not raised any issue on these violations. I recommend that this be given as an action item for FAPSC to consider when they reconvene in the Fall 2013 semester.

Attachment #1 – Long Form Proposals Approved

Establishment of a Minor in Outdoor Adventure Leadership

BSW Curriculum

Revision of Four-Year Mechanical Engineering Technology Undergraduate Curriculum

Revision of Undergraduate Curriculum in Marketing

Establishment of a New Undergraduate Minor in Reading Education

Revision of the BA in English with New Concentrations

Establishment of a Minor in Francophone Studies

Establishment of a Minor in Statistics

Creation of an Interdisciplinary Minor in Linguistics

Revised B.A. in Earth Science Degree

Revised B.S. in Earth Science Degree

Attachment # 2 –Short Forms Proposals Approved

Establishment of New Course: GEOG 3220 Renewable Energy and Regional Energy Markets

Establishment of New Course in Global Environmental Change

Revisions to ENGL 4102, Classics in British and Children's Literature; 4103, Classics in American Children's Literature; 4104, Multiculturalism and Children's Literature

Establishment of New Course: GEOG 4215 Urban Ecology

Establishment of New Course: GEOG 3190 Biogeography

Establishment of New Course: ESCI 3190 Biogeography

Revision to UCOL 1300 Academic Success Seminar

Establishment of New Course: Computing Applications Seminar

Establishment of New Course: Computing Leaders Team Projects

Establishment of New Course: Computing Leaders Team Leaders

Establishment of New Course: Computing Leaders Seminar

Establishment of New Course: GEOG 4216 Landscape Ecology

Concentrations for Exercise Science Majors

POLS 3126 name change

Change in Course Description for CHFD 2111

Changes to CHFD 3115 and CHFD 3112

Changes to Prerequisites in Statistics Courses

TRAN 3401- change in requirements

French course number change FREN 2207 to FREN 3207

Catalog Discrepancy Corrections- Designation Change, Term Limit Change, and Changes of requirement for Japanese Minor (Revised and Combined 2 Proposals)

Proposed Change to the "Bachelor of Science in Electrical Engineering with a Concentration in Power Systems and Power Electronics"

NURN 3104 Issues in Cultural Health

NURS 4430

Establish new course CEGR 4223 Timber Design

Establishment of New Course: GIS for Nonmajors

Establish a Civil Engineering Concentration in Energy

Establish New Course CEGR 4125 Forensic Engineering

Removing ELED 4111 from B.A. Elementary Education Program of Study

Establish new course CEGR 4126 Codes, Nodes, and Loads

Establish new course: CEGR 4127, Green Building and Integrative Design

Electrical Engineering Technology Curricular Changes/Additions

Civil Engineering Technology and Construction Management Curriculum Revisions

Current Course Renumbering and New Catalog Description- Geography and Earth Sciences

POLS 4990 prerequisites

Add a Prerequisite to CHEM 1251, Change its Title, Course Description

POLS minor requirements

ARTR 2161 and ARTR 3162 title edits
ARTF 3352, 3353, 3354, 3355
Establishment of a course in Atmospheric Chemistry
Editorial changes to current catalog copy SPED 3175
Editorial changes to current catalog copy SPED 4270
Editorial changes to current catalog copy SPED 4277
Editorial changes to current catalog copy SPED 4316
Proposal to remove pre-requisites and revise course description for INFO 3236 Business Analytics
Course Title Change of ENGL 4165 in Communications Studies Catalog Copy
Revisions to ENGL 4102, Classics in British Children's Literature; 4103, Classics in American Children's Literature; 4104, Multiculturalism and Children's Literature
Change in the Required Courses for the CHFD Minor
HLTH 4103. Environmental Health: A Global Perspective
Proposed New Course: ENGL 2107 Literature and Film
Editorial Changes to the catalogue for French
Revisions to course descriptions to improve work flow and allow more students to register for courses without overrides. (Psychology)
Course Numbering Change for Pro Practice, ARCH 4112 TO ARCH 4206
Change in credit hours for ITCS 1212 and its lab, ITCS 1213 and its lab, and ITCS 3181 and its lab
Change in prerequisite to MEGR 3111
SEEM Curriculum Revision (Systems Engineering and Engineering Management Program)
ARTH 4601, 4603, 4605, 4609
ARTH 3114 and ARTH 3115
Designating SOWK 3482 as Oral Course
Music Proposal 2012a (Academic Plans of Study)
Music Proposal 2012b (Catalog Copy)
Music Proposal 2012c (Secondary Ensembles)
Music Proposal 2012d (MUPF 1199)
Music Proposal 2012e (MUSC 2151 and MUSC 4235)
Music Proposal 2012g (MUSC 4090 and MUSC 4094)
Change in Prerequisites for MATH 1165
CEGR 3122 Structural Analysis
Change in prerequisite to MEGR 3256, MEGR 3356, MEGR 3456
Modification of Course Description for EDUC 4000 (1-6) Topics in Education
New Course EDUC 1000 (1-6) Topics in Education
Engineering Program Matriculation GPA Change
CEGR4278 Geotechnical Engineering II
Engineering Program Matriculation GPA Change
New Course: Waves and Optics (Mechanical Engineering)
Changing several criteria related to admissions, minimum grade requirements, and a course name change (Criminal Justice and Criminology)

Change Code of the Classical Studies Minor from WACL to CLST (Language and Culture Studies)

NURS 4090

Changes for Motorsports Engineering

Changing the order of two math courses and prerequisites (Mechanical Engineering and Engineering Science)

Add KNES 2168, 2168L, 2169, and 2169L

Change in Catalog Description: C Requirement for Spanish Major and Minor

Course Title Change: Elementary Spanish

Modify KNES 3280, 3285, and 3286, bring back EXER 2290 with a new number KNES 1290

Revision to numbering of 4000-level topics courses (Philosophy)

Changes for Energy engineering

University College Faculty Committee (UCFC) Annual Report 2012-2013

2012-2013 Annual Report from University College Faculty Council

Submitted by Lisa Slattery Walker

Activities of the Council for this year included, but were not limited to:

- Reviewed, updated, and endorsed LBST reporting form and LBST curriculum guides.
- Conducted 10-year review of the General Education curriculum, including surveys, focus group discussions, and open meetings. Recommendations submitted to Provost Lorden.
- Participated in interviews for First-Year Writing Director.
- Participated in AAC&U conference on assessment of General Education.
- Participated in GA discussions on Strategic Plan and course transferability.
- Conducted annual evaluation of Dean John Smail.

Sincerely,

Dr. Lisa Slattery Walker

University Honors Council Annual Report 2012-2013

University Honors Council
Annual Report
2012 - 13 Academic Year

1) The University Honors Council approved 66 Candidacy applications during the Fall semester and is currently considering 19 submitted during the Spring semester.

2) The University Honors Council certified students for August, 2012, Graduation with Honors as follows:

Biology – 1
University Honors – 1

3) The University Honors Council certified students for December, 2012, Graduation with Honors as follows:

Biology – 5
Communication Studies – 1
Physics – 1
University Honors – 10

4) The University Honors Council certified students for May, 2013, Graduation with Honors as follows:

University Honors – 27
Business Honors – 4
Education – 2
Art History – 3
Arts and Architecture – 2
Biology – 8
Chemistry – 1
Geography and Earth Science – 3
History – 10
Physics – 4
Psychology – 8
Religious Studies – 1

(It should be noted that seven students received both University Honors and Honors in a discipline; these students appear twice in the list above.)

5) The University Honors Council approved a name change of the “Honors Program in Art and Art History” to the “Honors Program in Art History”.

6) The University Honors Council approved changes to the Honors Program in Business.

- 7) The University Honors Council approved changes to the Honors Program in Religious Studies.
- 8) The University Honors Council approved changes to the Honors Program in Education.
- 9) The University Honors Council approved changes to the University Honors Program.
- 10) The University Honors Council approved changes to the Honors Candidacy application.
- 11) A subcommittee was formed to a) recommend changes to the structure and process of a newly constituted Honors Council, and b) propose a process for establishing an Honors Faculty.
- 12) Unfinished business to be concluded this academic year includes a) final action on Candidacy applications from candidates for Honors graduation in August or December, 2012, b) election of a Chair for the upcoming academic year, and c) consideration of a proposal from the subcommittee described in item 11).

Respectfully submitted,

Daniel Jones, Chair