

Academic Assembly
October 1, 2018
2:05 – 3:35pm, STCN 130

MINUTES

Present: Felipe Anaya, Sarah Bee, Terri Clark, Mark Cohan, Marc Cohen, Miles Coleman, Kelly Curtis, Arie Greenleaf, Ben Howe, Naomi Hume, Nalini Iyer, Kate Koppelman, Kathleen La Voy, Shane Martin, Agnieszka Miguel, Ben Miller, Michael Ng, Russ Powell, Frank Shih, Gregory Silverman, AJ Stewart, Colette Taylor, Mark Taylor, Kirsten Thompson

I. Orientation

- A. AcA Bylaws describe scope, authority, membership
 - 1. Officers: 1 President (Frank Shih), 2 Vice Presidents (Faculty Handbook – Kirsten Thompson, Program Review Committee – TBD)
 - 2. Meetings follow abbreviated Robert's Rules
 - 3. Voting – simple majority, quorum required in the room
 - 4. One week rule for introduction of motions before vote, can be waived in special circumstances via vote
 - 5. Executive session by request of any member, when all ex officio and students leave and no minutes are taken
 - 6. Subcommittee and AcA-appointed members list is being developed – new this year, will need work
- B. Faculty Handbook
 - 1. AcA delegated review of proposed revisions to handbook to Faculty Handbook Revision Committee (FHRC)
 - 2. One of AcA VP positions is the Chair of FHRC
 - 3. Chart of authorizations in the handbook outlines AcA approval and/or recommendatory authority for curriculum changes
- C. What we do
 - 1. Advisory/recommendatory to Provost on matters in Academic Affairs
 - 2. Clear voice of faculty position on matters of interest
 - 3. Exert influence via position statements
 - 4. Ask for reports, ask stakeholders to appear and inform
 - 5. React to unanticipated issues
 - 6. Initiate/participate in new activity
 - 7. Improve our reporting and communication processes
- D. President's position
 - 1. Best to have lead time on issues, no surprises
 - 2. Limit time member speaks to 1+1 in the interest of time management
 - 3. No Presidential vote on motions unless breaking a tie
- E. Meetings
 - 1. About 15 per year
 - 2. 2-3 large agenda items each
 - 3. Priority to Program Review Committee, Faculty Handbook Revision Committee motions
- F. Unfinished business
 - 1. Continuous improvement of and participation in Dean Evaluation process
 - 2. Retirement plan change will be formally announced by HR in November

3. University Assessment Committee membership needs confirmation
 4. Program Review of Political Science, discussion tabled from June 2018
 5. College/school level governance guidelines
 6. AcA interaction with Board of Trustees – November meetings will be scheduled soon
 7. Terms of office should be tracked on all of these committees and added to our new committee list
- II. Review of 6-11-18 Minutes
- A. 12 approve, 0 oppose, 9 abstain
- III. Introduction to New Provost Shane P. Martin
- A. Background
1. Comes from Loyola Marymount University in Los Angeles, with 25 years in various roles – most recently as Dean of the School of Education for 14 years, along with Dean of Graduate Studies for the past several years
 2. Active in accreditation processes, including California state commission for teacher credentialing
- B. Initial impressions of SU
1. Strong community across every area of the university
 2. Many challenges and lots of work to do, but nothing unexpected or shocking
 3. Situated in a larger moment in higher ed with many common challenges
- C. Areas of focus
1. Enrollment
 - a. Strong enrollment this year, but ongoing dependence on enrollment as a private institution
 - b. Enrollment management processes and procedures are at the top of the priority list to be able to sustain through more difficult years without the budget cuts of years past
 2. Strategic Planning
 - a. Opportunity around strategic planning process beginning this year – goal to make this inclusive and fully engaged across campus
 - b. Bob Dullea will lead the strategic planning project, beginning with a survey disseminated by the steering committee
 - c. Announcement of steering committee constituency will be announced soon – needs to be both representative and centered around the academic endeavor of the university
 3. Shared Governance
 - a. Issues around shared governance are not unique to SU, part of a larger conversation happening in higher education
 - b. Cabinet is open to learn and embrace shared governance
 - i. Most are not academics and they need education around the principles of shared governance
 - ii. This was on the Cabinet retreat agenda over the summer, including visits from Frank Shih, Kirsten Thompson, Chris Paul
 - c. Board of Trustees has also requested more engagement with faculty and Academic Assembly in particular
 - d. Emphasis on listening, collaboration, partnership in strengthening shared governance with AcA
 - e. Agree with Frank – no surprises on either side (AcA, Provost)

- f. AcA is elected voice of the faculty – make this the place and space where processes regularly take place, with less use of ad hoc reactivity
 - g. Hope to make decisions together through consensus
 - h. AAUP Statement on Governance from 1961 is useful, but it does not speak to some modern issues – range of faculty positions, online teaching, intellectual property, roles of staff and students
- D. Recommendations to AcA
- 1. Committee structure of AcA is critical, these need to be appropriately populated, charged, staffed – see an opportunity to develop a committee on committees
 - 2. Recommend an executive committee of Academic Assembly that could function throughout the calendar year including over the summer
 - 3. Provost is invited to first four AcA meetings, is open to attend all AcA meetings if that is the will of the body
- E. Discussion with new Provost
- 1. Scope of work of AcA has grown a lot over the last several years and will continue to grow
 - a. Need additional staff support, compensation for executive committee, tech support for coordinating file management
 - b. Recognize this is a major issue and Provost's office is actively working on a solution to provide more staff support for AcA as soon as possible
 - c. Need to look at faculty compensation holistically for time intensive committees as a full process
 - 2. Confusion around relationship between program approval process, program budgets, college and university strategic plans
 - a. At previous position, RCM model meant annual budget starts at zero, through money raised, grants, and contracts develop a budget through the year
 - b. There are benefits and risks to this model, more decision making power by dean and faculty of college, but no bailout or help from the rest of the university
 - c. The main takeaway from this model is how to be more innovative and creative in the program development area, especially for budgets
 - 3. Career path
 - a. From part time faculty, all the way to dean and now provost
 - b. Value the role of the faculty at all levels and think of SU as a comprehensive university – range of programs, faculty levels, and lines
 - c. Have to find ways to structurally support faculty at all levels
 - d. Important to build bridges with community and industry, professional faculty are critical to this
 - 4. Meeting with students
 - a. Provost is Chief Academic Officer and main job is as the head of the faculty, but also cares about all areas of student life
 - b. Holistic approach is at the heart of Jesuit educational endeavor, works in partnership with Student Development on issues as appropriate
 - c. Food service, housing, social issues – these are all things that affect student life, and are important to learn about
 - d. Provost has already met with students, is open to attend SGSU meetings
 - 5. Connection between AcA and Cabinet/Board of Trustees
 - a. Board of Trustees has requested to meet with 10 AcA members in November

- b. Hope this can be a way we can meet on equal ground instead of a sense of secrecy and confidentiality
- c. Might be better to have them attend our meeting: If you want to know what we do, come to our meeting and experience
- d. It matters how this happens in the early stage, AcA should consider how to do this in a way that feels authentic and facilitates dialogue
- e. Chair of the Board offered to Frank Shih to visit AcA, ongoing conversation
- f. Cabinet and Board are quite different, Trustees are a group of volunteers with fiduciary responsibility to the university, whereas Cabinet are full time employees who are at the university every day – this may mean different kinds of meetings

IV. AcA Representatives to Budget Advisory Board

- A. Biweekly lunch meetings led by the CFO
- B. Updates on the budget across the university as a whole
- C. Term of office one year
- D. Five volunteers needed
 - 1. Sarah Bee, Nalini Iyer, Colette Taylor, Frank Shih, Mark Taylor

V. AcA VP Program Review Committee

- A. Nomination of Colette Taylor
- B. Nomination of Terri Clark
 - 1. Important for continuity in the position, given a new Associate Provost and Provost
 - 2. Colette Taylor nomination withdrawn, did not know Terri Clark was willing to serve
- C. Motion to suspend the one week voting rule to confirm this nomination
 - 1. 16 approve, 0 oppose, 2 abstain
- D. Motion to approve Terri Clark as AcA VP for Program Review Committee
 - 1. 16 approve, 0 oppose, 2 abstain

VI. Provost visits to AcA needs to be discussed before determination can be made

VII. Vacancies

- A. FHRC announcement going out tomorrow seeking new members, need three new members
- B. Next meeting plan to be in discussion groups to plan agendas for the upcoming year
- C. Helpful for new members to hear what AcA has been dealing with – request to circulate previous agenda priorities to bring people up to speed