

2018-9 College of Arts and Letters Faculty Council
Meeting Minutes
April 16, 2019

I. Call to order: 4:00 p.m., FH 2591

II. Roll call

Present: Alam, Allred, Black, Baltus, Benton, Brakel, Caceres, Case, Christman, Coulter-Harris, Coventry, Day, Egan, Feldmeier, Forte, Kilmer, Kistner, Langan, Lundquist, McBane (for Foss), Mednick, Mezo, Nemeth, Orloff, Piotrowski, Rouillard, Sakowski, Sapci, Smith, Taylor

Excused: Emonds, Russell (for Fitzgerald), Thompson-Casado

Absent: Beatty-Medina, Crookston, Ferris, Mattison, Miner, Padilla, Wu

Ex Officio: Gilbert, Hammel, Hintz

III. Approval of Minutes & Agenda

Agenda for today's meeting was accepted without changes.

Minutes from March 19 session: Approved

Note that the scheduled April 2 meeting was cancelled due to lack of pressing business. Expression of gratitude for this short break.

IV. Executive Committee Report: Jamie Taylor

Executive committee met through Webex Conference session on Friday, April 12, 2019. Topics to be presented at council were discussed: elections progress and special committee report to be presented. A petition from Lecturers in the Arts division was not discussed because it was received after the meeting.

V. Faculty Senate Report: Tim Brakel

Brakel reported that a "robust" discussion of the university's anticipated "Freedom of Expression" policy took place. Currently three options are under consideration: 1. The so-called "Chicago Statement," 2. Reaffirmation of the current UT policy, and 3. No position publicly expressed.

VI. Graduate Council Report: Sara Lundquist

Gruden presented information to graduate council about a Masters in Cybersecurity, an expected 18% cut in the operating budget (and how it could affect enrollment by cutting tuition scholarships/graduate assistantships) and reducing the number of hours for MA degrees that are part of a BA to MA pipeline (from 150 to 141 credit hours).

The office of research has access to a number of research grants, including a visiting researcher grant, to bring in a guest researcher, and an interdisciplinary research award for researchers from different colleges to collaborate.

Schneider conducted a study of syllabi at UT in anticipation of a future HLC accreditation visit. She offered the following points in regard to syllabus preparation: Check to see the required parts are in every syllabus. Compliance is law. The tone should be directed toward students as an “invitation to learn” rather than a legal contract. Make sure the catalog description matches the wording in the catalog. List the Student Learning Objectives. Slash courses need clear differences between graduate and undergraduate versions.

Mentoring of graduate students needs attention. Students need to hear from graduate advisors on a regular basis.

VII. Administrator Report: Dean Charlene Gilbert

The BA in Data Analysis has been approved by Faculty Senate, and next it goes to the Provost Office, then the President and Board for approval. The college is re-thinking the design of the Humanities Institute. A retreat to envision it will be held. The position for a new director will be posted after that. Dean Gilbert is seeking ideas for lecture series speakers for next year: Shapiro Endowment Lecture, the Mikhail Lecture series, and the M. Gandhi Lecture (which is being relaunched).

Dean Gilbert requested that faculty be advised that on-line courses must be totally online. Students cannot be asked to come to campus for some parts of the courses. Also, faculty should use the Master Calendar to help avoid scheduling conflicting events that students might desire to attend both. Enrollment is better in the area of net confirmed students. Departments should make sure department scholarships all get awarded. The college has been asked to reduce its budget by 1.6%, and the dean hopes to protect the lowest paid workers. Anyone conducting a summer camp with minors participating will need to follow training guidelines. The awards ceremony for college honors is scheduled for May 3. All faculty are invited to attend.

VIII. Old Business

A. Curriculum Items: Brakel

Brakel presented the following for council approval: Asian Studies 3010: Topics in Asian Studies—course modification to remove some prerequisites. Approved unanimously.

B. Elections Committee Report: Ally Day

Elections for next year's council have been completed. However, a finished roster is not finalized. Departments have not all reported back on the names of representatives.

After some discussion of the election process, the **following notes** were made to advise the election committee next year.

- Bylaws should clarify that when two or more positions are available, voters may select the same number of candidates as positions. The current election provided voters to select only one name.
- Nominations were posted in a discussion forum in Blackboard. Members would prefer that the nomination process be private/anonymous, and use a survey format. The elections committee noted that the process of adding names to a survey is time-consuming. Members would also prefer that the nomination process begin as a list of all eligible candidates from which voters could select. After checking a nominee's willingness to serve, a ballot would be constructed for the election.
- Bylaws do not indicate what to do in cases where no nominees were selected. The result was that if there were no nominees, all eligible members were placed on the ballot. Because Lecturers should not be compelled to serve, listing them on a ballot without consent was problematic.
- Bylaws do not indicate what to do if a seat is left vacant, but no runner-up is identified from a previous election.
- No records of how to conduct elections were preserved from past years. Future election committees should work on refining the handbook created by this year's election committee (See the Appendix).

In addition, the council president received a petition from Lecturers in Theater and Film departments. They requested a re-vote election to fill the unfilled seat in the Arts division. The council president was willing to allow a new election in this division. However, an unfilled seat was also left in the Social Sciences division Lecturer election. These Lecturers did not petition for a re-vote.

On the advice of council, the council president will ask the Social Sciences lecturers if they would or would not like a re-vote. The Arts division lecturers will be allowed a re-vote. No other divisions or constituencies will re-vote. Re-votes will follow the same procedures for nomination and election as used currently in the other divisions this time.

The elections committee was thanked for their efforts in conducting elections given the new bylaws. [Side note: it was asserted that the new constitution is in effect currently, despite pending approval from the Board.]

IX. New Business

A. Special Committee on Culture Courses: Jetsa Caceres

The Special committee on Culture course submitted a draft set of guidelines for determining if new courses can be approved to fulfill the culture course requirement of the foreign language requirements. Discussion followed, but voting will be delayed until next meeting. Some points of discussion follow.

- LGBT culture is not identified as a qualifying cultural area, but Disability Studies is, due to the state government acceptance of sign language as meeting foreign language requirements.
- The requirement does not seem to allow an option to study the theory of culture. Can undergraduate students take these courses without some theoretical basis? Should the courses include focus on a theoretical concept of culture? Suggestion to revise Point 3 to add “theory” to “frames of reference.”
- Point 4 seems to imply an experiential learning component is required. Caceres commented that the intent was to avoid a strictly lecture-only style course.
- Point 2 in the guidelines identifies cultures “other than the U.S.” (with the exception of disability studies) as the available areas of study. The intent is to avoid micro-cultures.
- However, Native American culture might somehow be allowed as an exception to “other than U.S.” also.
- Recommendation to change “other than U.S.” to “non-English” might create the cultural association with linguistic designations. Some cultures outside the U.S. are English-speaking, e.g. India.
- Could the guidelines distinguish more carefully between regional, local, and diasporic forms of culture and/or languages?
- The committee’s intention was to capture the spirit of the original course proposal in regard to the culture requirement. These guidelines are created to advise the curriculum decisions, but not be strictly determinative. The curriculum committee is allowed freedom of interpretation and could make exceptions as appropriate.

These points of discussion will be taken back to the special committee for further consideration.

X. Adjournment 5:30 PM

Minutes submitted by Michael Piotrowski, council secretary. Send amendments / corrections to michael.piotrowski@utoledo.edu.

APPENDIX

CURRENT ELECTIONS HANDBOOK

Handbook for College Elections Committee

In the Fall, establish an Elections Committee. Refer to the By Laws Section 5. The Chair of this committee shall be a tenured member of the Executive Committee; there shall be two other representatives, ensuring that all three divisions of the college are represented (Arts, Humanities, and Social Sciences).

Plan to get started with the steps below the week before Spring Break.

PROPOSED TIMELINE FOR ELECTIONS 2019:

March 1st-15th: Set up BB voting website, voting groups

March 18th-22nd: Call for Nominations (March 19th 2019 is College Council Meeting)

March 26th: Reminder for deadline for nominations

March 29th (Friday): Assemble Ballots

April 1st VOTING OPENS

April 8th: VOTING CLOSES

April 9th-12th: Email and Confirm winners

April 16th: Present Voting Results at College Council Meeting

April 30th: Last College Council Meeting

Step One: Contact Learning Ventures to set up the Blackboard site for each new election year. The contact person in 2018-2019 was Tony Walters (Anthony.walters@utoledo.edu). You will need to fill out a Course Request Form; a sample of this is included at the end of this document.

Step Two: Get Masters List from Deb Corkins in Dean's office of all lecturers and TT faculty. Send this to Tony who will be able to find rocket numbers and then release the BB page to the appropriate people (ie. All TT and Lecturers).

Note: Keep this MA list because you will need it for selecting appropriate voting groups on BB for At-Large votes.

Step Three: Contact Grad Council (Grad Council website) for a list of their roster. Contact Deb Corkins (Dean's office) for list of folks eligible to run for Grad Council positions.

Step Four: Review the Constitution and By-Laws to familiarize yourself with the election process, the seats to be filled, and voter eligibility. Pay particular attention to Section 8 of the By Laws; see Article VII, Section 3 of the CAL Constitution.

Step Five: Create 5 groups in Blackboard: Social Science, Arts, Humanities, Graduate Faculty, Lecturers. (This is time-consuming; takes about 1 hour per group).

Step Six: Once groups are created, upload rosters (CAL Faculty Roster from Dean's Office, Grad Council Roster from Website) to the BB site so that the faculty can consult who is eligible for nominations.

Step Seven: Send emails thanking out-going members for their service. Delegate this with your other Election Committee members.

Step Eight: Create a survey in each group for the nomination process. Populate this with all people who are eligible. This will take a lot of time. Once website is released to entire college, provide instructions for completing the survey. Give deadlines! In 2019, we had discussion boards for this process and people found this not-intuitive.

Sample Directions for 2019 (with discussion board):

Here is how nominations work:

1. Navigate to our BB page "College of Arts and Letters 2019-2020 Elections." As in previous years, this will likely appear at the bottom of your BB page, after all of your classes.
2. Once on the site, you will see a few documents posted under "Eligibility Rosters HERE!" Check those out, particularly if you are voting for Grad Council, since eligibility is a little more complicated.
3. Once you have reviewed these, navigate to "Groups." Everyone is sorted into one or two groups, depending on your voting eligibility. For instance, if you are an English TT professor and graduate faculty, you will have both "Humanities At-Large" and

"Grad Council"; if you are an English lecturer, you will have both "Lecturer" and "Humanities Lecturer."

4. Navigate to one of your groups and you will see a discussion board to post nominations. No long justifications are necessary--simply nominate yourself or a colleague who you think would be an excellent Council member.
5. You have until March 29th at noon to post your nominations. At that point, your elections committee will review each group discussion board to assemble ballots. Voting will begin April 1st. Instructions on that forthcoming.

What positions are we filling and who can vote?

2 Grad Council (voted by Graduate faculty, full and associate--see Roster)

1 TT Arts At-Large (voted by Arts TT Faculty)

1 TT Humanities At-Large (voted by Humanities TT Faculty)

1 TT Social Science At-Large (voted by SS TT Faculty)

2 Arts Lecturers (voted by Arts Lecturers)

2 Humanities Lecturers (voted by Humanities Lecturers)

2 Social Science Lecturers (voted by Social Science Lecturers)

1 At-Large Lecturer (voted by all college lecturers)

3 CCAP Representatives

Step Nine: Work with your election committee members to compile ballots.

1. do this by consulting the surveys from the nomination.
2. Create a "survey" with one question, multiple choice answers. Note: if only one person is nominated, you must still create two answers in order to release the survey. Do this by making the second answer "No other nomination provided".
3. Create a "Ballots" under New Content Area.
4. Create Survey, "import survey" and select appropriate survey.
5. Under "adaptive release", release it only to appropriate groups.

Step Ten: Release Voting and email CAL Listserve with explicit and clear directions.

Sample Email from 2019:

Please take the time to vote by Thursday April 11th; the process should not take more than 10 minutes.

To access ballots:

1. Navigate to our BB site: College of Arts and Letter 2019-2020 Elections.
2. On the left side navigation bar, there is a link "Ballots".
3. Once you hit "Ballots" all ballots for which you are eligible to vote will populate. We are using the survey function on BB (like elections this past fall and last year) so all voting is anonymous.
4. Follow survey instructions and submit.
- 5.

Votes close Thursday April 11th at Midnight.

Note: for all voting where we did not have nominations in the discussion boards, we simply included everyone eligible.

For CCAP, we did not have nomination discussion boards. We simply included everyone eligible.

Step Eleven: Reminders to vote. Re-send directions.

Step Twelve: Get final voting tallies. You do this by navigating to gradebook and then right clicking each column corresponding to each ballot. Select "Download Results". This will download an Excel spreadsheet. You may have extra coding in some responses—you can email BB folks to fix this but you can also just scroll all the way to the right of each column until you find the name. Tally votes accordingly.

Step Thirteen: Send announcement email listing all winners and inviting them to the final council meeting of the year. Be prepared to answer questions via email about the results. Send complete list of awardees to the Exec Council for the secretary to record. You're done!