

FACULTY ASSEMBLY MEETING

8/22/13 - 1:00 p.m.

Undergraduate Meeting Minutes

Attendance: 144 faculty members present

Dr. Garry Breland called meeting to order and opened with prayer.

Dr. King shared:

- Recently received notice from U.S. Office of Education in their College “Financial Responsibility” calculation that WCU received perfect score of 3
- MBC slight improvement in contributions – receive \$2¼ million
- Thanked everyone for hard work and commitment.

Dr. Breland presented minutes from last Faculty Assembly Meeting on 10/26/12. Dr. Janet Williams made motion to accept minutes as presented. Dr. Everett Roark seconded motion. The minutes were unanimously approved.

In future, could send out issues for vote through email and encouraged faculty to “please vote.”

Attendance – It is vitally important to keep accurate record of attendance of students in your classes.

Deadline date for receiving rank promotion 12/15/13.

Tenure applications selected by department. Be looking for announcements. Due by 12/15/13.

Faculty self-evaluations due to School Deans by 12/15/13.

We will be receiving notification from the Commission in April 2014 to begin preparing our SACS Fifth Year Report and this will be due March 2015.

- Report will cover 17 standards of accreditation
- 2019 will be our next full reaffirmation
- A report on progress with our QEP “Mission Possible: Critical Reading for Academic Success” will be included in the report.

Recommendation of the Institutional Effectiveness, Planning & Development Committee. Dr. Crockett presented 3 minor changes to Institutional Plan:

- Goal 3, change to the wording, “serve Baptist Churches”, underlined set of words in strategy 3.1 & deletion in 5.5. Recommended from Committee for approval. No second needed. Unanimously approved.

Second recommendation presented by Faculty Evaluation Revision Committee:

- Improve & streamline procedures
- Change (reduce) amount of information required for faculty who have been with WCU for more than 3 years
- Evaluation tool will be online for completion, but information results will not be shared with general public online
- Faculty voted. Unanimously approved.

Announcements 2013-2014:

- University Councils and Committees Membership List posted on Sharepoint.
- Next faculty assembly 10/25/2013.

No graduate assembly meeting.

Minutes taken by Tammy Dossett (33 minutes)

FACULTY ASSEMBLY MEETING

10/26/12 -- 3:00 p.m.

Undergraduate Meeting Minutes

Attendance: 91 faculty members present

Dr. Garry Breland called meeting to order. Dr. Steverson led faculty in prayer.

Dr. King shared thoughts with faculty:

- Dr. Kennedy always reported on giving by the SBC. Funds have been declining since Dr. Kennedy left. We received less funding from the Baptist Convention over the past 5 years.
- Individual donor giving continues to hold as usual.
- Increased enrollment saves us, we set budget from last year's enrollment.
- Only 3 ways to increase funds at Private Institution: 1) donations, 2) increased enrollment, 3) increase tuition.
- Pleased with WCU achieving top tier rating by US News & World Report.
- Music department has doubled.
- School of Education achieved NCATE.
- Biology majors doubled or tripled over the past few years.
- Institution now has doctoral program in Education.
- Nursing School innovative doctoral program.
- Arts & Letters continues to strengthen its program.
- Medical School compliments coming from the community.
- Thanks to everyone for making WCU a quality institution. Thank you to everyone for all you do, your hard work, commitment, and cooperation to make WCU the very best.

Dr. Breland presented minutes for approval. Dr. Don Odom made a motion to approve previous minutes. Mrs. Vicky Walley seconded motion. Minutes approved as presented.

Dr. Caldwell, Chair of the Undergraduate Curriculum Committee, presented 5 proposals for approval:

- 1) School of Music. Changes to applied music curriculum in catalog to streamline prefixes, etc. Recommendation for changes made, no questions asked, unanimously approved.
- 2) School of Nursing. Changes to undergraduate nursing requirements in curriculum. Recommendation for changes made, no questions, unanimously approved.

- 3) School of Nursing. Concept for Health Information Management Degree presented. No questions, unanimously approved. (Not finished proposal, just concept, before being presented next fall.)
- 4) Joint proposal from School of Business and School of Arts and Letters. B.A. in International Business. Business and History courses. Question was asked about the foreign language requirements for this and the answer was 12 hours of foreign language will be required. Faculty voted on B.A. in International Business, unanimously approved.
- 5) School of Business. Proposal for Bachelor of Applied Science (for students who have completed AAS degree). Full four year program.
 - Adult degree completion program
 - Proposal embraces new degree B.A.S. , new delivery format, and new major (supervisory management)
 - 1st to offer it in Mississippi
 - SUP prefix
 - Develop articulation program with community colleges
 - Core requirements reviewed

Dr. Browning made a recommendation to amend the requirement for BAS be the same as the BGS core for this degree. Dr. Mark Nicovich seconded amendment motion.

Amendment to use BGS core for BAS program was voted on. The vote was as follows:
Approve-43, Opposed-21, Abstained-18

Amendment was upheld.

Faculty will look at this again. Minimum age requirement will be 22 or 23 years old. SUP is intended as program prefix, but each of the courses will come from our faculty in other academic areas. Possibly could use cross-listing to get proper credit.

Faculty voted again by show of hands for proposal as amended. The vote was as follows:
Approve-50, Opposed-5, Abstained-16

Revised proposal passed.

Agenda concluded.

Dr. Browning spoke about the Faculty Senate Constitution. We do not have 2/3 faculty to vote. Suggestion made for department heads to get vote.

Minutes taken by Tammy Dossett.

Faculty Evaluation Revision Committee Recommendations

Committee Members: Dr. Mike Madaris, Chair; Dr. Daniel Browning, Dr. Marc Daniels, Dr. Lorie Watkins, Dr. Howard Keever, Dr. Bobbie Loveless, Dr. Eugene Owens, Dr. William Rivero, Mrs. Karen Taylor

Process Recommendations

- Require the long-form evaluation be completed for the first three years of faculty employment at William Carey University. After that time, assuming satisfactory progress and evaluation results, we recommend allowing faculty to complete an abbreviated evaluation. We recommend that administration reserve the right to require the full evaluation for a faculty member at any time such evaluation is indicated. For example, should student evaluations or professional development and involvement results decline precipitously, the full evaluation could be reinstated for that particular faculty member.
- Put both the faculty evaluation and the student evaluation online. On the student side, Jeff Andrews informed the committee that this is a viable option. Dr. Rivero confirms and encourages moving the course evaluations online. The committee recommends an online system for student, faculty, and administrative input into the evaluation.
- Related, administer Student Evaluations every term in every course. It would perhaps be best to pilot this in a few course and/or departments during the Summer 2013 term, and then make necessary adjustments. This piloting would allow senior administration to note how the new student evaluation process works before implementing it university wide.

Specific Content Recommendations:

- **Remove the Peer Evaluation as part of the evaluation process.**
The committee does not believe the peer evaluation piece of the faculty evaluation adds value to the process. While we all should value and even seek out feedback from our colleagues, we are not sure beneficial information comes from the peer evaluation.
- **Incorporate the information on the Supplemental Activity Report of the existing evaluation into the self-evaluation portion of the documentation.**
The committee believes that the relevant information on the Supplemental Activity Report will be provided in the self-evaluation documentation (specifically, in the "Teaching" sections of Attachment B or C, whichever the faculty member uses).
- **Remove the Course/Faculty Evaluation Schedule.**
This schedule will not be necessary since the Student Evaluations will be in every course every term.

The committee also noted other minor changes and rewording of the forms that will be needed to implement these recommendations.



WILLIAM
CAREY
UNIVERSITY

TRADITION CAMPUS
Jerry Bracey, MBA
Administrative Dean

To: Dr. Bennie Crockett
Vice President of Institutional Effectiveness

From: Jerry Bracey *Jerry Bracey*
Chair, Institutional Effectiveness, Planning, and Development Committee

Date: August 9, 2013

RE: Institutional Effectiveness, Planning, and Development Committee meeting.

The University's Institutional Effectiveness, Planning, and Development committee met on Wednesday August 7, 2013 at 10:00 a.m. in room 101 Thomas Business Building.

Members present were: Dr. Garry Breland, Dr. Daniel Caldwell, Susan Curry, Dr. Frank Baugh, Dr. Benny Crockett, Dr. Italo Subbarao, Mr. Jeff Andrews and Mr. Jerry Bracey

The committee makes the following recommendations:

- (1) The Mission Statement is to remain as is for now. The committee does need to meet again in January 2014 to discuss how to incorporate professional and academic programs that have been added at the University over the past several years into the Mission statement.
- (2) Goal 3: Change to read: Serve Baptist Churches, Associations, and Conventions.
- (3) Goal 3, Strategy 3.1 Change to read: Provide information, materials, and other resources for the benefit of Baptist ministers and entities.
- (4) Goal 5, Strategy 5.5 Change to read: Continue Green Campus operations.
- (5) The committee asks that Dr. Scott Hummel, Provost and Mr. Grant Guthrie, Chief Financial Officer (CFO) be asked to provide input on Goal 6 and strategies 6.1, 6.2, 6.3, 6.4, and 6.5. I emailed Dr. Hummel and Mr. Guthrie. They have no recommendation for change at this time.

- (6) The Annual Institutional Effectiveness Cycle needs to be changed to read: 2013-2014 everywhere on the document necessary. Also, change to 2014-2015 in the months of March, April, and May.
- (7) The committee asks that I coordinate with Mr. Grant Guthrie CFO, on the budget information listed on the Annual Institutional Effectiveness Cycle currently in the month of February. Mr. Guthrie asked that we move the following: Prepare budget information and budget instructions, and distributed budget information and instructions from February to March on the Cycle. Also, a question was raised concerning the Distribution of the budget information listed to be done in August on the Institutional Effectiveness Cycle. Mr. Guthrie asks that not be changed from August. Those were the only items for Mr. Guthrie.

WILLIAM CAREY UNIVERSITY

INSTITUTIONAL PLAN, 2013-2014

Mission Statement

As a Christian university which embraces its Baptist heritage and namesake, William Carey University provides quality educational programs, within a caring Christian academic community, which challenge the individual student to excel in scholarship, leadership, and service in a diverse global society.

GOAL 1	GOAL 2	GOAL 3	GOAL 4	GOAL 5	GOAL 6
<p>Provide academic programs to promote student learning</p> <p>STRATEGIES</p> <p>1.1 Utilize the assessment of student learning to improve academic programs</p> <p>1.2 Provide qualified faculty</p> <p>1.3 Provide and facilitate the use of instructional technology and learning resources in the library and across the University.</p> <p>1.4 Utilize the Center for the Study of the Life and Work of William Carey to promote student learning</p> <p>1.5 Continue all activities related to accreditation including implementation of the QEP</p> <p>1.6 Identify and implement new academic programs that support the mission of the University</p>	<p>Promote Christian development and social responsibility</p> <p>STRATEGIES</p> <p>2.1 Provide Christian mission opportunities</p> <p>2.2 Provide service opportunities</p> <p>2.3 Provide opportunities for Christian growth</p> <p>2.4 Provide leadership development opportunities</p>	<p>Serve Baptist churches, associations, and conventions</p> <p>STRATEGIES</p> <p>3.1 Provide information, materials, and other resources for the benefit of Baptist ministers and entities</p> <p>3.2 Provide learning opportunities for Baptist ministers</p> <p>3.3 Prepare future church and denominational leaders</p>	<p>Provide an environment that supports student learning</p> <p>STRATEGIES</p> <p>4.1 Enhance campus security through perimeter fencing, campus lighting, and building and campus access</p> <p>4.2 Upgrade University facilities</p> <p>4.3 Enhance student retention</p> <p>4.4 Enhance recreational and residential education programs</p> <p>4.5 Promote student organizations</p>	<p>Strengthen organizational and operational effectiveness</p> <p>STRATEGIES</p> <p>5.1 Maintain accountability in budget process</p> <p>5.2 Continually improve and revise as needed the organizational structure</p> <p>5.3 Document Institutional Effectiveness programs annually</p> <p>5.4 Maintain the communication and information technology plan</p> <p>5.5 Continue exploration of Green Campus operations</p>	<p>Strengthen financial resources</p> <p>STRATEGIES</p> <p>6.1 Conduct the annual giving campaign</p> <p>6.2 Increase the University endowment corpus</p> <p>6.3 Increase grant writing activities</p> <p>6.4 Seek external funding for the continued development of the University</p> <p>6.5 Continue the campaign for the College of Osteopathic Medicine construction and operation</p>

Annual Institutional Effectiveness Cycle 2013-2014

<i>Month</i>	<i>Activity</i>	<i>Responsibility*</i>
July	<ul style="list-style-type: none"> • Review and revise Institutional Plan 	IE, Planning, and Development Committee, President and Board of Trustees
August	<ul style="list-style-type: none"> • Review and revise Institutional Plan • Distribute 2013-2014 budget information 	IE, Planning, and Development Committee, President and Board of Trustees Budget office
September	<ul style="list-style-type: none"> • Review, revise, or delete previous year's assessment • Develop and distribute new objectives and assessment criteria • Pending budget revision, faculty and staff raises will be decided • Initiate curriculum revisions 	Academic/Administrative/Educational Support Units All Departmental Units, Academic and Administrative President and VPAA Academic Departments
October	<ul style="list-style-type: none"> • Review assessment plans 	Institutional Effectiveness; Administration
November	<ul style="list-style-type: none"> • Vote on curriculum changes 	Faculty Assembly; Graduate Committee
January		
February	<ul style="list-style-type: none"> • Revise catalogs 	Academic Affairs; Deans; Administrators
March	<ul style="list-style-type: none"> • Prepare budget information and budget instructions • Distribute budget information and instructions • Receive preliminary budget requests • Issue letters to faculty who are not being renewed for 2014-2015 	Administration Treasurer/Controller and Budget Director All budget units President and VPAA
April	<ul style="list-style-type: none"> • Draft of preliminary budget, 2014-2015 • Vote on curriculum changes 	Administration Faculty Assembly; Graduate Committee
May	<ul style="list-style-type: none"> • Present budget for 2014-2015 	Administration; Board of Trustees
June	<ul style="list-style-type: none"> • Complete and distribute information for assessment 	Institutional Research

* Institutional Research supports any or all activities listed on this chart, including graduating students' *Exit Interview*, the *Graduate Follow-Up Report*, students' *Evaluation of Faculty*, the *Student Survey*, the *Fact Book*, etc.

Fall Faculty Assembly
Agenda
August 22, 2013
1:00 p.m.
Smith Auditorium

Opening Prayer and Meditation

- I. President's Remarks Dr. Tommy King

- II. Approval of Minutes Dr. Garry Breland

- III. Focus on Procedures
 - A. Attendance
 - 1. On-line work – active submission of assignments, posting to course site, each week
 - B. Rank Promotion deadline for submission is December 15

- IV. Tenure Application – an announcement will be made in the fall concerning which departments are eligible for faculty to apply for tenure. Those eligible will have a December 15 deadline for submission to the VPAA. Faculty Self-Evaluations are due to school deans December 15.

- V. SACSCOC Fifth-Year Interim Report. In April 2014 we will receive notice from the Commission that we are to submit a Fifth-Year Interim Report, which will be due in March 2015. The report will address 17 standards (compared with over 80 that are addressed in the decennial reaffirmation report). We will begin organizing for the report this fall.

- VI. QEP. Our Quality Enhancement Plan is titled Mission Possible: Critical Reading for Academic Success. The plan aims to increase the higher order reading ability of our students by concentrating on core courses on the Hattiesburg campus. We are continuing the process of testing, this year we test our third cohort of freshman students as well as our first group of juniors or students who were first tested as freshmen two years ago. Friday afternoon the faculty teaching core courses will meet for training and organization for QEP activities.

- VII. Recommendations
 - A. Recommendation of the Institutional Effectiveness, Planning, and Development Committee
 - B. Recommendation of the Faculty Evaluation Revision Committee
 - 1. Online Student course evaluations have been piloted this summer. In the next few weeks we will assess the results and possibly extend online course evaluations to all

courses every term. If we do, we will create separate versions of the instrument for face-to-face, hybrid, and online course sections.

- C. The 2013-2014 University Councils and Committees Membership List is posted on Sadernet under Shared Documents, Councils and Committees, Membership; Committee-Membership 13-14.
- D. The next faculty assembly will be October 25th, at which time we expect to have all proposals for new programs and major curriculum changes presented for faculty approval. Curriculum changes requiring faculty approval at other times will probably be submitted by email for an electronic vote.

WILLIAM CAREY UNIVERSITY

Faculty Assembly

August 22, 2013

Sign-in Sheet

44

NAME

NAME

Paul Carter
 Tommy Ruck
 Darin Baulman
 Phyllis Armstrong
 Allison Daring
 Wes Cam
 B Waddell
~~Carl Shepherd~~
~~Tommy Ruck~~
 Don Bullock
 Mary Bullock
 Sammie Hays
 Sharon Pheasant
 Robert Eli
 Emily Scott
 Daniel Brown
 Bob Kish
 Chatham
 [Signature]
 Susan Hanson
 Thomas R. Luhn
 Marsha Deegan
 George Pleck
 [Signature]
 [Signature]
 Lynn [Signature]

Mar Daniels
 Mary Elam Byrd
 [Signature]
 Amy Douglas
 Steve Cooper
 J. Brownie
 Bill J. Brown
 [Signature]
 [Signature] (Sharon
 [Signature] (Karen
 [Signature] (Cheryl Fennel)
 Bobbie Loveless
 [Signature]
 [Signature]
 [Signature]
 [Signature]
 [Signature]
 [Signature]
 Michael [Signature]
 Frank [Signature]
 Willie [Signature]

WILLIAM CAREY UNIVERSITY

Faculty Assembly

August 22, 2013

Sign-in Sheet

15

NAME

NAME

Mike Madew

Paul Deit

Jim Myers

Jane Hornsley

Susan Whitecomb

Cheryl Deere

Katay Val

Arison Chestnut

Julie Deere

Jacob Chapman

Debra Herring

Fanning Perry

Scott Perry

Ray Bull Smead

Maize Knight

WILLIAM CAREY UNIVERSITY

Faculty Assembly

August 22, 2013

Sign-in Sheet

34

NAME

NAME

Julie May
 Keriann Naveis
 Marge Cochran
 Deborah Chatham
 Hugh Dandridge
 Michael
 Foywa Keen
 John Scott
 Connie Roberts
 Bruce Adams
 Tyler Hodges
 Angela Garrett
 Karen Secord
 Jeremy Morgan
 Ryan Morgan
 John P. Smith
 Robin Dennis
 Janet Hilling
 Juanita Lumen

Kimberle Moon
 Lucile Knight
 Beverly Harris
 Angie Brown
 Carol Kellum
 Mark
 Bob Proctor
 Tim
 Peter Wells
 Jennifer Talbot
 Jennifer
 Maude W. Steele
 C.D. Hancock
 Linda Drake
 William Conroy

21

WILLIAM CAREY UNIVERSITY

Faculty Assembly

August 22, 2013

Sign-in Sheet

NAME

NAME

Patsy van Yuen

Josny Brooks

Meryl Pitt

Sarah Freeman

Cheryl Hyman

Melinda Winstead

Suzanne

Mary S. Bueland

Jana Barton

Brenda Thomas

Reese Powell

Vicky Waller

Asmery Kree

Kara Joyden

Ron Wile

Charlotte McShea

Ms

Ernest Road

Mike Lee

Norris Williams

Bbs Batema