

# Faculty Senate Meeting Minutes

Meeting No.2 Fall Semester 2022

Plenary Session

14<sup>th</sup> October 2022, 2pm

Room A403

## Call to Order and Roll Call 14:03

In attendance:

- Professor O
- Professor Hsieh
- Professor Omondi
- Professor Choi (Professor Han's substitute)
- Professor Ryoo
- Professor Houghton
- Professor Hong
- Professor Kang
- Professor Pennings

## Acceptance of Agenda

Professor Omondi suggested choosing a new senator for a two-year term to replace Professor Hsieh. He had received a two year term, but as the first vice-chair must serve only one year (Bylaw 1 (VI)).

- Professor Ryoo's name was pulled from the hat, by Ms. Lee, acting as the neutral party.

## Remarks from the Chair

None, to be shared under the executive committee report.

## Approval of Prior Minutes

Approved by all.

## Committee Reports

### Executive Committee

- Discussed the splitting of the FSH.
- Aims to maintain a good relationship with the provost and the president.
- Professor Omondi has met with the provost 3 times since the last Senate meeting:
  - The senate has its own priorities, as does the admin. We should try to be aligned.
  - When in agreement with admin, the senate should be able to act quickly.
  - All proposals to the Administration must have a good, detailed argument. Particularly those involving money and space.
- There has been lots of skepticism regarding the role of the Senate. It is our job to convince them otherwise.
- Asked that future committee reports are more detailed, to reduce the time needed in senate sessions.

### Academic Personnel Committee

- Spoke about the continuing appointment process for qualified academic rank (teaching) faculty. The provost aired the Administration's current stance.

### Provost Hefazi

Reaffirmed the Administration's support of the Senate. Reaffirmed Chair Omondi's call to move for simple, easy tasks, to pass things ASAP. Then discussed the current proposal for continuing appointment of qualified academic rank faculty.

- These would be rolling contracts, appointed by the president, through recommendations from the chairs, heads, etc.
- Eligibility - for associate professors after 3 years, and assistant professors after 6 years. Shorter than tenure track (7 years) faculty, as otherwise due to most non-permanent faculty receiving 3-year contracts, it would take 9 years for them to be eligible.
- The rolling contract has a term of 3-years, starting at the beginning of every school year. Therefore, teaching faculty would have a perpetual 3-year contract. The 3-year countdown begins on the receipt of a non-continuance notice.
- Non-continuance notice may be issued for:
  - Poor performance
  - Program needs
- Interim Review for Continuing Appointment and Promotion
  - Can ask or apply for continuing appointment after 5 years, then a committee reviews and decides whether to approve.

- The process is similar to an annual review. The requirements are moderate, and currently set at a grade of B or above.
- Post Continuing Review
  - The appointment will be reviewed every year.
  - Usually, the annual review will be used, unless otherwise required.
  - A peer review may be added if needed.
- Professor Hsieh asked if there is a difference between promotion or continued appointment. The provost responded that the review process is the same, whether it be for one, or the other, or both. The committee recommends the president to approve or deny the request. It is possible to receive continuing appointment without a promotion, so a professor may stay as a Teaching Assistant Professor forever.
- At present, there has been no mention of a sabbatical.
- The executive committee will vote to approve this proposal in the next week, if there are no objections raised.

The session then deviated from the agenda, to allow the provost to share information while he was present at the meeting.

### **Administration's Informal Remarks**

The following were informal remarks from the provost on what the Administration is considering. If the Administration decides to pursue these, they will be officially proposed at a future meeting.

- 1) The Administration is considering the following changes to the handbook:
  - Currently, tenured faculty receive pay raises the following academic year after their annual evaluations, while contract faculty receive it at their next contract. The Administration is considering a change to this policy, so pay raises for contracted faculty also take effect for the following academic year.
- 2) For international professors the Administration is considering giving them the option to implement their contracts in KRW or USD.
  - The exchange rate would be based on an average from the previous month.
  - Only for international professors, as they have uncertainty in their pay, particularly regarding obligations abroad.
- 3) The Administration is considering a proposal to separate the English program from the FSH.
  - The FSH is very big.
  - The constitution would need amending. To proceed, this motion would need to be proposed and voted on in a future meeting.
  - If the FSH is split into two academic units, they will both have representation in the senate.

## Education Council

Professor Pennings stated that they were considering:

- Class sizes.
- Technology in the classroom.
- Scholarships.
- The use of hybrid classes.
- Explored the creation of a Centre for Learning Excellence. For both the learning experience and for teaching.
  - Will support students with studying skills such as note taking and concentration.
  - Will review classrooms and their learning and teaching environments.
    - For example, the C building classrooms are a particular issue.
  - Would be used to make recommendations on class sizes.
  - Will aim to improve teaching efficiency and satisfaction. It will not be a remedial program, but for everyone.
  - Will support and encourage participation for the faculty in learning and implementing important cutting-edge technologies. Gave examples of the lack of support received for Zoom and the current need for Brightspace support.
  - Review and support research activities particularly involving learning/teaching.

Professor Hsieh made some comments:

- Proposed looking into the possibility to incentivize faculty to share knowledge amongst themselves. For example, attending conferences, etc could count towards service credits.
- Reviewing classrooms is needed. should speak with facilities management.
- Student services can help with the student side.
- Maybe a physical centre is not necessary.

Pennings responded:

- It could potentially be voluntary. Professors could add it as service. A physical centre has not been decided upon.

Dean of Academic Affairs

- FIT has something similar on the home campus. Professor Quan is very familiar with it. It is far more elaborate than we can start. But it is a good idea to start with something simple and small.

Provost

- SBU also has the same.

Chair

- The committee can go ahead and explore it. Flesh out something to give to the Administration by the end of the semester.

## **Campus Environment and Faculty Welfare**

Provost covered most of their topics.

- 1) IFA account does not cover the airfare. Needs to be increased to encourage attendance of conferences and events.

Provost – Suggested exploring a separate pot of money. Allocation could be based on merit.

- 2) Overtime contracts must include payment when being proposed.
- 3) Change of the name of the committee to “Faculty Welfare”

Provost – These are good suggestions. The original aim was for the faculty to have a say in the physical campus. If you want to remove it, it is fine.

Professor Hsieh – suggested a faculty lounge.

Dean of Academic Affairs – There is a space rented out to the undergraduate council. Could be a lounge for everyone. A coffee shop down the line, if allowed.

## **Academic Planning and Education Services**

- 1) Suggested a golden key to faculty or staff, who worked continuously for 10 years.
- 2) Splitting the FSH – asked for further clarification on the difference between the FSH and the English Department.
- 3) IFA
  - a. Change approval line
    - i. Presently, we need the chair and the provost to approve, which takes time.
    - ii. The provost stated that he responds immediately, where possible, so delays may be within departments. No review in the process would be impossible.
  - b. Extension of usage degree
    - i. Asked to be able to use it as a research grant, to spend on what they wish. The provost responded that it is for faculty development, this is the key rule. Most requests are for travel, research, technology (we do not have a separate technology budget). Books are routinely granted, so long as the list is not too long. If related to professional development, there is no issue.
  - c. Increase of budget
    - i. Provost - Travel support is justified in being requested. A competitive travel fund would be the most likely to succeed. Priority would be given to presenters over spectators.
- 4) Asked for an internal research fund
  - a. Provost – Already offer a startup fund for up to three years after being hired. After 3 years, researchers should be self-sufficient. Could look into the possibility for those that have used up the start-up fund.

Questions were raised on why qualifications are not supported by the IFA.

Provost – certificate programs should be approved, as they are training for your professional development.

Professor Hsieh – could we use electronic signatures through Google Docs, etc to streamline the IFA approval process.

Dean of Academic Affairs – The purchasing system is not yet digital, so this may not work.

Provost – Perhaps use docusign, if the university can afford the fees. Asked that all communication with the entire faculty be distributed only by the Chair.

Chair – Discussions regarding IFA issues should be considered by the faculty welfare committee in the future. We need proposals with solid arguments before the next meeting.

15:38 – Chair pushed to move forward. Asked to make the reports more detailed in future, so less questioning and debate is needed in the plenary sessions.

## **Any Other Business**

- Professor Omondi – When we were doing the elections for the committees, we focused on the bylaws. In Article 5 of the constitution, it states “The executive committee consists of the three Senate Officers and two senators elected by the Senate to serve on this committee.” However Bylaw 5(VII) states “The Senate executive committee, which consists of the Senate officers”. We should amend either the constitution or the bylaws.
  - Provost – Changes were made to the constitution, but a mistake was made in the bylaws. The bylaws could be amended.
- Professor Hsieh – Slack could be useful to streamline our processes and to make the sessions faster and more to the point.

## **Adjournment**

Chair Omondi adjourned the meeting at 15:47.