

## College Faculty Welfare Committee

### Minutes

January 23, 2017

11:00 – 12:00 pm

Wardlaw 009 [Basement Conference Room]

- I. **In Attendance:** Susan Bon, Fatih Ari, Steve Thompson, Eva Monsma, Tammiee Dickenson; and Dean's Office representative: Erik Drasgow (first portion of meeting)

Committee members absent: Gloria Boutte, Spencer Platt, Dodie Limberg, Peter Moyi (*ex officio member*)

The meeting was called to order by Susan at 11 AM.

- II. Approval of the December 6, 2016 Minutes

Eva moved to approve, Steve seconded. Committee approved.

- III. PDF Grants

- Update and advice on decisions to not fund proposals

Discussed the unfunded proposal from fall 2016 because of need to establish procedures to handle situations when faculty members disagree with a decision. Erik suggested that when corresponding with faculty members regarding a decision, the procedure should be reiterated and it should be emphasized that it was a committee decision. He suggested that the Committee copy him on email correspondence with applicants. Erik is willing to address concerns if faculty members persist.

The College came out with a new policy on international travel. The Provost has rules for international travel and is establishing consistency across units.

- Review guidelines and rubrics

Gloria sent recommended updates to help our process of revising the PDF guidelines and rubrics to address minor inconsistencies or lack of clarity between the guidelines and rubrics. The Committee members discussed the need to complete this task for all three types of PD grants - large, small, and individual. Susan asked committee members for feedback on the rubrics and the language in the PDF calls for submissions. Updates will not be made now, but will be in place for the fall 2017 submissions.

- Reminder to Committee members to promote and prepare for submissions on January 30th

PDF Grant Details are available via the Internal Grants website:

[https://www.sc.edu/study/colleges\\_schools/education/about/offices/grants/funding.php](https://www.sc.edu/study/colleges_schools/education/about/offices/grants/funding.php)

### III. PDF and Research Grant Responsibilities

- Discussed chart that was shared with committee to provide a timeline for when proposals are due – chart should include internal grants, PD funds, and faculty/staff awards. All of the committee members agreed that having this information posted online will be helpful for all College faculty and staff.

### IV. College of Education Bylaws

- Reviewed and discussed our duties as a Standing Committee as indicated in Section 5.2 of COE Bylaws:

**The College Faculty Welfare Committee** shall be responsible for matters affecting the welfare of College of Education faculty members individually and collectively.

The work of the committee includes, but is not limited to:

- 1) Coordinating the evaluation of proposals for internal funding submitted by faculty members;
- 2) Considering faculty grievances regarding personnel matters when appropriate;
- 3) Developing faculty related policies;
- 4) Administering a system for faculty awards and honors.
- 5) The committee may, at times, carry out its work by means of ad hoc committees and with support from College resources.

The committee members reviewed the duties and agreed that they are all still relevant so no revisions are necessary to Section 5.2 of the COE Bylaws.

### V. Set Spring Meeting Dates/Times

After soliciting committee member feedback about availability, Susan proposed meeting the 3<sup>rd</sup> Friday of each month for spring of 2017. She will confirm the availability of other committee members to determine the precise time; the recommended times are 10:00 am or 11:00 am based on feedback of those present at the meeting.

### VI. Announcements and Additional Discussion (conversation occurred earlier in discussion)

Erik inquired about the need for a Dean's Office liaison. He stated that the committee seems to know its role and is functioning effectively. Eva indicated it is helpful to have insight on information that committee members may not be aware of. There may be some issues where presence is needed.

Eva shared that the Faculty Advisory Committee working on a non-tenure track faculty document that changes voting rights of non-tenure track faculty members. Changes to be sent out inviting faculty to review and attend debate on first Wednesday of February. Has been in the works for past four year, in line with other institutions. Concerns from tenure-track faculty on distinction – should be clear from document. Document includes title consolidations, med school information has proportional representation.

Erik shared that EDST working on criteria for promotion. In the past, there were fewer non-tenure track faculty members.

Susan shared that the Steering Committee is working on addressing rules for non-tenure track faculty – this information was shared at the All College meeting last week. Will be voting on in spring (faculty members need 30 days to review).

**The meeting was adjourned at 12 noon.**

**Minutes respectfully submitted by Tammie Dickenson**