

Meeting Minutes – Seaver Faculty Association

Meeting Information

Date:	09/09/2015	Location:	Elkins
Time:	8:30-10:15 AM	Meeting Type:	Regularly scheduled
Called By:	Karen Martin, President	Note Taker:	Kindalee De Long, Secretary-Treasurer
Officers present:	Karen Martin, President; Lincoln Hanks, President-Elect; Ronald Cox, Past-President; Kindalee De Long, Treasurer-Secretary		

Announcements

- Welcome; Made in the Streets video created by student filmmaker Jared Price
- Devotional: Jane Rodeheffer, seeking the face of God
- Minutes approved
- Treasurer's report
- A final list of committee assignments will be coming soon from Ron Cox.
- Faculty are encouraged to attend All-Seaver Meeting on 10/14.

Agenda Items

- Title:** Academic Integrity Committee Annual Report

Presenter: Chris Heard (CH)

Summary: CH is reviving a Previous tradition, in which the AIC chair reported annually to the SFA. In the previous academic year, eighteen cases were reported to AIC. One hearing occurred in fall of 2014. Six hearings in spring of 2015. The AIC asks that faculty report all cases, even the small ones because it is important to have them on record. Based on a couple of recent trends, faculty are encouraged to practice good information security. In particular, always log off classroom computers. Also, double check doctors' notes, etc., some have been purchased on-line. Andrea Harris will check these upon faculty request. CH intends for AIC to become a more proactive committee, such as having some standardized plagiarism exercises that could be used by faculty. CH invites any faculty members who have plagiarism exercises to share them with AIC, by contacting him. Finally, the AIC reporting form is not particularly user friendly. The AIC is working on revamping it, so that will be easier to complete and submit.
- Title:** Report on Visiting Faculty

Presenter: Ron Cox (RC), Past-President

Summary: A proposal on visiting faculty has been in development for several years, first by an ad hoc committee, followed by full SFA discussion last year, and then a second ad hoc committee. Look for a proposal to be released early next week by email from K. Martin, seeking faculty feedback. Provide this feedback to divisional SFA

representatives. Suggestions may be used to revise the proposal. A final proposal will go before the SFA for a vote.

3. Title: **Report on Parking**

Presenter Ron Cox (RC), Past-President

Summary RC has been working with Lance Bridgesmith, Associate Vice President, to address parking concerns. They met with Phil Phillips, Vice President for Administration, to discuss the concerns that had been shared with RC by faculty. After that meeting, RC and L. Bridgesmith met again in August for almost two hours. RC was personally pleased with how receptive both administrators were in this process and how seriously they are taking faculty concerns. For example, they audited the coins and found very few that were unofficial. They have also worked with public safety staff, increasing training, so that student workers especially understand integrity issues related to giving unauthorized tokens or temporary passes or waiving tickets. The following changes are taking place.

- DPS now has an officer dedicated to parking issues.
- It is working on the issue of parking motorcycles in the CCB lot.
- It is communicating with Facilities Management and Planning to make sure that maintenance vehicles are not taking spaces in the main lot.
- Faculty who do not have main lot permits can now ask for a temporary permit for the main lot.
- Regarding parking on the campus path below the cafeteria: there are regulatory issues that prevent DPS from making this a faculty parking lot. Instead, they will do what they can to ensure parking in the main lot.
- Regarding special events, they are working on providing more warning (such as a website) when spaces will be taken by special events.

They are also open to our continuing suggestions.

Discussion *There are reports that adjunct faculty are no longer allowed to park in the main lot, which is problematic. Division deans should check on this for their own adjunct faculty members, but RC will also bring it up with DPS. Why not have board members park in the Firestone Fieldhouse lot and take a dedicated shuttle from there to the meeting? It's a fine suggestion, but one that would also involve the president's office. RC will suggest it to DPS. What losses of parking will result from the construction of Payson? The plans are to have most of the construction equipment in places that will not affect the main lot. What about students who are accessing the main lot via some kind of garage-door openers? RC discussed this issue with DPS. It is possible and hard to prevent. The emphasis is on increased/tighter enforcement once vehicles access the lot. Is it possible to have someone stationed at the gate during peak hours? RC will ask DPS. What are the consequences for violators? In the main lot, DPS will boot the car on the first offense. After that, the offense is towable. One faculty member suggests using the live safe app, which allows a user to send a photo of a suspiciously parked car to DPS. What about wrongful use of disabled placards? RC discussed this with DPS. Laws prevent DPS from asking a driver whether he or she is disabled. However, there are other ways to monitor these placards, and DPS will make more of an effort. For example, they can check a placard to ensure it is associated with the student (legal) and not a friend or family member (illegal). As much as possible, with limited personnel, they will track the numbers on placards to see if there is any basis for investigation. If everyone parks*

where they are supposed to, is there enough parking? No, but not everyone is here at the same time, which helps. It's clearly a precious resource.

4. Title: Updates on Ongoing Projects

Presenter Karen Martin (KM), President

Summary

- Ballots for SFA committee positions were sent on Tuesday to all voters.
- SFA has a website in the community section of Pepperdine's website. It is being redesigned. KM is making an effort to keep it up to date and will be highlighting faculty activities, perhaps as a blog.
- Professional problems ad hoc committee has been addressing concerns about the process. Is it formal, informal? How does it relate to the HR grievance process? Is there a better way to shape the process for faculty (as distinct from staff)? The committee has made a report to SFA ExComm and the Seaver Dean, which will affect how professional problems are handled in the future.
 - Discussion: *Per the faculty handbook, there is no way for faculty (as opposed to staff) to report problems to HR anonymously (rather, problems go to the dean, divisional dean, etc.) This is not the case at some other universities. Yes, this issue should probably be addressed.*
Is a gender imbalance on the committee being addressed? Yes.
- International program ad hoc committee has been addressing concerns about rigor in international programs, particularly by non-Malibu-based faculty. The committee investigated GPAs and found that they are higher, but when compared with overall GPAs of the actual students (rather than whole student body) the difference was not a great. The issue of overseas faculty who may not be maintaining high standards is being addressed, either by helping faculty change their practices or by personnel replacements. Some concerns (raised in discussion), such as oversight of adjunct faculty, are the purview of divisional deans.
- Raises to faculty salaries. This year, a 3% raise came through the base, while increases through promotions, from another fund. Together, there was an overall 4.2% increase when considering both pools. Tim Lucas's proposal from last year would need to be refigured based on the new raises.
- The dean's office is working on a new schedule of classes, with a target beginning time of fall 2017. A schedule will be announced soon (early-mid October), but it is still a work in progress, and faculty input is invited.
- Metrics/benchmarks for Growing Seaver. KM would like the faculty to discuss what does excellence look like. What data can we use to judge how Growing Seaver is affecting excellence? Discussion:
 - *Anything that affects academic excellence is an area for faculty governance. Both Growing Seaver and the proposed schedule change are areas where faculty should have a legitimate voting input. This is an important topic for the SFA to discuss. How will the decision on the schedule take place? Will we vote? We will have a review and comment process, but the schedule has to work in the real world and the dean has the final decision. However, the SFA can make resolutions, votes, etc., about anything.*
 - *On principal, the SFA should resist any "review and comment" process. A process of review and comment shows progress in shared governance,*

gained by the efforts of previous SFA presidents. KM invites faculty to attend Dean Feltner's forums and to give KM feedback by means of conversation or emails.

5. Title: Presentation by Research and Sponsored Programs (RSP)/Corporate and Foundation Relations (CFR)

- Presenters CFR: Sheila King, with Miyun Cho and Melissa Rader.
RSP: Alex Roosa, with Brett Leach, Karissa Freano, Kamron King, and Demitria Doubenmier.
- Summary CFR finds private funding for research, teaching, and service. E.g., Lincoln Hanks, Pickford Ensemble. Susan Helms, Telenova, nutrition in Hispanic communities. Chris Doran, Climate Calling conference. They also work on projects for the university. They provide support on budget, writing, etc., providing all institutional data, routing for approvals, follow-up support. Presenters distributed fact sheets. RSP invites all projects from faculty; no project is too small. Their work is similar to that described by CFR presenters. With three lawyers on staff, they also offer legal support. A. Roosa encourages faculty to sign up for InfoEd. The easiest way to do so is to call Kamron King. Faculty are invited to drop-in sessions. The next one is October 2, 11 am – 1 pm, RSVP required.

New Business

1. Topic: Motion to Vote on Changes to Seaver College Class Schedule

- Presenters Maire Mullins (MM), motion
Cyndia Clegg (CC), seconded
Jane Rodeheffer (JR), parliamentarian
- Summary MM makes the following motion: The Seaver Faculty Association will vote on any proposed changes to the Seaver class schedule. CC seconds
- Discussion *Isn't this motion premature? Would it not be better to wait until we see the proposed schedule? If the faculty can shape it in ways we find acceptable, then SFA may not need to vote on it.* The motion focuses not on whether a particular schedule is acceptable but rather on the process. From this perspective, it is better to pass such a motion now, so it will not be perceived as a criticism of a particular schedule but rather a statement about how the SFA should be involved in decisions related to academics. While certain faculty members have been consulted in specific areas, the conversation about the schedule has not been public. On principle, a schedule change should not be imposed upon the faculty. The motion is a statement about how faculty governance should happen. MM clarifies her motion: if a schedule is presented, the SFA will vote on it. CC agrees this is the motion she seconded. KM suggests that because there is no longer a quorum in the room, the motion should go to the full SFA for vote by written ballot via Survey Monkey. MM states that in the SFA Constitution, motions should be voted on immediately by voice vote, if 25% of the SFA members are present. JR counts 48 in the room but it is not clear whether a quorum is present. *It also would be helpful to have a full meeting for the SFA to discuss the schedule.* KM suggests the December meeting. CC argues that will be too late.
- Decision By voice vote, a majority of members present approve the motion.

New Action Items

	Responsible:	Date Due:
1. Talk to DPS about parking for large meetings, parking for adjunct faculty, and the possibility of stationing someone at the gate during peak times.	Ron Cox	N/A
2. Address the issue that faculty have no opportunity to anonymously report problems to HR	Karen Martin, Professional Problems Committee	N/A