

# Meeting Minutes – Seaver Faculty Association

## Meeting Information

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<b>Date:</b>	03/23/2016	<b>Location:</b>	Elkins
<b>Time:</b>	8:30 AM	<b>Meeting Type:</b>	Regularly scheduled
<b>Called By:</b>	Karen Martin, President	<b>Note Taker:</b>	Kindalee De Long, Secretary-Treasurer

## Announcements

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- Devotional: Dan Rodriguez, professor of religion and Hispanic studies, Matthew 21, parable of the tenants
- Approval of minutes (with two changes presented orally)
- Treasurer's report: balance of \$5,608
- Jane Rodeheffer, parliamentarian, counts 49 SFA members present
- Reminders: there are current openings for director of teaching and learning and director of general education; new \$5k grant for course revision related to diversity

## Agenda Items

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### 1. Title: E-Mail Changes

Presenter Jordan Lott, Scott Bolan

Summary The university is changing to Gmail (Google Apps) as our email client. Benefits include: (1) unlimited storage in email inbox and in Google drive with powerful search capabilities; (2) easy sharing and publishing of files; (3) accessible collaboration, including email accessibility when off network or at another computer, as well as video conferencing through Google hangouts; (4) superior mobile experience makes it easy to access email, calendars, drive, etc., on smart phones, including access to Pepperdine global address list; (5) secure access to data anywhere (even at a public Wifi point) because Google emails are encrypted. FAQs: (1) Is Google email similar to Outlook? Yes, it has almost the same functionality. (2) Is Google Apps secure? With Google Apps for education, there is no scanning (to generate ads) as in Google personal accounts. (3) When/how will we upgrade? There is an app to move all archive files to Gmail, and IT will host numerous training opportunities. There is page of FAQs online, and anyone can ask questions at [bitly.com/emailupgradeQA](http://bitly.com/emailupgradeQA).

Questions

- *What about recent lawsuits regarding Google apps for education, with the emails of minors scanned for advertising purposes?* This incident occurred in 2014. Since that time, Google has removed this process from the core service agreement.
- *Will Google have access to our information?* Yes, in the sense that they host it on their servers. However, it is illegal for them to read our emails. Access versus hosting are different things. With regard to information on Google drive, they have 100% access, but the service agreement states that they won't use/read the material.
- *The timeline seems short. Will we have to attend workshops in the summer?* The summer seemed a better time for the transition than mid-semester. It allows for a good window of time to get things up

and running. • *Is it still a pepperdine.edu email account?* There will be no change to the email address at all. • *Will class distribution lists still be available?* Yes.

**2. Title:** Ad Hoc Committee Report: Contingent Faculty

**Presenter** Ron Cox, past president

**Summary** The SFA passed the long-term faculty proposal with an 89% approval vote. We submitted the proposal to the dean. In light of the requests in the resolution, the dean gathered a committee to make the proposal actionable. Members include: Ron Cox, past president; Lincoln Hanks, president elect; Susan Salas, Maria Elena Villegas (both representing contingent faculty); Michael Ditmore (representing chairs); Nicole Marrs, who handles the budget; Michael Feltner, dean. The committee met last Wednesday for 90 minutes, and it will meet every other Wednesday through May. The resolution focused on three issues: terminology/titles, promotions, salary. The goal is to develop a handbook, with a draft to the faculty by fall, for review and comment. In addition to these three main issues, the committee will also seek to strike a balance between specific divisional needs for CF and need for common guidelines/approach across divisions. The dean's office has responded well to this initiative, which has been supported by a wide spectrum of faculty. Much work remains to be done, but a good outcome is anticipated.

**3. Title:** Ad Hoc Committee Report: Inclusiveness and Classroom Climate

**Presenter** Karen Martin, president

**Summary** This committee has been formed to address a concern at Pepperdine and nationally about classroom climate related to diversity. It is part of a larger effort, such as the summit last month and the SEED program. The university has some initiatives to address this issue, including the summit last month; the SEED program; a task force on diversity in GE courses (which includes David Holmes, Tomas Martinez, and Karen Martin as faculty representatives); and a new \$5K grant for developing a new course on diversity. We are experts in our own disciplines, but not always these issues, and it is valuable when faculty take a lead in learning. Some ideas the committee is considering include: book club, film screenings, informal meetings for conversation. The plan is to develop these opportunities for the next academic year and possibly beyond, so that this becomes part of our normal efforts at pedagogical development.

**4. Title:** Update on Proposed Schedule Changes

**Presenters** Michael Feltner, dean of Seaver College; April Marshall, senior associate dean

**Summary** The goal of the presentation is to share where we are on this effort and to answer questions. (1) Why are we considering changing the schedule? Current schedule is on two-hour blocks. This works well for 68% percent of the schedule (4-hour classes). But with the three-hour blocks, classrooms sit empty. We are challenged for space. The new schedule will help solve this problem. In addition, students have a tough time traversing campus in ten minutes. We'd like to consider building in a 15-minute rather than 10-minute interval between classes. (2) When will the schedule change? We are engaged in a process of exploration. No decision has been made. We've yet to develop an alternate schedule that the dean and the community are confident will achieve the intended outcome. The first priority is: do no harm. Until we are

convinced of that, nothing will change. The original draft was with the intent for community engagement, and there is has been a lot of feedback. We continue to seek this feedback. The process is not finished; we have not reached a conclusion. (3) Where are we now? We continue to consider all the feedback. It is time to engage an outside consultant with expertise in this area. We will ask them to look at current schedule and options proposed. The consultant will consider not only space but also student success, impacts on faculty on scholarship, and the needs of other constituencies on campus. We have had phone conversations with two consultants so far but have not engaged anyone yet. (4) As we go forward on this project, we are planning to seek the contributions of the community in this effort. We intend to form a task force, involving members of the community: M. Feltner, A. Marshall, a divisional dean, an office manager, faculty members, member of the student body. The dean's office will work with K. Martin/SFA to identify the faculty representatives. The committee will involve representatives from student affairs as needed but not at every meeting. They will work over the summer. The committee is an effort to address the voices in the community who would like more direct involvement. However, no changes will be made until all members of community have had a chance to review/comment on any proposed new schedule. If we get to the point where we have a proposed schedule that addresses the primary challenges, ensures degree progress/completion, and ensures faculty time for scholarship/service, then it will be presented formally to the community (SFA, SGA, etc.). After that, the schedule will be available for another 30-day review/comment period.

Questions/  
Comments

• *Is the primary problem that classrooms are empty for various periods of time or that we don't have space as needed? The latter seems more pertinent.* We have high demand periods in which it very difficult to schedule classes. At other times, there are open classrooms. We are also working on the space issue by picking up additional classroom space in Malibu due to the move of many operations to Calabasas. • *Would it be possible for each division to have a representative on the task for, since each division has different needs?* M. Feltner is not opposed to this, but he does not want the group to get too big, because it becomes unwieldy. He can talk to divisional deans. But even if this isn't done, divisions, office managers will be consulted. • *It is important not to rely totally on office managers.* M. Feltner agrees. • *Would we be able to find out whether students can actually take the classes as proposed in any new model?* The consultant would have past and current information and so could plug student schedules in to any new model. It is important to build out for four years, to try to minimize conflicts so students can take what they need. We're hoping that the consultant will help us have a strong confident level. • *If all four-unit classes are grouped on the same days, this creates long days for students and faculty who only have 4-unit classes.* M. Feltner has heard this point clearly and has been looking at alternate models that spread 4- and 3-unit classes through all the days. So far, we have not plugged a current semester in to see if those models will work. We will test them with the consultant. • *What is the timeline?* We hope to engage consultant by the middle of April. We will start working on the task force today. Beyond that, no timeline is firm. M. Feltner was asked by university leadership when the schedule would change. He replied that there is no assumption it *will* change. If it does change, it will happen when it's ready to happen. We'll keep working until it is right.

5. **Title:** New Business—Resolution for Emeritus Faculty Included in Voting Quorum

Presenter Karen Martin, president

Summary According to the SFA by-laws, emeritus faculty should be counted as voting members. However, some do not participate in SFA voting, and we do not have email addresses for others. The resolution seeks to address this by providing emeritus faculty with an opt-in option for voting but not automatically making them voting members.

Decision • *What are the numbers?* We have 42 emeritus faculty members. A quorum is 25% of the total faculty on the roster. So, right now, a quorum is 69.5 SFA members. • *What happens if an emeritus faculty member can't be reached by email?* We would do what we could to get in touch with them, but if not, they would be taken off the list for voting purposes. They could opt back in at any point by getting in touch with the SFA.

6. **Title:** New business—SFA Elections

Presenter Karen Martin, president

Summary K. Martin presents a list of committees that need new elected members (RTP, SFA Exec, University Grievance). For secretary-treasurer, the candidate is Kindy De Long. (No nominations from the floor). For president, Thomas Vandergon, professor of biology, has put his name forward as a candidate. Maire Mullins, professor of English, is nominated from the floor by James Thomas. Electronic ballots will be forthcoming.

Motion to adjourn, seconded.