

COLLEGE COUNCIL MEETING MINUTES
FISHER COLLEGE OF SCIENCE AND MATHEMATICS
1:30 pm – 3:30 pm, November 11, 2022
Kistner Conference Room, SC 4230

The FCSM College Council met in the Science Complex, Room 4230 at 1:30 p.m. with Dr. Pamela Lottero-Perdue, Chairperson, presiding. An option to Zoom into the meeting was made available; 3 participants attended via Zoom.

Member Attendees: **Interim Dean:** Chris Salice; **Associate Dean:** Vonnie Shields; **Biological Sciences:** Elana Ehrlich (Recording Secretary); **Chemistry:** Stephen Hancock, Nicole Carbonaro (on zoom); **Computer and Information Sciences:** Jinie Pak, Yeong-Tae Song; **Mathematics:** Min Ji (Vice Chairperson), Jing Tian; **Physics, Astronomy, & Geosciences:** Michelle Casey, Raj Kolagani (on zoom) (Corresponding Secretary); **At Large:** Faith Weeks (Biology), Pamela Lottero-Perdue (PAGS; Chairperson); **Students:** Emily O'Donnell (ENVS, Graduate) (on zoom); Kelsey Evans (Chemistry; Undergraduate)

Other attendees: Kristen Pinkowski and Mary Stapleton

Absent: Anne Estes

1. Introductions
2. Approval of minutes from the October 14, 2022, FCSM Council meeting 12 approved, one abstained
3. Announcements and remarks from the Dean and Associate Dean
 - 3.1. Dean
 - 3.1.1. Grand opening of cyber commons which includes undergraduate center for research and competitive scholarships.
 - 3.1.2. Candidate Rhode scholars thanks to efforts of Dr. Devadas; and several Fulbright.
 - 3.1.3. Multiple grants received - encourage folks, of course but also would like to hear if there is anything dean's office can do to facilitate research (papers and grants).
 - 3.1.4. Safety Issues: updates on active shooter training, one this month and one in December. Idea to post evacuation plans will be discussed with space committee.
 - 3.1.5. No updates on wireless phone services although still be investigated.
 - 3.1.6. Student Attendance.

- 3.1.6.1. NO POLICIES ON THIS. But we have been asked to consider the utility of excused absence notes. This does not mean faculty cannot set a standard or adjust grades based on attendance.
- 3.1.6.2. There are widespread student absences from classes in some colleges. Question posed to council: Are we seeing that? Many in attendance are seeing an almost a 25% reduction in attendance.
- 3.1.6.3. There will be future efforts to identify at-risk (not attending) students earlier in the semester. Folks are seeing more absences and students are less prepared. Considering generating a “best practices” list of attendance policies for faculty to consider in their courses.
- 3.1.6.4. Discussion of ways to deal with make-up exams and labs etc.
- 3.1.7. Stratus updates – hiring consultants to help optimize and hire a communications person. The goal is to increase efficiency. There will be an FCSM staff member involved in this process.
- 3.1.8. Student email is migrating from Google to Microsoft products.
- 3.2. Associate Dean.
 - 3.2.1. R2 assessment – 198 manuscripts published by 160 faculty; 162 students carried out summer research under 51 faculty
 - 3.2.2. We recently collected information about research students who worked with FCSM faculty over the summer. One comment from the council was that not all of these students are FCSM students; some may be from other colleges (e.g., COE).
 - 3.2.3. Looking for graduate student banner carriers and faculty to participate in commencement (need 25), need 2 backup readers and a faculty marshal. The deadline is Nov 30. Graduation is Dec 21 @ 3pm shared with COFAC.
- 4. Announcements from the Council Chairperson
 - 4.1. Provost’s Town Hall on Nov 18 2:00 pm: Open format 30 minutes (R2) and 15 minutes other topics
 - 4.2. Staff Input Meetings this semester: Staff will have an opportunity to share feedback with staff facilitators (Facilitated by Kristen Pinkowski and Mary Stapleton). Info will be disseminated to the Dean, who may share broad findings with the council in his report during the December meeting.
 - 4.3. Dean’s Search update (process): Zoom meetings occurred Nov 4 and 7. Face-to-face meetings with finalists will occur Nov 28 – Dec 2
 - 4.4. Concrete repair: Concrete at the bottom of Glen Garage ramp for wheelchair/walker access has been repaired (sunken concrete slab was brought to chair’s attention and repaired).
 - 4.5. Between this and next month’s meeting: We will be collecting more feedback about our constitution and bylaws. Today we will look at mission and responsibilities by comparing constitutions from different colleges on campus. We will seek feedback from faculty and staff in FCSM regarding who is on the FCSM College Council and who counts as the electorate for the College Council. We did not get enough feedback from different stakeholders, will request more feedback using a Forms document.

5. Highlights from FCSM Departments (*Note: General updates are in the announcements folder in SharePoint.*)
 - 5.1. Biological Sciences
 - 5.1.1. Positions open.
 - 5.1.2. Student Success Coordinator – offer to candidate was turned down. Another offer is currently out to another candidate.
 - 5.1.3. Working on drafts for job announcements for 2 tenure track positions and 1 lecturer.
 - 5.1.4. AGEP Post-doc – tenure track position - three good applicants visited campus. Department extended offer to one candidate and discussing changing one of the Tenure Track positions to a second post-doc/TT position.
 - 5.2. Chemistry
 - 5.2.1. Chemistry currently has four searches underway.
 - 5.2.2. Forensic chemistry tenure-track position – position posted – hoping to start interviews in February.
 - 5.2.3. Inorganic chemistry tenure-track position – position posted – hoping to start interviews in February.
 - 5.2.4. Introductory Lab Manager – position posted – hoping to have offers out before winter break.
 - 5.2.5. Science Tutoring Center Coordinator – position posted – hoping to have offers out before winter break.
 - 5.3. Computer and Information Sciences
 - 5.3.1. Faculty Search initiated – six tenured track assistant professor positions in CS, IT, and IS.
 - 5.4. Mathematics
 - 5.4.1. The department is proceeding with the election of a new chair candidate. Sandy Spitzer has volunteered, and the department is meeting with her at 2:00 on Friday November 11.
 - 5.5. Physics, Astronomy, and Geosciences
 - 5.5.1. Two Tenure Track faculty hires were approved, one geology and one astrophysics (both replacements).
 - 5.5.2. Geology position – committee has met and finalized the ad and outreach plan.
 - 5.5.3. Astrophysics position - Committee is in the process of finalizing the outreach plan.
 - 5.5.4. Two Lecturer hires were approved, both replacements.
 - 5.5.5. Committee has met and finalized the ad and outreach plan for physics position.
 - 5.5.6. Other lecturer to support astronomy program, search process ongoing.
 - 5.5.7. Two staff hires are approved, one machinist and one material instrument support specialist, both new positions.
 - 5.5.8. Machinist position ad has been revised and reposted.

- 5.5.9. A candidate was interviewed, and a job offer was made for the Materials Research support position; After some negotiations, the candidate declined the offer; the committee in the process of formulating a plan for the next steps.
 - 5.5.10. Two staff hires have been approved, one administrative assistant and one instrument specialist/UEBL lab manager (both replacements).
 - 5.5.11. Department chair running search for administrative assistant.
 - 5.5.12. Dr. Joel Moore running search for instrument specialist/UEBL lab manager
 - 5.5.13. In the context of the Tenure Track (TT) faculty searches, the department had extensive discussions and held a vote related to the topic of the role of the Inclusion Advocate (IA) on the TT faculty search committees. Given the unusually large number of searches going on in FCSM this academic year, a major concern was that not all search committees may have IA's from FCSM. Some faculty had strong reservations that individuals from non-STEM disciplines would likely be limited in their ability to evaluate the academic credentials and potential of the candidates. The department voted on whether the IA would have voting rights at the various stages of the selection process, with the understanding that the results of this vote would be valid only for the searches being conducted this academic year. Based on the results of the departmental vote, it was decided that the IA will not have voting rights at any stage of the selection process, for the searches being conducted this academic year. The IA will participate in all non-voting aspects of the search process.
6. Standing Agenda Items:
 - 6.1. DEIJ task force – There is a form out requesting feedback about actions, opportunities, issues, and concerns. This is especially trying to reach those who had not provided feedback and previous summits. Task force is working on the report for the new Dean.
 - 6.2. The Diversity Action Committee (DAC) is working to summarize the survey from May. DAC has a new membership and no clear bylaws regarding committee makeup. There was a discussion regarding transparency of how DAC is run regarding membership, term limits, and oversight and whether DAC should be under the college council like other committees or remain under control of the associate dean.
 - 6.3. Senate update/communications - TU paid COLA to contract employees in addition to faculty and staff. This was a 7.8-million-dollar investment on the part of TU. There is a discussion about how to respond to incidents of hate and bias outside of adding a statement to syllabus.
 7. Constitution and Bylaws Work:
 - 7.1. Council members worked in small groups to look at mission and responsibilities from FCSM and other college constitutions to identify what we like/ don't like to come up with new wording for our own Mission statement and responsibilities (The COFAC document is the most recent and most inclusive).

- 7.2. Council members also received input gathered from two departments (three did not participate), the FCSM Task Force, and FCSM Staff, about the mission and responsibilities of the council.
 - 7.2.1. Notes from the groups about the mission/purpose posted to SharePoint were as follows.
 - 7.2.1.1. Group 1.
 - 7.2.1.1.1. Whether CC is viewed as a governing or advisory committee?
 - 7.2.1.1.2. Given the responsibilities of B, C, and D.
 - 7.2.1.1.3. We really think that will C (P&T committee) and presumed ability to make new FCSM awards, we are both a governing and an advisory committee. Need to work out where our purview ends and that of the leadership council or the dean's office begin.
 - 7.2.1.2. Group 2. [Note: this group submitted a proposed mission statement]: The college council represents the interests of the well-being of faculty, staff, and students within the college and formulates the recommendations on their behalf to the dean's office.
 - 7.2.1.3. Group 3.
 - 7.2.1.3.1. As ambassadors of FCSM, the college council represents and advocates for the interests of all faculty, staff, and students within the college. In accordance with the mission and initiatives of the university, the college council's mission is to work collaboratively with the dean and appointed representatives to recommend and/or review, as well as implement and report all appropriate policy changes and initiatives related to the betterment of the college.
 - 7.2.1.3.2. Council members will work to engage in, interact with and influence shared governance at the university level.
 - 7.2.1.3.3. Council will also work to leverage other university level resources to better serve students, staff and faculty.
 - 7.2.1.4. Group 4.
 - 7.2.1.4.1. There is consensus in the group is that the COFAC statement is the most equitable and we prefer the idea of a collaborative spirit
 - 7.2.1.4.2. The group suggested that the statement should be active and describe what the council will do.
 - 7.2.1.4.3. We prefer that the statement reflect that the council is interested in the betterment of faculty, staff, and students!

- 7.2.1.4.4. The CBE statement.
 - 7.2.1.4.5. In collaboration with the dean and associate dean the CC should put forth recommendations.
 - 7.2.1.4.6. Observation that there are multiple avenues and formats for communication that lead to actionable consensus (leadership committee).
 - 7.2.1.4.7. Department leadership has distinct roles and responsibilities than CC... CC representatives should reflect the college population on the front lines.
 - 7.2.1.4.8. Are there identifiable gaps in opportunities to communicate issue to college leadership.
 - 7.2.1.4.9. No formal structure for input from Hill-Lopes, Bridges, TOPS, etc.
 - 7.2.1.4.10. Is it simple enough to ensure representation from these groups.
 - 7.2.1.4.11. It would be beneficial to have an org chart type resource that describes the "chain of communication."
 - 7.2.1.4.12. Balance between inclusive representation while avoiding overlap and inefficiencies.
- 7.2.2. Notes from the groups about the mission/purpose posted to SharePoint were as follows.
- 7.2.2.1. Group 1.
 - 7.2.2.1.1. Inclusive language- staffs, students, faculty.
 - 7.2.2.1.2. A – seems outdated and not applicable to the departments.
 - 7.2.2.1.3. E - not important enough to be in the statements?
 - 7.2.2.1.4. Support and facilitate college-wide faculty, students, and staff activities as a frontline. Like CHP's mission item 5.
 - 7.2.2.1.5. Could our C and D be combined?
 - 7.2.2.1.6. For G, are these items too restrictive? Are those topics determined by the dean (they come to us for advice) or does it go both ways?
 - 7.2.2.1.7. FCSM Awards? We do that so those should be listed.
 - 7.2.2.1.8. Our B, that is actually the curriculum committee, but that committee is under CC. Do the activities of our committees under college council count as our mission.
 - 7.2.2.1.9. List the items by the order of importance.
 - 7.2.2.2. Group 2.
 - 7.2.2.2.1. Scholarship needs to be included in the item D.
 - 7.2.2.2.2. If those are responsibilities, you need to be aware of what is going on each subcommittee.

7.2.2.3. Group 3.

7.2.2.3.1. The college council shall have authority and responsibility to address the needs and concerns of the college within the structure provided by the university. It shall protect the rights and privileges guaranteed to the college and its members as specified by the constitution and by-laws of the college. It shall delegate responsibilities to appropriate committees as needed. Matters over which the college council has responsibility include but are not limited to.

7.2.2.3.1.1. Contribute to maintaining standards and procedures for faculty development, productivity, research, and professional ethics.

7.2.2.3.1.2. Advise the dean of the college on matters regarding academic planning, budget, and human resource allocation.

7.2.2.3.1.3. Provide a forum for discussion and guidance on college and university issues that impact the overall well-being and working conditions of faculty, staff, and students.

7.2.2.4. Group 4.

7.2.2.4.1. A. is not a responsibility of the council.

7.2.2.4.2. Item E should be re-order to set up the fact that there are committees that CC oversees.

7.2.2.4.3. Highlighting item A in the COFAC as a good reflection of what FCSM CC is about.

7.3. Chairperson Lottero-Perdue will consider the feedback from the council and other stakeholders (see previous comment about departments, task force, and staff) and will create a draft mission statement and list of responsibilities for the council to consider.

7.4. Chairperson Lottero-Perdue said that given the low participation rate of departments/department representatives, we will collect input from college faculty and staff on the membership of the council and composition of the electorate using a Microsoft form that she will ask Amanda Charles to send out to the entire college. This topic (membership and electorate) will be discussed next month.) Other colleges include staff from colleges, departments, and centers. We need to think about how staff representation will look. Associate dean is not currently part of the electorate for example. We need to consider student representation and how that will look. There was discussion about whether there should be a separate staff council.

8. Ongoing Issues:

- 8.1. Brief update: FCSM Student Council Ad hoc Committee – is comprised of Raj Kolagani and Pam Lottero-Perdue, Emily O’Donnell (CC rep), Kelsey Evans (CC rep), and Marcus Tuah (GSA rep). [Update, after this council meeting, we included SGA representative Sirantou Traore. Looking for additional faculty to serve on this committee. Exploring what a student council would look like.
- 8.2. Brief update: White paper about landline phones in research labs – Raj Kolagani is collecting numbers.
- 8.3. FCSM DEI Award: Review of language in award description – Pam and Michelle drafted award description language, shared with Vonnie (DAC), and Laura Gough (DEI Task Force) and are awaiting feedback by November 30.
- 8.4. FCSM Faculty and Staff Awards: Arguments for/against self-nominations.
 - 8.4.1. Summary from last month: FCSM Awards encouragement and question: Should we allow for self-nominations for FCSM Awards? The nominee would write a letter to nominate themselves.
 - 8.4.2. Discussion for and against.
 - 8.4.2.1. FOR: You can self-nominate for USM Board of Regents' awards, so why not for staff awards.
 - 8.4.2.2. AGAINST: What if you nominate yourself and don’t get the award, will that generate negative feelings? Equity perspective, those likely to self-nominate don’t equally represent the entire college – gender, race and ethnicity have an impact.
 - 8.4.2.3. Other feedback – Winners should be chosen by a body other than the chairs council maybe an ad hoc committee of the college council, people should ask a colleague to nominate them.

9. New Business

9.1. Team Teaching:

- 9.1.1. Team teaching policy was removed from university handbook.
- 9.1.2. Provost and Academic Senate have asked that each college (Dean and College Council working together) to create a team-teaching policy.
- 9.1.3. For consideration: How does this impact workload? When does team teaching occur in each department? How does it occur? Gather info from chairs? Elana to create a shared document and distribute it to the college council and department chairs to collect data.

9.2. Items from the floor.

10. Adjournment

Respectfully Submitted,

Elana Ehrlich
Recording Secretary