

**Faculty of Arts & Sciences**  
**April 9<sup>th</sup>, 2024, 3:30 – 5:00 pm**  
**Minutes - DRAFT**  
**McGlothlin-Street 20 and Zoom**

Zoom link:

<https://cwm.zoom.us/j/93049097892?pwd=UGlrVmzbW93TVBYVjVhc1FoRDVBdz09>

Meeting ID: 930 4909 7892

Passcode: 123456

- I. Approval of minutes from meeting on March 5<sup>th</sup>, 2024  
Minutes approved by consensus
- II. Report from the Dean (Suzanne Raitt)
  - A. Suzanne thanks the units for getting merit in on time.
  - B. The state budget may be delayed. A 3.0% raise for state employees is proposed for state employees. HR will send details of merit raises for FY25 to the Dean once the state budget is finalized.
  - C. Suzanne thanks CCPD for submitting hiring requests.
  - D. Registration – We are halfway through the Courseleaf registration using the new PATH software.
    - 1. 96% of students have filled carts. The rest may be studying abroad or have other reasons for not having a full cart. Ben Boone has been looking at data and making minor adjustments. The Registrar and FAC will provide the faculty with information on successes and challenges and how to support students. It is unlikely students will all get all the classes they put in their carts. Please let the Dean, Shelly, Ben, and OUAA know if there are specific difficulties.
  - E. Protest guidelines - The Dean's office posted information regarding campus protests in response to a request for such guidelines.
  - F. Future of A&S Committee – A&S is undertaking a strategic planning initiative. The Future of A&S Committee, led by chairs Hannah Rosen and Matthias Leu, has been working to gather feedback and will hold listening sessions to collect more ideas. The chairs will distill feedback and provide a preliminary report to the Dean in fall and a final report in spring 2025. Suzanne has asked the Committee to answer 5 questions, which can be viewed in the committee charge on the Future of A&S webpage: <https://www.wm.edu/as/dean/future-of-as/>.
    - 1. Discussion - A faculty member asks why it matters if we become a "college of A&S." Suzanne says a college would define A&S as W&M's largest unit. Another question is asked regarding why "college of A&S" would be better than "school of A&S." Suzanne responds that "college" may suggest many programs with diverse educational possibilities within a unit.
- III. Report from International Studies Advisory Committee (Jess Paga)
  - A. ISAC described – ISAC is a committee including voting and non-voting members and students. Its mission is to provide guidance and support to faculty and students. It evaluates risk and risk management, and the numbers of programs and students involved, and advises the Dean and faculty on priorities within international studies.

- B. COLL 300 courses – 2 years ago, ISAC became the body to evaluate COLL 300 courses. ISAC currently reviews director applications for study abroad programs and requests for proposals (RFP). ISAC may curate information on syllabus, assignments, excursions to help develop engagement with regard to COLL 300s.
- C. Winter 2025 and Summer 2025 programs – Several established programs plus 3 pilot programs are pending approval. ISAC and the Reves Center have seen huge demand for these winter and summer programs, as jobs, internships, research, athletics, and certain majors (such as STEM) can conflict with semester abroad programs. Requests for applications for program directors have gone out but there are still opportunities for faculty who are interested in directing.
- D. ISAC works with GEO to complete on-site reviews every 5 years. Any faculty can be involved with the evaluation and participate in on-site reviews. Over ten program reviews occurred in 2023-2024.
- E. ISAC instituted workshops in fall 2023 focused on how to develop proposals for new study abroad programs, with a special emphasis on Winter term programs.
- F. Other contributions by ISAC – ISAC advertises the call for program applications and has developed a folder of suggested readings.
- G. Suzanne thanks the ISAC committee.

IV. Report from CDEI Committee (Jay Watkins)

- A. CDEI's recent activity – CDEI is considering the Supreme Court's decision on legacy and diversity issues for admissions and will investigate the impact on the Class of 2029. Two people are cycling off next year.
- B. Suzanne thanks the committee.

V. Report from Academic Status Committee (Doug Young)

- A. 2022-23 Annual report – CAS is a collaborative committee which makes informed decisions on student petitions regarding appeals, late adds, late drops, underloads, some medical issues, and changes of registered credits, academic probation and suspension petitions. Students are good self-advocates and CAS finds that petitions are increasing but CARE reports are down.
- B. Transition to A&S - CAS will transition from the Dean of Student's office to A&S with help from Shelly Laurenzo. This move mirrors the way our peer institutions handle this process.
- C. Future CAS plans – CAS plans to train a new assistant director, streamline new software, switch systems over to the OUAA, update their web presence, and coordinate with the university Registrar and Financial Aid.
- D. Faculty participation – faculty can help the CAS by being judicious about Incompletes, advising students that partial retroactive withdrawals are rare, submitting midterm grades, responding quickly to petition requests, and having patience as CAS transitions to new software.
- E. Discussion – A faculty member asks if there is a there a way to clarify that students don't need to petition CAS to late add a class with Instructor Permission. Another faculty member asks why Incompletes roll into the next term if a grade of F should probably be applied. Doug responds that more Incompletes rolled over into next terms due to the pandemic, but faculty can support students by being clear on requirements and deadlines.

VI. Update on on- and off-campus student Fellowships (Doug Young)

- A. National Fellowship and Awards Applications - Michael Clay in OUAA is the point of contact for national fellowships and awards such as the Fulbright and Truman Awards, Udall scholarship, Boren Award, and the existing subcommittees such as the St. Andrew's Graduate Award, Gaither Fellows in IR, and Goldwater Scholars in the STEM disciplines.
  - 1. Faculty are asked to volunteer for reviewing nominee materials. Requirements vary across

- applications. Members of the committee will review, prepare feedback, and participate in mock interviews with nominees.
2. Committee work occurs in two phases: review of applications and campus interviews. Each phase takes 2 weeks and is scheduled to meet each fellowship's national deadline. A link is available at the OUAA website to provide the general timeline for all awards (<https://www.wm.edu/as/ouaa/national-fellowships/>).
  3. The faculty are asked to complete the survey regarding the committee and to look at links to ID strong candidates. Please contact Michael at [mwclay@wm.edu](mailto:mwclay@wm.edu) for additional information.
- B. Suzanne thanks Michael, Megan Sanbury and the present committee members.

VII. April Elections (Tyler Meldrum, N&E)

**Faculty Hearing Committee**

Area III

Debbie Bebout (Chemistry)

Harmony Dagleish (Biology)

**Committee on Degrees**

Area II

Paul Kieffaber (Psychological Sciences)

Shi Qi (Economics)

**Committee on Diversity, Equity, and Inclusion**

Area I

Déborah Lee-Ferrand (Modern Languages & Literatures)

Victoria Costa (Philosophy)

VIII. New Undergraduate Major in Marine Science (Sid Mitra, Associate Dean for Academic Affairs, VIMS) (Moved from later in the original agenda.)

JC posts the polling platform: [PollEv.com/johnpoutsma754](http://PollEv.com/johnpoutsma754)

- A. Description - Sid Mitra proposes a major in marine science at VIMS. In 2010, VIMS created a minor and has seen increasing enrollment. Currently, there are no MSCI majors in Virginia, so prospective students go out of state and MSCI is the largest major sought on the Commonwealth's academic marketplace. There would be no change in the undergraduate general education requirements.
- B. Requirements – Students in the major would need to have all classes on the VIMS campus for one semester, which constitutes a residency requirement. The university will create a shuttle service to move undergraduates between campuses. The shuttle is planned to run between 9 AM - 4 PM four days a week during the semester of residency so that students can take courses on the VIMS campus. There will be a common core curriculum including MSCI proficiencies. These are 10 credits of natural sciences, 3 of quantitative skills, and additional major requirements amounting to 24 credits. Students would also be required to complete 9 credits of electives.
- C. Questions from faculty –
  1. A faculty member asks if there will be an additional charge like in the business school. Sid says there will be no additional fee or application process.
  2. A faculty member asks how many majors are planned. Sid says there will be 50 in the first few cycles and no selection process so advising is important. VIMS is asking for faculty lines to be able to advise.
  3. A faculty member asks if 24 credits as a core is too many. Sid says the number is to balance accessibility with rigor. Ben Boone, A&S Assistant Dean for Educational Policy, says that 24

- credits is one course beyond the 21 required from SCHEV.
4. A faculty member asks about staffing issues, and what happens if a student realizes too late that they are interested in the major. Sid says they have been deliberate in making all pre-reqs visible and there will be a sample curriculum posted. Care will be taken with transfer students.
  5. A faculty member asks about the potential increase in enrollment in biology courses, which are not MSCI. The faculty member recommends MSCI be considered a secondary major, not primary (like ENSP). Making it a secondary major would allow many biology majors interested in MSCI to take the course without committing to the full MSCI major. Sid says enrollment numbers in MSCI minors are consistently high and increasing and that the major does not need to be collaborative with A&S. Suzanne reiterates this is intended to be a collaborative initiative.
  6. Question to vote on the motion to endorse a new MSCI major is called. The motion passes.
  7. A motion to endorse the MSCI major as described is made and seconded. The motion passes with 17 ayes, 5 opposed, and 6 abstentions on in person. The vote was overwhelmingly positive but not unanimous on Zoom.
  8. X. Teaching Faculty Framework Discussion and vote

[PollEv.com/johnpoutsma754](https://PollEv.com/johnpoutsma754)

- A. Discussion of report from the Teaching Faculty Framework, including proposed merit procedures – Jay Watkins, Teaching Faculty Committee.
  1. Amendment proposed: “In addition to searches for Visiting Assistant Professors at the rank of Assistant Professor, units may be authorized to recruit at open rank” to replace “In rare cases, for example where a new visiting teaching professor has previous full-time experience at another institution, hiring at the rank of visiting associate teaching professor or visiting teaching professor may be possible. in Section III.”

This amendment is introduced after advice from HR that candidates cannot be hired into a different rank than that posted in the job ad. The amendment was passed.

- B. The Dean’s office is working on template personnel policies to offer units if they want to use it for evaluating TF.
- C. Discussion and questions -
  1. A faculty member mentions that on page 6 of the report, annual merit score is included in promotional documents although it isn’t included in TTE promotional dossiers. Why were merit scores, which are rankings in a department included in the promotional dossiers for TF? The TF Committee thought more information would be useful when considering a promotional dossier.
  2. A motion is made to remove language using merit in promotional decisions and seconded. The meeting lacks a quorum of voting members, so the motion is tabled.
- D. Suzanne announces the Teaching Faculty Framework including merit procedures will be discussed and considered for a vote in a special meeting of the faculty of Arts & Sciences.

- X. Report from CCPD (5 minutes) - CCPD tabled to next meeting
- XI. New Business – none
- X. Adjourn.