Report to the Faculty on Major Activities of the Faculty Council and the Standing Committees for AY 2013-2014

General Faculty Meeting
April 24, 2014
E. Oversight of Standing Faculty Committees

1. Per the Constitution, the Faculty Council is responsible for oversight all faculty committees.
2. No later than 1 Apr each year, remind standing faculty committee Chairpersons of the requirement to submit reports to the Faculty Committee NLT April 30th outlining the business/accomplishments of the faculty committees.
3. For staffing of the Committee on Committees
   a. No later than 1 Apr each year, query the Committee-on-Committees concerning vacancies/replacements for the next academic year.
   b. Advertise to all faculty for volunteers well in advance of the Apr Faculty Council meeting. Note: Committee-on-Committees members must be tenured faculty.
   c. Voting/approval for nominee for the Committee-on-Committees should take place at the Apr Faculty Council meeting.
4. The Council elected officers are responsible for maintaining the currency on the standing faculty committees on the school website.
5. The Council elected officers are also responsible for maintaining a current list of Chairpersons for all standing faculty committees.
# End of Year Report Status

<table>
<thead>
<tr>
<th>Standing Committee</th>
<th>Annual Report Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Athletic Advisory Committee</td>
<td>Not Received</td>
</tr>
<tr>
<td>Campus Affairs Committee</td>
<td>Not Received</td>
</tr>
<tr>
<td>Committee on Committees</td>
<td></td>
</tr>
<tr>
<td>Computer Services Committee</td>
<td>Not Received</td>
</tr>
<tr>
<td>Core Curriculum Oversight Committee</td>
<td>Not Received</td>
</tr>
<tr>
<td>Curriculum &amp; Instruction Committee</td>
<td></td>
</tr>
<tr>
<td>Evaluation of Instruction Committee</td>
<td></td>
</tr>
<tr>
<td>Faculty Development Committee</td>
<td></td>
</tr>
<tr>
<td>Faculty Employment Committee</td>
<td>Not Received</td>
</tr>
<tr>
<td>Faculty Research Committee</td>
<td></td>
</tr>
<tr>
<td>Financial Affairs Committee</td>
<td></td>
</tr>
<tr>
<td>Global Initiatives Committee</td>
<td>Not Received</td>
</tr>
<tr>
<td>Library Services Committee</td>
<td></td>
</tr>
<tr>
<td>Sabbaticals Committee</td>
<td>Not Received</td>
</tr>
<tr>
<td>Scholarship Committee</td>
<td>Not Received</td>
</tr>
<tr>
<td>Awards Committee</td>
<td>Not Received</td>
</tr>
<tr>
<td>Tenure and Promotion Committee</td>
<td></td>
</tr>
<tr>
<td>Tenure and Promotion Appeals Committee</td>
<td>Not Received</td>
</tr>
</tbody>
</table>
Major Activities of Faculty Council

- Discussion of appropriate role of Faculty Council within the governance framework
- Discussion of revision of the method of allocating faculty research and development funds
- Requested a formal review of service opportunities for faculty members and service workload on the various standing committees
- Faculty Manual and Adjunct Faculty Manual revisions ongoing
- Q&A sessions with President, Provost, VP Operations, VP External Affairs, Assistant Commandant for Discipline, Dean of School of Engineering
- Academic Freedom resolutions from the four year state public colleges and universities being sent to SC legislature
- Co-chair of the Trident United Way capital campaign with Staff Council
Faculty Governance

• Faculty Council has discussed its role in the governance system for decades, and that discussion continues.
• Incremental changes are taking place in the manner in which governance across campus is being handled through cross-disciplinary teams:
  • Fiscal Review Board
  • Planning & Budget Review Council
  • Institutional Planning Council
  • Enrollment Management Council
  • Leadership Development Council
• Charter of the Committee on Committees outlines their performance monitoring role in assessing the effectiveness of the existing committee structure.
Committee on Committees

- Reviewed and responded to a request from Faculty Council to
  - Examine the number and scope of committee and other service opportunities on campus
  - Review the definition of “administrator” which is used to define eligibility for committee service on various committees
  - Examine the time commitment for the various committees
  - Consider overlaps in service opportunities as they relate to standing committee service
- Reviewed proposed charter changes for the FTPC
- Solicited faculty committee preferences via Dognews and made recommendations for 2014-2015 committee assignments to Associate Provost
Faculty Tenure & Promotion Committee

- Held two informational meetings to review the process and procedures for faculty and administrators
- Reviewed electronic portfolios of candidates
  - 10 for both tenure and promotion
  - 1 for promotion to associate professor
  - 6 for promotion to professor
- Reviewed department/school standards for currency and requested updates from four departments (two have complied to date and those have been posted to the website)
- Reviewed the FTPC charter and made changes to succession of chair, membership eligibility, and staffing requirements when departments don’t have enough members
- Ad hoc committee considered decentralization of T&P process to the school level and recommended maintaining current system
- Ad hoc committee revised Post-Tenure Review document
Source of Funding for Faculty Development and Research Grants

• Academic grant from The Citadel Foundation funds a number of initiatives at The Citadel, including:

  Graduate assistants  Cadet academic travel
  Association officer memberships  Recruitment
  Accreditation/assessment expense  Startup for new faculty
  Convocation lunch  Contingency funds
  Faculty presentation grants  Faculty research grants
  New faculty grants  Faculty development grants

• Two faculty standing committees have traditionally reviewed funding applications and made recommendations to the Provost

• Review and approval for faculty research and development funding is being decentralized and shifted from the Provost’s Office to the Schools effective Fall 2014, which moves faculty closer to the decision point

• Allocation of funds to the Schools is still being worked out, but it should be “fair”, transparent, and appropriate to the faculty needs
Faculty Development Committee

• Received 75 applications for funding during four activity periods during the year (Jul-Sep, Oct-Dec, Jan-Mar, Apr-Jun) for a total of $121,493
• Recommended 67 applications for approval for a total of $96,991
• The role of the committee in recommending approval of funds is being shifted down to the various schools and the requirement to maintain a college-wide, 15-member committee for this purpose will no longer exist
  • The Faculty Council is recommending that the function continue at the various schools, although the mechanics may differ from one school to the next
  • Faculty Council will take up the issue of the decommissioning of the committee in the 2014-2015 academic year
Faculty Research Committee

- Reviewed 205 applications for presentation grants, research grants, and new faculty grants during the academic year
- Total requested was $384,259 and the committee recommended $314,126 for funding
  - Most of the requested funds were eventually met, although there were timing issues as funds had to be shifted around by the Provost’s Office
  - The committee is processing another $41,000 of requests from the April call, but it is expected that the function of this committee will also be shifted to the schools
Curriculum & Instruction Committee

• Committee approved 2 new Minors, 2 changes in course of study, the creation of 21 new course offerings, and changes in the program requirements for science and engineering majors in the Honors Program.

• Additional proposals are still under consideration include
  • Health and Exercise Sports Science course in Essentials of Personal Training and a Minor in Personal Training
  • Physics courses in Fluid Laboratory, Fluid Mechanics, and Flight Simulation Lab as well as a Minor in Aerospace Science
Evaluation of Instruction Committee

• Received a briefing on the implementation of the new on-line evaluation system that was put into place in Fall 2013 and discussed some of the mechanics of the system, design of questions, and impact of the system on information system

• Initial experience is that the system worked well
Financial Affairs Committee

- Per the charter, this committee provides input for use in developing the annual internal operating budget of The Citadel and provides faculty input on financial matters related to planning and capital projects. In light of the invention of the PBRC, this committee may need to revise its charter and/or bylaws.
- Met in November and discussed the role of FAC in providing input to the Faculty Council chair, who sits on PBRC.
- Individual members working on financial analysis projects, but have not met again as a group in 2014.
Library Services Committee

• Monthly meetings from November through April
• Developing a survey to assess
  • Frequency and importance of use of Library resources
  • Satisfaction with Library services
  • Needs
• Plan to distribute survey to faculty
• A separate survey is under consideration for undergraduate students and graduate students