

**Faculty Council of the College of Humanities and Sciences  
of Virginia Commonwealth University**

**Meeting Minutes for October 16, 2017  
Hibbs 308**

**Attendees**

Christopher Burdett, CHSFC President, Political Science  
Fernando Tenjo, 2016-17 CHSFC President, Biology  
Sarah Seashols-Williams, Secretary, Forensic Science  
Joseph Topich, Undergraduate Academic Committee Representative  
Mignonne Guy, African American Studies  
Joseph Reiner, Physics  
Charlene Crawley, Interdisciplinary Science  
Michael Hall, English  
Jesse Goldstein, Sociology  
Matthew Scott, Kinesiology & Health Sciences  
Marcia Winter, Psychology

**Absent**

Indika Arachchige, CHSFC Parliamentarian, Chemistry  
Ed Boone, Statistical Sciences and Operations Research  
Liz Canfield, Gender, Sexuality, and Women's Studies  
Robert Gains, Military Science and Leadership  
Mike Valdman, Philosophy  
Greg Smithers, History  
Mike Southam-Gerow, Graduate Academic Committee Representative  
Kathryn Murphy-Judy, Technology Committee Representative, LSEE  
Andrew Bristow, Mathematics and Applied Mathematics  
Natasha Long, Mass Communications  
Faculty Senate Representative  
Retired Faculty Member  
Adjunct Faculty Member  
Committee on Administration Representative

**1. Order**

The meeting was called to order at 3:08 P.M.

**2. Sterling Daniel visited to discuss budgetary issues for the College.**

Lab fees within the college go into the E&G, do not roll over. Only 6 units apply lab fees. One unit has overspent their lab revenues. Handout will be scanned and uploaded as an Appendix. Some questions were raised regarding when the fees get applied, mainly the

discretion of the unit. There is no directive or wish that units hold/collect a balance. Some units use for reagents, others for hourly/FTEs and/or teaching assistants. The fund goes to \$0 at the end of the year.

To change (increase or decrease or initiate) lab fees goes through Don Young to the Provost's office for review and approval.

The Dean's office is not to be involved in discretionary spending. The concern about SWS media employee not being available is an internal concern for SWS.

Revised budget model is on the way. Budgets for the 2017-18 year across units is going to be flat, and the Dean's office will be evaluating and adjusting budgets for future years based on faculty numbers, student enrollment, grant money, etc.

Startup funds are being loaded into Banner for better tracking. More information on individual charges will be moving into Banner from Chrome River in future.

### **3. President's Report**

**ACM Meeting** - Carol Gray came to ACM to discuss revised budget model. Appears as though the revision/rollout will be gradual and the College should not expect a windfall. They are being conservative about state support in the University's favor. That shifts the burden to growing revenue streams. She does also anticipate a tuition rise in the near future.

- Online courses (MOOCs)
- Summer studies (Departments will be encouraged to increase)
- Out of state tuition rise

**Deidre Condit** has been appointed as Associate Dean for Faculty Affairs. P&T will still be managed by Dean Acavedo

### **4. Committee Reports - need representatives for each of these committees (excepting Technology)**

**Undergraduate Academic Committee:** Joe Topich will send minutes as an Appendix. With new electronic submission processes, all submissions for 2018-19 school year must be completed by end of Fall 2017 semester.

**Graduate Academic Committee:** no report given, no rep

**Diversity & Equity Committee:** now a standing committee. Will be developing Bylaws for including in CHS Bylaws. Working on developing mission and D&E issues. Dean Acevedo advises that faculty D&E issues should go through the Ombudsman

**Technology Committee:** no report given, no rep

**P & T:** no report given, no rep

**University Council:** no report given, no rep

**Faculty Senate:** no report given, no rep

**Dean's office:** no report given, no rep

## 5. Old Business

**CHS Bylaws:** Bylaws were revised comprehensively in 2014-15 and completed late Spring 2015. They were not voted on due to Dean Coleman's departure. Should be reviewed and revised (check back with committees, add in D&E, remove Library committee) by February so that they can be reviewed by the Dean's office and go out to the full faculty for review. Will form a sub-committee to review and revise with a goal to present to full Council at January meeting.

## 6. New Business

**Minimum Enrollment requirements** - under review and accepting comments prior to implementation. Dean Fuentes is firm on minimum enrollments with exceptions for programs that require the course for maintaining accreditation. Will be posted on Blackboard.

**CHSFC Budget** - think about events that we could use to advance Faculty Council's prominence and discuss at November meeting.

**Research Grants** - will confirm with Dean's Office that we have \$5,000 again for funding and move the solicitation up for funds release mid-spring (instead of after fiscal year).

## 7. Adjournment and next meeting

The meeting was adjourned at 4:21 p.m. The next meeting is scheduled for November 20, 2017.