

**College of Liberal Arts and Sciences  
Senate Meeting Minutes  
September 16, 2019  
3:15 pm • Armstrong Hall, Room 250**

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- I. Call to Order
  1. Sarah Risha called the meeting to order at 3:17 PM
  
- II. Curriculum Committee Process
  - A. Paul LePore, Associate Dean of Student and Academic Programs presented
    1. One of the roles of the Senate is to review various academic initiatives.
    2. The Curriculum Committee is comprised of the following who serve three-year terms: 9 members from each of the 3 college divisions and 1 student member. There is also one ex-officio member from the Maricopa Community College District.
    3. The committee reviews 50-60 proposals for new courses and changes to degree programs each year. Voting is by consensus.
    4. Fabio Milner, Associate Dean of Graduate Programs and Kyle Rader, Director of Graduate Programs direct graduate initiatives and work with the graduate programs curriculum committee.
  
- III. Dean's Report
  - A. Patrick Kenney, Dean, addressed the Senate on the general state of The College
    1. The University's enrollment has increased as well as The College. Over 25,000 students in Fall 2019, including an increase of 3,000 first time freshmen. 70% of incoming freshmen declare STEM majors initially.
    2. The College does not receive enough funding to cover tenure-track faculty for all the students so lecturers cover much of the load.
    3. The College overall financial health is strong (no deficit).
    4. The College exceeded its Campaign 2020 goal of \$150M.
    5. The College is responsible for 50% of the merit increases for 2019 (2-3% range). The College must pay \$2M to fund a 3% increase, plus a permanent give back amount.
    6. Online revenues are approximately \$28M. The College receives \$2M and the units receive the remaining amount.
    7. Leadership changes in the units will result in 16-17 academic units having new leadership in the next couple of years.
    8. Last year, 52 tenure-track hires including spouses. This year, 28 lines have been approved. ABOR restricts the fraction of non-tenure track faculty.
    9. A Senator raised a question regarding transparency with respect to the (divisional) deans. The Senator also stated there should be more direct with communication. Dean

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Kenney reviewed the general duties of the deans with respect to budgets, hiring, tenure reviews, etc. He will raise the matter with the deans.

10. A Senator raised a question regarding the abolition of program and course fees. Dean Kenney responded that these fees will be rolled out into one college fee starting in the 2020 academic year. Units that have not spent their course fees will have time to do so. Replacement funding for program and course fees will be given to The College next year and administered through the dean's office.

- IV. Approval of March 18, 2019 and April 15, 2019 meeting Minutes
  1. Motion to accept the minutes. 19- Approved; 0- Opposed; 4- Abstentions
- V. Curriculum Committee Report
  1. Motion to accept the minutes. 19-Approved; 0-Opposed; 4 Abstentions
- VI. Adjournment
  1. Meeting adjourned at 4:15pm.

**Office of the Dean**

The College of Liberal Arts and Sciences  
Senate Meeting Minutes  
October 21, 2019  
3:15 pm  
Armstrong Hall, Zebulon Pearce and Family Conference Room

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- I. Call to Order
  - 1. Sarah Risha called the meeting to order at 3:16 PM
  
- II. Dean's Report
  - A. Hiring plan
    - 1. The College hiring plan is pending approval from the Provost's office.
    - 2. The College expects to receive enrollment growth funding estimated to exceed last year's \$1.5M.
  - B. Balancing TT/non-TT hires:
    - 1. University must report balance of TT/non-TT faculty to ABOR, which places a limit on the ratio. The College balance is not as close to the limit as other colleges. Limit applies to all non-TT faculty regardless of contract length.
    - 2. The College needs to have a college-wide plan for non-TT hiring, but it is difficult to do because of the wide variation in the number of non-TT faculty between units.
    - 3. Graduate student teaching loads are determined by the unit. They are not counted in the non-TT instructors reported to ABOR. College pays approximately \$22M in stipend and tuition for TAs. University has stopped keeping pace with tuition increases for this group therefore The College is covering an extra \$1.4M to cover the gap, which is coming out of TT hiring.
      - a. Concerns expressed about excellence in teaching and doing what is best for the students if one is teaching 1800 students with 20-25 hours/week in TA support. A Senator raised a concern about whether course delivery was up to par.
  
- III. Canvas – Gemma Garcia, Director of Online Curriculum and Digital Innovation presented
  - A. Gemma's team consists of three people who serve as liaison between The College faculty and ASU Online
    - 1. How do faculty submit requests/functionality that do not currently exist in Canvas?  
Suggestion is to create a form directly to Gemma's group who can assist directly or forward to developers. Instruction Junction at The College: simplified one-stop shop for Canvas related issues. Link and form will be sent to chairs and directors for distribution.
    - 2. Plans in the works to form a faculty advisory committee to discuss Canvas issues and other third-party software.

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- IV. Approval of September 16, 2019 meeting minutes
  - 1. Motion to accept the minutes. 25- Approved; 0- Opposed; 1- Abstentions
  
- V. Curriculum Committee Report
  - 1. Motion to accept the report. 26- Approved; 0- Opposed; 0- Abstentions
  
- VI. Announcements
  - 1. SHESC has implemented new policy where Pell-eligible students to waive application fees for undergraduates interested in applying to graduate programs in SHESC. Goal is to improve diversity etc. Chemistry is the only other program with similar initiative. Form will appear online soon.
  
- VII. Adjournment
  - 1. Meeting adjourned at 4:15pm.

**Office of the Dean**

The College of Liberal Arts and Sciences  
Senate Meeting Minutes  
November 18, 2019  
3:15 pm  
Armstrong Hall, Zebulon Pearce and Family Conference Room

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- I. Call to Order  
Sarah Risha called the meeting to order at 3:15 PM
  
- II. Dean's Report
  - A. Hiring plan and Budget
    - 1. Approximately 52 TT and 8 lecturer/instructor hires were made
    - 2. \$3.5M increase of faculty hiring (tenure/tenure track
    - 2. Enrollment growth at \$3.1M – double the amount from last year
    - 3. Provost contribution \$1.7M – 6 director/chair searches were funded
    - 4. Partner hires – approximately \$1M
    - 5. The College pays  $\frac{1}{4}$ , departments pay  $\frac{1}{4}$  and merit money pays  $\frac{1}{2}$
    - 6. Comparison to other similar universities, we are hiring more because enrollments are up across the board, increases across the board, sharp increases in science. All humanities are teaching more online majors
    - 7. Merit total was \$4M – for the second year in a row, The College paid for 50% (\$2M) and units paid for 25% of the \$2M
    - 8. All merit money remains in The College and goes back to faculty, 25% of expenditures goes back to central administration so The College shrinks 50% of expenditures
    - 9. The College is covering all the research centers costs
    - 10. No update on next year's budget from course fee/program fee. Future course fees will go to The College and then be distributed
  
- III. Approval of November 18, 2019 meeting minutes
  - A. Motion to accept the minutes. 23- Approved; 0- Opposed; 0- Abstentions

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- IV. Curriculum Committee Report
- A. Motions
1. The CEL courses and master's program was approved by a vote of: 11-Approved; 10-Opposed; 3-Abstentions
  2. All proposals except those on the CEL/ARB courses were approved unanimously
  3. The change to credit hours (from 4 to 5) for ARB was approved: 20-Approved; 3-Opposed; 0-Abstentions.
- B. Discussion
1. Concerns with the MA in Classical Liberal Education and Leadership. Extensive discussions on whether the related departments approve it. CEL courses and proposed master's degree: applicant unit noted that the proposal has been under review for 16 months and that changes have been made to program requirements and to individual courses in response to prior comments from the Curriculum Committee and the Senate.
- C. Curriculum Committee Discussion
1. The committee is a standing elected committee consisting of 9 members with 3-year terms plus student members plus 2 ex-officio members, Associate Deans Paul LePore and Fabio Milner. The committee meets six times per academic year proceeded with online meetings.
  2. The Senate raised concerns that the report from Curriculum Committee is not thorough enough because a proposal from the spring was unanimously rejected and then unanimously approved in September. The online vote that was taken at the end of last year was criticized.
  3. First part of curricular planning process is ABOR approval for planning (to avoid lots of time spent on proposals that are not approvable). ABOR has a new section on career readiness that must be addressed by new proposals. Career readiness has been an added component by ABOR
  4. Conclusion:
    - a. Follow-through, voting for the McCain online
    - b. Forward, redo, send it back
    - c. Solution - suggestion that Curriculum Committee chair should report to Senate meetings on regular meetings. Ask Curriculum Committee chair to attend Senate meeting
- D. Adjournment
1. Meeting adjourned at 4:33pm.

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**The College of Liberal Arts and Sciences  
Senate Meeting Minutes  
January 27, 2020  
3:15 pm  
Armstrong Hall, Zebulon Pearce and Family Conference Room**

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- I. Call to Order
  - Eric Kostelich called the meeting to order at 3:16 PM
  - Presiding Officer Sarah Risha joined by phone
  
- II. Dean's Report
  - A. Associate Dean Luecken attended on behalf of Dean Kenney. She announced that Dean Libby Wentz has been appointed Vice Provost and Dean of the Graduate College, and an internal search for her replacement is underway.
  - B. In response to a question about the Novel Coronavirus infection which affected a member of the ASU community, Associate Dean Luecken was asked about preparations for continuing instruction in the event of a widespread outbreak of communicable disease. She reported that direction would be given by the Provost.
  
- III. Approval of January 27, 2020 meeting minutes
  - A. Motion to accept the minutes. 25- Approved; 0- Opposed; 0- Abstentions
  
- IV. Curriculum Committee Report
  - A. Motion to accept the minutes. 25- Approved; 0- Opposed; 0- Abstentions
  - B. In response to a query, Associate Dean LePore agreed to include on the report a synopsis of courses that were considered but sent back to proposers for revision. Courses to be considered by the The College Senate that previously have been sent back for revision will be denoted by an asterisk or similar mark on future curriculum reports.
  
- V. Announcements
  - A. The topic of Tenure Track Professors and Lecturers was removed from the agenda and will be discussed at the February Senate meeting.
  
- VI. Adjournment
  - A. The meeting was adjourned at 3:40 pm.

**Office of the Dean**

The College of Liberal Arts and Sciences  
Senate Meeting Minutes  
February 24, 2020  
3:15 pm  
Armstrong Hall, Zebulon Pearce and Family Conference Room

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- I. Call to Order
  - Sarah Risha called the meeting to order at 3:16 PM
  
- II. Dean's Report
  - A. Novel Coronavirus
    - 1. As of last week, the one confirmed case of Novel Coronavirus in Arizona, an ASU student had a mild case and a full recovery, without any hospitalization. The 13 people who had contact with the student are being watched and tested daily by the Maricopa County Department of Public Health and the Center for Disease Control and Prevention. None have developed the infection. ASU is planning for how to help the 536 graduate and undergraduate students from China at ASU, as they decide whether to return to China for the summer or stay in the U.S.
  - B. Social Sciences Dean Search
    - 1. The internal search for a new Dean of Social Sciences has a large committee with representatives from all units, chaired by Chris Boone, Dean of School of Sustainability. There are three candidates and a decision should be made by spring break, ensuring an overlap and continuity before Libby Wentz transitions to her new position as Vice Provost and Dean of the Graduate College on July 1.
  - C. Hiring
    - 1. Faculty hires have exceeded 60 because of partner accommodations. The positions were allocated in the summer and in October, when the Provost used enrollment growth as of 21 days to make \$3 million available for hires. This money only comes to The College when hires are made and otherwise is lost. There are five possible opportunity hires for faculty of color. ASU's budget is 75% tuition driven, while that of The College is 90% tuition driven.
  
- III. Approval of January 27, 2020 Meeting Minutes
  - A. Motion to accept the minutes. 25 - Approved; 0 - Opposed; 2 - Abstentions
  
- IV. Discussion of Lecturers
  - A. Lecturers report that they feel unappreciated by tenured/tenure-track faculty. They feel they do most of the teaching.

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- B. Dean Kenney explained that the lecturer load is 80% teaching, 20% service, while faculty typically have 40% teaching, 40% research, and 20% service, which includes professional, university, unit, and community service. Lecturers teach from 40-70% of students, depending on the unit.
  - C. Senators noted that there were wide differences between units on what was considered a teaching load.
  - D. Multi-year contracts are not being granted to lecturers upon promotion, these decisions are made by the Provost's office.
  - E. Dean Kenney noted that since 2014, students have increased by 43%, while the tenure/tenure-track faculty has remained flat since 2010.
  - F. The University Senate Personnel Committee is discussing these questions. They will be sending a survey to faculty.
- V. Curriculum Committee Report
- A. Motion to accept the minutes. 26- Approved; 0- Opposed; 1- Abstention
- VI. Adjournment
- A. The meeting was adjourned at 4:30 pm.

**Office of the Dean**

**The College of Liberal Arts and Sciences**  
**Senate Meeting Minutes**  
**April 6, 2020**  
**3:15 pm ▪ via Zoom**

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- I. Call to Order  
called the meeting to order at 3:15 PM
  
- II. Dean's Report  
Linda Luecken, Associate Dean of Faculty and Jill Kolp, Director, Academic Personnel
  1. Discussion on a proposal to add three fixed term faculty at rank to the Dean's Faculty Advisory Committee, one question was raised by a Senator. The concern was whether the fixed term faculty would understand every rank and file dimension. Kolp clarified that as with tenure track faculty, the fixed term members would hold the top rank-in-title.  
  
Approved: 22; Opposed: 0; Abstention: 1
  
  2. Paul LePore, Associate Dean for Student and Academic Programs presented on the academic integrity initiative headed by Deputy Provost Stephanie Lindquist. This is an ASU-wide effort to come up with more consistent policies and practices to mitigate academic dishonesty. There is a high level of inconsistency across ASU due to decentralization. The idea is to create a system of accountability so that cases can be tracked, and sanctions can be more consistent.  
  
The College has the best approach with Amanda Smith, Senior Director of Academic Services in an online reporting system that anyone can use, and nearly weekly academic grievance committee. Fabio Milner, Associate Dean of Graduate Initiatives, handles cases related to graduate students. Amanda Smith is available to present to individual units about The College resources on academic integrity.
    - a. Senator questions/comments included:
      - Is there a way to use Turn It In automatically?
      - Turn It In and Safe Assign appear to yield different results
      - Inter-professor variability is a problem
      - What are the incentives for using tools to detect academic dishonesty?

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- The College could do more to support faculty knowledge about and use of these technologies.
- Video cam verification can still be manipulated.
- Has there been consideration of requiring faculty to do this?

III. Approval of January 14, 2019 Meeting minutes

- a. Approved: 22; Opposed: 0; Abstention: 1.
- b. Minutes of March 18, 2019 were not approved and need to be considered in the new academic year.

IV. Curriculum Committee Report

- a. Paul LePore is ex-officio member of the Curriculum Committee. It has nine members, they meet six times a year to consider 60-70 proposals. There are also online discussions. Approving a degree can be a two-year process.
- b. Gaughan noted that the Senate has no sub-committees, including the Curriculum Committee. According to The College bylaws, the Senate is an independent level of review.
- c. The Senate began with a discussion of the consensus committee report. The MA in Classical Education was a particular focus because the School of Historical, Philosophical and Religious Studies was not consulted in the development of its proposal. The Senator from that School expressed that at their faculty meeting that morning, there were concerns about duplication with existing classes. There was extensive discussion, which led to a unanimous vote to set aside consideration of this program in order to consider the rest of the curriculum committee report.
- d. The PhD in Spanish Linguistics was then identified as a proposal for which Senators had questions, specifically:
  - There is no impact evaluation or assessment of overlap with the existing PhD program in Spanish Literature.
  - Should the Mary Lou Fulton Teacher's College be consulted given that one of the rationales for the new degree program is to staff public schools?
  - Can the School support both PhD programs? Are there sufficient faculty at appropriate rank to do so?
  - Will there be enough students to support graduate courses?
  - The proposal guidelines point out there should be an internal (to the unit) faculty governance review completed in addition to review by the School Director.
  - There are no student learning outcomes or assessment plan.

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As with the MA in Classical Education, the Senate voted unanimously to set this aside to complete the curriculum review.

- e. For the Curriculum Committee report (excluding the MA in Classical Education and the PhD in Spanish Linguistics), the vote was Approved: 21; Opposed: 0; Abstention: 1.
- f. A vote on the proposal for the MA in Classical Education was held separately as follows: MA Classical Education: Approved: 1; Opposed: 19; Abstentions: 2.
- g. A vote on the proposal for the PhD in Spanish Linguistics was held separately as follows: Approved: 0; Opposed: 21; Abstentions: 1.

V. Election

We held the election for Presiding Officer Elect of the Senate. The vote was:

Eric Kostelich: 12

Hilde Hoogenboom: 9

There were no write-in candidates.

VI. Adjournment