

**Academic Committee Meeting
May 4, 2022
11:00am-12:30pm
Pamplin 1045/ZOOM**

Attendees:

Boyle, Kevin
Carlson, Kevin
Davidson, Robert
Dickhans, Jim - GUEST
Ghandforoush, Parviz
Gnyawali, Devi
Hall, Janice
Hunnings, Kay
Khansa, Lara
May, Frank
Mitchell, Elizabeth
Nottingham, Quinton
Osborne, Beth - GUEST
Russell, Robin
Schnatterly, Karen
Singal, Vijay
Sumichrast, Robert
Xiang, Phil

Absent:

Recording Secretary

Brooks, Miranda

Minutes/Action Items/Announcements

Dean Sumichrast called the meeting to order. Sumichrast noted that this will be his last Academic Committee meeting. Sumichrast introduced Dr. Karen Schnatterly, who will be acting department head for the Management department starting this summer. Sumichrast acknowledged Beth Osborne and Jim Dickhans as guests. Sumichrast reminded the committee of the upcoming faculty and staff meeting on May 9, 2022, which will consist of recognitions, awards and promotions. Sumichrast also announced Employee Appreciation Day on May 18, 2022, from 10:00 a.m. – 2:00 p.m. at Lane Stadium.

Summer Staff Schedules

Kay Hunnings shared that there had been questions raised in the Future of Work pilot group regarding flexibility for staff working remotely during the summer months at various Pamplin

units. Hunnings solicited opinions from the committee in this regard. Phil Xiang noted that his department was open to a flexible schedule. The remaining departments and units stated they will maintain their current hybrid schedule. Lara Khansa added the Undergraduate office will close at 4:30 p.m. but will remain open during the summer. Beth Osborne noted that the Business Center is 100% remote, and there have not been any reported issues as of now. Hunnings will take the feedback back to pilot group for further discussion.

Onboarding Pamplin Employees

Hunnings announced she has been working with Osborne and Jim Dickhans regarding a new process for onboarding new A/P and staff employees. Hunnings stated the goal is to create a new, welcoming culture for new employees. Hunnings shared that this new process will help with employee retention. Osborne reported that focus groups were created for feedback, which consisted of staff and A/P faculty hired within the last two years, followed by meetings with their supervisors. Osborne emphasized that the goal is to make the new hire process more of a positive experience for new employees. Dickhans added that they are trying to make the process more strategic, with the focus on the people, not just the paperwork. Dickhans stated the Employee Fact Sheet was created and offers the opportunity for new employees to share information to help get to know them. Hunnings concluded that if these are implemented, it will improve the onboarding process and retention of employees. Parviz Ghandforoush suggested that the onboarding information be made available to supervisors or distributed to them for discussion. Sumichrast suggested to send this information to the Academic Committee semesterly.

Policy Updates

Sumichrast noted that there was a consensus on revisions to policies 135 (Summer Research Grants), 420 (P&T Expectations), 421 (Text for External Letters for Promotion), and 450 (Appointment or Promotion of Non-Tenure Track Faculty). The recommended changes are approved. Kevin Carlson said the revised policies will be available on the web soon.

Carlson shared proposed revisions to policy 470—Pamplin Honorifics. Carlson explained that clarifying language has been added, to assist in providing needful information to the Honorifics Committee. More specifically, a statement from the honorific holder will be provided, regarding what has been done prior to and after receiving the honorific.

Carlson also shared the updated policy 495 – Pamplin Standing Committees Definitions and Procedures. Carlson noted the change in language regarding membership voting, and department representation. In detail, each department may only have two voting members, unless approved by the Dean to assure effective representation. Sumichrast acknowledged that Policy 495 would not be approved at the meeting, and further revisions could be done via email. Sumichrast noted the importance of accommodating the appropriate language.

Inspire Excellence Academy

Janice Hall announced that the New Horizon Scholarship Program will no longer be offered as of Fall 2022, due to an opportunity to provide more funding to more underrepresented students. The program has now been merged under the college's leadership. Hall announced that DEIB is launching the Inspire Excellence Academy. This will be a one-year program and will consist of 20 first year, incoming students. Hall explained that the students will participate in well-structured workshops that are oriented toward college transition, and provide touchpoints with Emily McCorkle, which will also promote awareness of DEIB. Hall emphasized that in this new model, students who have indicated need will receive funding. Russell inquired if these opportunities were available for transfer students. Hall stated that they are currently working on services for transfer students, and the scholarships are currently only for incoming freshmen at this time.

Commencement

Sumichrast stated that there will be two ceremonies for Pamplin, 8:30 a.m. and 12:00 p.m. and the Academic Committee is invited. Sumichrast invited the entire Academic Committee to be on stage for the ceremonies. He said that department heads (or representatives) need to be on the stage for their respective departments. Khansa added that parking will be provided for stage participants. Sumichrast stated there will be no handshaking, which will speed up the process and for health safety precautions. Mitchell stated that parking instructions will be sent to stage participants and confirmed attendance plans of the committee.