FACULTY MEETING MINUTES
Wednesday, November 8, 2017

I. Report of The Secretary
We forgot to announce that the minutes were posted or ask for corrections...

II. Reports from College Officers
A. Pres. Greene
   • Pres. Green opened with a few announcements: that Winnifred Tate succeeded in her bid for a position on the city council and won by a landslide; Susan Riesert was elected to the School Board; and Denise Bruesewitz was elected to the Kennebec Water District Board. Congratulations to all!!
   • He noted that during the recent power outage, Colby served over 1400 meals to faculty, staff, and their families.
   • Until November 26th, it is open enrollment season for selecting a healthcare plan. Once again, Colby has been able to hold the cost of premiums down requiring no increase. This may not be able to go on forever but for the time being, we’re proud to be able to keep cost down in this way.

Thanks to all who helped launch the Dare Northward Campaign: Rafael’s cello performance was extraordinary - thanks to Sandy and Nikky, and so many others. The mood was wonderful, families were enthusiastic.

B. Faculty Representatives to Board of Trustees - Report (Jen Yoder (GOV), Kevin Rice (CHEM))

Jen discussed that the People and Programs Committee focused on recruitment and retention of excellent and diverse faculty, students, and athletes. They asked three major questions:
   o What conditions enable all faculty to be successful?
   o How can we design jobs that allow faculty to do their best in both teaching and scholarship?
   o What programs help make all faculty feel valued and supported such as childcare programs, strength of the area schools etc.?

Kevin conveyed that there were two meetings of the Committee of the Whole. They focused mainly on what we were targeting with the campaign. Ruth Jackson gave presentations on marketing strategies and schedules. It was very emotional to share with trustees about their experiences with Colby.

Jen mentioned that they will be visiting divisional meetings to keep the faculty informed and to receive feedback.

David Green noted how powerful it was to hear what a difference Colby had made in the lives of the trustees. Steven Earle was struck by the Osborne story. Earle had said that if he had...
known the Osbourne story, he would have known that there was a reason why he was at Colby. We’ve lost some of our most powerful stories. Colby has been at the forefront of the many issues of social justice, and we need to remember our history.

Discussion - none

B. Vice President and General Counsel at Richard Uchida

Richard Uchida mentioned that he was practicing law in New Hampshire until mid-July of this year. He was a trustee of the college from 2006 to 2016, and served as Vice Chair of the Board for seven years. He offered a framework for Faculty Advice - Reporting, Disclosure, and Privilege.

Clery Act
This act concerns recording crime statistics. There are designees on campus that must report crimes. Faculty are not designees under the Clery Act. Faculty members who serve as mentors of clubs or residence halls, however, are required to report crimes to Security. This applies to all property owned by Colby - meaning that the downtown dorm under construction, even though located off campus, will fall under this guideline.

Title IX
This law outlines a recording obligation for faculty concerning sexual misconduct or sexual discrimination. If a faculty member comes to learn about an incident of sexual misconduct, they are obligated to report it. Unless one works in health services or counseling, one must report it to Mel Adams in Student Affairs. If a student comes to speak with you, and you can tell it will be a sensitive conversation, you might want to inform them at the start of the conversation that you are required by law to report certain information. You only have to report it if you have enough information (the identity of the victim or the perpetrator, specific enough to make a report).

FERPA
Will Saxe introduced himself, noting that he is both an attorney and in the Office of Risk Assessment. FERPA is a federal privacy act that protects a student’s right to have control over the disclosure of their student record. The exception is when there is “legitimate educational interest.” - then we don’t need their permission. Faculty can exchange information about the student in the service of mentorship. Student records include anything that specifically identifies a student and is maintained by the college. Emails can be discoverable in civil litigation. We advise discretion and caution about discussing students in the email. When in doubt, pick up the phone or have a conversation in person. The pamphlet also offers best practices regarding grading. Peer grading is fine so long as it is not recorded. If you are recording the grade, you can’t have another student do the grading without consent of student whose work is being graded. You can’t leave graded work outside your office for students to pick up because other people will have access to their grade.
Dale Kocevski (PHYSICS) - what about student graders?

Uchida – volunteer graders are a problem. If they’re being paid, then it’s fine. You can ask paid graders to sign a confidentiality form so they are aware that it is a protected activity.

Cheryl Townsend Gilkes (SOC and AF AM STUD) - would you define directory information as protected? We should reconsider date and place of birth as public information.

Uchida agreed saying, we should look into this.

Provost McFadden - what if I’m worried about student. Can I call their parents?

Uchida - In general, no. But if they are declared as a dependent for the sake of taxes, then it is okay. Otherwise you must get their consent.

Carol Hearny (Center for Teaching and Learning) – it was the case at my former institution, if parents call to ask “Is my son or daughter attending class?”, that information could be disclosed because “behaviors” are not student record.

Uchida - I would advise you to say that, “They are in school.”

Attorney-Client Privilege
The client is Colby College. If you are a party or witness, you may become a client. Examples of this are in the packet. Will and I have multiple roles, some of which would not allow for “Protected” communication. You should start by asking us to “put on our legal hat” so we know it will be a protected communication. Important issues are best NOT emailed. Pick up the phone or have a meeting in person. Be careful out there.

Whitney King (BIO) - when students get two warning notices, letters go out and faculty often get calls from parents. How do we navigate that?

Uchida – you should get permission from student. King: but the parents say they don’t want their child to know that they called. Uchida: Then don’t speak to them, tell them that you are not allowed by law to discuss their child’s student record.

Dave Angelini (BIO) – how do you define consent? Uchida: it must be written consent or email.

David Greene - the safety of our students is primary, the only thing that matters. If they are in danger or in danger of hurting others, err on the side of safety, in the worst of circumstances. We can help you with any questions that come up. Protect the students, especially in today’s climate.

Provost McFadden - you can also talk with our advising Deans. They are great advisers.
I want to introduce you to a new professional development program which is a tremendous resource: the NCFDD. The organization provides all sorts of resources to support faculty. We now have an institutional membership and last spring we brought two NCFDD workshops to campus. Many of our peer institutions are using this organization. We want to democratize development opportunities - these resources are available to anyone anytime.

Examples of resources:

- **Monday Motivator** - tips and strategies to increase productivity and better Work-Life balance.

- **Core Curriculum** - offers 10 key skills to facilitate thriving in academia
  - Every semester needs a plan
  - Developed a daily writing practice
  - Align your time with your priorities
  - Mastering academic time management
  - Overcoming academic perfectionism

- **Monthly webinars** - connected to each skill, they are shown initially live, but then stored in the library afterwards. We will be scheduling community events focused on a particular webinar.
  - There will also be guest expert webinar
  - Multi-week courses
  - 14-day writing challenges - developing a commitment to write every day using accountability tools.
  - List of editors or readers that scholars can utilize
  - Book proposal strategists
  - Accountability buddy

Please review the handout and direct any questions you have to Carlene Mandolfo

D. Provost McFadden

We are making progress on the 4.5 teaching load. We’ve had many productive discussions. We will be asking program directors and chairs for departmental two-year plans to reach the goal. When they are submitted we’ll proceed. Some folks have asked about shorter, but more frequent sabbaticals, but that is just not feasible yet. Right now we’re asking everyone to help us get to a 4.5 course teaching load.

Questions? - none.

III. New Business - ACC motion to modify the mathematical sciences major

Russell Johnson introduced the motion to the floor.

Questions?
Martha Arterberry (PSYCH) - how does the statistics track compare to the statistics major?
Liam O’Brien: there is not a statistics major. There is a little less flexibility for the mathematical science majors.

IV. Committee Reports
Stacy Sheriff - Report on Writing Across the Curriculum Committee
• The white handout is our committee report. It has two parts: the Committee report and reference. Members of the committee are Stacey Sheriff, Paula Harrington, Ghada Gherwash, Meghan Hancock, Tasha Dunn, Samara Gunter, Russell Johnson, Ben Lisle, Jonathon McCoy, and Laurie Osbourne.
• We’ve met four times (biweekly) preparing for the first five-year external review.
• We’re reaching out to W1 instructors to see if they need any more support. We’re meant to be a resource.
• There are 39 sections of W1 courses in nine different departments; 21 W2 courses; and 10 W3 courses.
• If you have any suggestions for how we can further support ideas you have, or resources you need, please let us know.

V. Announcements
• Thamattoor: Honorary Degree Committee (Sheets, Behuniak): We are looking ahead to commencement 2019. Call for nominations. Preeminent scholarly or professional achievement consonant with Colby values. You will receive an e-mail with the guidelines and a link to submit the form. Friday, January 19 is the deadline.
  o Commencement 2018: Process is going along nicely.
• Angelini: Happy announcement. Cultural Events Committee. Can provide support for events of a cultural nature. In the past, proposals were ad hoc. Moving forward, we want to have some target dates. Website for Office of Diversity, Equity, and Inclusion. Up to $3500. No request too small.
• King/Donihue: Maine Hudson Trails. We signed an MOU to provide academic programming in the Maine mountains. There is a web address. There is a form to use to sign up to take students up. If you want to personally take your family, we have a corporate sponsorship—25% discount. All-year opportunity.
• Arterberry: Presidential Scholars. We want to land the best and brightest students in our admissions pool. One of the perks is to engage in first-year research. CARA program. We cover their wages. Open enrollment for CARA projects. Needs to go up soon. Will be glad to talk with you or refer you to others. This can open up other interesting conversations with prospective students.
• Hatch: Oak Institute. Tomorrow night screening film. Proceeding with a plan for a one-credit ungraded reading group. Would love to have faculty participate. Focusing on War and Human Rights. Looking for facilitators.
• Franko: Next Thursday night Cotter Debate on campus free speech. Using a panel discussion format. 6:30 dessert, panel at 7:00, Neil Gross will moderate. In SSWAC.

Sandy Maisel (GOV) - moved to adjourn
Adjourned 5:10 pm
Respectfully submitted,
Bevin Engman, Faculty Secretary