

BSLAS COORDINATING COMMITTEE

November 16, 2022

Meeting Notes

Zoom meeting – 8:15 a.m.

Attending

Charles Matthews	Maribeth Nottingham	Wilma Shires
Kathleen Hardgrove	Amy Gantt	Rolando Diaz
Nirmala Soundararajan	Rachel Callicoat	
Carolyn Fridley, ex officio	Susan Hodson, ex officio	

1. **Call to order.** The meeting was called to order at 8:17 a.m. by Charles Matthews, BSLAS Chair.
2. **Approval of minutes.** Amy Gantt motioned to approve the minutes from October 10, seconded by Rachel Callicoat.

Discussion: Charles Matthews asked whether the proposed modification to the composition of the Committee was to be sent to the Faculty Senate by the Committee or the Coordinator. Carolyn Fridley said that in the past, she has been the contact person between the Committee and the various entities within the Faculty Senate to convey the decisions of the Committee. For example, proposed modifications to the function statement or the Committee membership are sent to the Chair of the Faculty Senate's Committee on Committees. Approved Meeting Notes are sent to the Faculty Senate Archivist. Since she was unsure of the entity responsible for the Faculty Senate website, the request to update the 2022-2023 Committee membership was sent to the Chair of the Faculty Senate (Kate Shannon) and the Chair of the Committee on Committees (Randy Clark). The Chair of the BSLAS-CC is copied on all communication relevant to the Committee's work. Charles Matthews asked if the proposed modification to the composition of the Committee had been forwarded to the Faculty Senate. Carolyn Fridley said that it had not, but it would be done this week. Hearing no further discussion, Charles Matthews called for a vote to approve the minutes which were unanimously approved.

3. **Response to the external reviewer's report.** Charles Matthews noted that the Committee's one recommendation involved hiring a full-time instructor to teach six (6) hours in English, Humanities & Languages (EHL), advise BSLAS majors, and provide administrative assistance to the Coordinator. (The screen was shared to display the report submitted by Dr. James Bell, the external reviewer for the BSLAS Program Review.) Dr. Bell concurs with the Committee's recommendation that more staffing is likely necessary and adds an alternate possibility; that the Coordinator is relieved of the teaching obligation in EHL which may serve to meet the need for more staffing. Dr. Bell noted that there are two limitations to this approach: (1) this would increase rather than relieve departmental reliance on adjuncts, and (2) may isolate the Coordinator from departmental life and affairs. Dr. Bell concludes by noting that if hiring a second faculty member is not an option, the alternate may be a partial solution to the concerns about the workload for the Coordinator, however, the student demand for the BSLAS Program, the intensive advising and program administration requirements will likely continue. Charles Matthews said that the Committee is to respond to Dr. Bell's recommendation and asked if the Committee concurs with Dr. Bell's recommendation and remain with the original recommendation (to hire an additional full-time instructor).

Discussion: Rachel Callicoat asked Carolyn Fridley's thoughts about the alternate possibility, namely, being relieved of teaching duties in EHL. Carolyn Fridley explained that she teaches 15 sections of the Capstone course (LAS 4991) a year for the Program, so while the alternate possibility suggests no teaching duties in EHL, the Coordinator will continue to have teaching duties for the BSLAS Program. The BSLAS Program graduates the second number of students at SE, so there will continue to be high demand for the Capstone course. Nirmala Soundararajan added that she thinks hiring another faculty would relieve the Coordinator's load because the Coordinator has many responsibilities, and it would be good for the Committee to agree to hire another faculty member. Amy Gantt agreed. Rolando Diaz added that there are two faculty searches about to begin in EHL and he received the directive to attach BSLAS duties to one of those. He thinks that it is not possible to for one person to be responsible for EHL duties and BSLAS duties. Rolando Diaz added that the other input he received from VPAA Teresa Golden was to identify an EHL faculty who could assume the BSLAS responsibilities. He noted that the department is already spread too thin and has numerous vacancies. His objective is to hire someone for the position, given that this Program produces the second number of graduates at SE. Rolando Diaz continued that from

VPAA Golden's perspective the president needs to be presented with this hire because it relates to the budget. Carolyn Fridley noted that the Committee's recommendation for a new hire is not a "tag on" to an existing position, it is the creation of a new position. The self-study makes an effective case for the need for a second hire teaching six hours in EHL, advising, and administrative assistance in the Program – and Dr. Bell agreed. Charles Matthews noted that several Committee members have agreed, and we favor of our original recommendation. The alternate possibility does not solve the workload issue. Rolando Diaz requested clarification: the Committee's response is that we maintain the original Coordinator position and request an additional hire. Charles Matthews said that was correct and made it clear that we understand the alternative provided by the external reviewer, but we do not think that it is adequate to meet the growing needs of the Program. Rolando Diaz asked if the request could be made in "dollars and cents" (i.e. graduation rates) and explain what the position of Coordinator and the proposed new faculty mean to the University, suggesting that the argument would be more convincing in those terms. Charles Matthews said that at this point our charge is to respond to the recommendations of the external reviewer and we can make a formal request for the assistant coordinator position at a later time that includes financial information. The request is based on our Program Review and the recommendations from the external reviewer. Susan Hodson asked whether the new position would be teaching six hours in EHL or would they be part of the BSLAS Program. Carolyn Fridley responded that the six hours would be in EHL courses. Maribeth Nottingham asked for clarification that the six hours the new hire would teach would be in EHL. Carolyn Fridley pointed to the recommendation in the Program Review stating that the that new hire would teach six hours in EHL and could be English, Humanities or Languages courses. The other six hours of a full-time teaching load would be re-assigned to BSLAS and would be spent assisting the Coordinator with advising, evaluating transcripts, developing degree plans, and assessments. Charles Matthews added that it is important to have faculty oversight of the BSLAS Program because faculty oversight is the reason for the Committee. Hiring an assistant solely dedicated to the Program, without teaching duties, would diminish faculty oversight. Nirmala Soundararajan agreed. Kathleen Hardgrove added that her department hired a full-time, assistant professor (tenure track) faculty who teaches six hours per semester, and the other six hours are designated as technical director which accounts for a full load. Charles Matthews noted that re-assignment responsibilities coupled with teaching responsibilities constitutes full-time status. Carolyn Fridley agreed. Susan Hodson commented that if the full-time instructor position is rejected, the Honors Program has an advisor who provides administrative support for the Program and teaches the Freshman orientation course. Charles Matthews said that position is different from the one this Program needs. There is little concern about faculty oversight in the Honors Program but there is concern about faculty oversight the BSLAS Program, so he believes it unwise for a similar position in this Program. Staff positions adhere to the calendar year whereas faculty adhere to the academic year which provides continuity to a Program. It is his view that the Honors Program position is insufficient for this Program's needs. Kathleen Hardgrove asked if we could respond first to the recommendation with what the Committee wants based on the Program Review. If the request is rejected, then address it at that time. Charles Matthew said yes, and that the reason for asking for the Committee's response, to state specifically what we want and be concerned about the alternatives later. Rolando Diaz agreed, as did Nirmala Soundararajan. To summarize, Charles Matthews said that we will ask for our original recommendation, and not the alternative; to hire a full-time instructor to teach six hours in EHL, advise Program students, and provide administrative assistance to the Coordinator. The alternative provided by the external reviewer would be insufficient to meet the needs of the Program at this time. The response is sent to the Program Review Committee, and they have an opportunity to respond to our original recommendations, the recommendations of the external reviewer and to our response to the recommendations of the external reviewer. From there the information goes to administration, and we can separately start making official requests for a full-time instructor. Nirmala Soundararajan motion to proceed accordingly, which was seconded by Rachel Calliccoat. Charles Matthews called for a vote which was unanimous in favor of the motion.

5. **Adjourn.** The meeting was adjourned at Amy Gantt motioned to adjourn, without a second, and the meeting was adjourned at 8:49 am.

Respectfully submitted by Carolyn Fridley