AS&E Faculty Meeting, Wednesday, February 24, 2016

Schedule and Location

Wednesday, February 24, 2016 12:00 PM – 1:20 PM
Coolidge Room, Ballou Hall
Light lunch, coffee, and water served at 11:30 AM

Agenda

Announcements

FAB Review of Bob Cook, Dean of GSAS
    Juliet Fuhrman, Chair, Faculty Advisory Board (FAB)

Old Business

Vote on Proposed AS&E Bylaw Changes: B&P Committee, IT Committee, and Remote Balloting
    Members of the AS&E Executive Committee, B&P Committee, and IT Committee

New Business

Open Positions and Nominations for 2016-2017 Elected Committees
http://ase.tufts.edu/faculty/committees/elections/index.htm
    Ioannis Evrigenis, Chair of Committee on Committees

Work/Life Balance Committee to share results of University-Wide Dependent Care Survey
    Elizabeth Remick, Chair, AS&E Committee on Faculty Work/Life

Discussion and Vote on Indigenous Peoples’ Day
    Members of the AS&E Executive Committee and TCU Senate

Discussion and Vote on EPC Proposal: Delay grade access to encourage evaluations
    Anne Mahoney, Chair, Educational Policy Committee (EPC)

Adjournment

For Reference
*Please print all attachments and bring them with you to the meeting; a limited number of hard copies will be available at the meeting.

- Briefing Information
- Election Summary
- Dependent Care Survey Executive Summary
- EPC Summary

Listings of future faculty meetings as well as the agenda and attachments for this meeting are online at http://asetufts.edu/faculty/meetings/.
Briefings

**Announcements**

**FAB Review of Bob Cook, Dean of GSAS**

As part of the regular review process of academic administrators in the Faculty of Arts and Sciences and Engineering, the Faculty Advisory Board (FAB) invites you to submit your thoughts and evaluation of Dean Robert Cook's performance as Dean of the Graduate School of Arts and Sciences. This review process serves as an important way to support and evaluate the academic administration and to provide a foundation to match goals with expectations. As an elected committee representing the faculty, FAB is soliciting comments and opinions from you since you have worked directly with Dean Cook. You may respond in two possible ways. You may send a hard copy letter marked CONFIDENTIAL, to Juliet Fuhrman, Chair of the Faculty Advisory Board, c/o the Secretary of the Faculty, 1st Floor Ballou Hall. Alternatively, you may choose to send a personal email to DeanReview@tufts.edu no later than March 11, 2016.

**Old Business**

**Vote on Proposed AS&E Bylaw Changes: B&P Committee, IT Committee, and Remote Balloting**

1) **Change to description of Committee on Budget and Priorities**

**Speaker:** Judith Haber, Roger Tobin, co-chairs, Executive Committee

**Summary:** The Bylaw description of the Committee on Budget and University Priorities shall be amended as indicated below:

A Committee on Budget and University Priorities, with membership as indicated below: eight faculty members, two from the School of Engineering and two from each of the following groupings of departments: (i) the natural sciences (i.e., the Departments of Biology, Chemistry, Earth and Ocean Sciences, Mathematics, and Physics and Astronomy), and the Departments of Physical Education and Occupational Therapy; (ii) the social sciences (i.e., the Departments of Child Development, Community Health, Education, Economics, History, Occupational Therapy, Political Science, Psychology, Sociology, Anthropology, and Urban and Environmental Policy and Planning); (iii) the arts and humanities (i.e., the Departments of Classics; Drama and Dance; English; Art and Art History; History; Music; Philosophy; German, Russian, and Asian Languages and Literatures; Romance Languages; and Religion). Faculty members shall serve for five-year staggered terms. No more than one member of a single department may be a member of this committee at any one time.

**Key Issues:** The committee description lists by name the departments included in each of the broad disciplinary areas represented on the committee (natural science, social science, etc.). Community Health, which is now a department, is not included in the list. The proposal adds it to the list under “social sciences”. In addition, this version includes a friendly amendment suggested by the Department of Occupational Therapy, moving that department under social sciences instead of grouping it with the natural sciences.

**Action Required:** Vote at next AS&E meeting, February 24, 2016.

2) **Change to description of Committee on Information Technology**

**Speaker:** Mitch McVey, Chair, IT Committee

**Summary:** The Bylaw description of the Committee on Information Technology shall be amended as shown below:

This committee shall monitor and provide advice on the delivery of information technology services provided to A&S&E by any and all university administrative departments, and make recommendations concerning improvements in such services or their underlying policies as necessary to support the university's teaching and
research missions. The committee shall ensure that all computing and information technology services for research and instruction, instruction, and learning spaces are delivered in a way that meets the needs of A&S&E faculty, staff, and students.

Key Issues: The proposed revision makes it explicit that part of the role of the IT committee is to advice on the use of computing and information technology in the development and improvement of learning spaces. In addition, this version incorporates a friendly amendment deleting the first ampersand in the last.

Action Required: Vote at next AS&E meeting, February 24, 2016.

3) Proposal to authorize Remote Balloting for some AS&E Faculty Votes

Speaker: Judith Haber, Roger Tobin, co-chairs, Executive Committee

Summary: The proposal has two parts:

1. An amendment to the AS&E Faculty Bylaws to clarify voting procedures and specifically authorize the use of remote balloting.
2. If Part 1 passes by 2/3 majority, a more detailed policy outlining the criteria and procedures for remote balloting.

Part I: Amendment to AS&E Bylaws

Article VII

Thirty-five members, including twenty-five of the professorial ranks, shall constitute a quorum for the transaction of business.

[Added text:] Decisions of the faculty shall ordinarily be taken by majority vote of the members in attendance. Votes, other than on changes to these Bylaws, may also be taken by mail or other secure balloting procedure, provided that the matter being voted on has been discussed at a meeting prior to balloting. In such cases decisions shall be taken by majority vote of those submitting ballots, providing that number equals or exceeds the minimum for a quorum.

Part 2: Policy on remote balloting (Requires majority vote of faculty).

1. Remote voting may be used if:
   a. The proposal is of broad importance to the faculty, and
   b. There has been ample opportunity for the proposal to be explained and discussed in advance of the vote.

2. The process:
   a. An initial decision to use remote voting shall be made by the Executive Committee of AS&E based on the criteria above.
   b. The remote vote may take place only after the proposal has been discussed at a regular meeting of the AS&E Faculty.
   c. The intent to use remote voting on a particular proposal shall be announced in advance on the agenda of the faculty meeting at which the proposal will be discussed, and announced publicly at that meeting.
   d. The decision to use remote voting may be reversed by vote of the faculty. In such a case the (in-person) vote on the proposal may not take place before the next regularly scheduled meeting of the AS&E faculty.
e. The faculty may vote to use remote voting on a proposal that the Executive Committee has not recommended for that process. In such a case the proposal must be discussed again at a subsequent faculty meeting, with the intent to use remote voting announced in advance, and the voting conducted after that meeting.

f. The vote shall be administered by the Secretary of the Faculty using a secure system, and the results reported at the next regular meeting of the AS&E Faculty after the close of balloting.

**Key Issues:**

Last year the Executive Committee received requests and suggestions to conduct certain votes of the AS&E faculty remotely by an online ballot. The Executive Committee agrees that in the 21st century it makes sense to allow such votes under some conditions, but recognizes that there are costs and potential drawbacks involved. The proposal attempts to address the concerns by limiting the use of remote balloting to certain issues and requiring ample opportunity for open discussion before voting.

The existing AS&E Bylaws neither authorize nor prohibit remote voting, except in the case of balloting for elected committees. In that instance the faculty discussed the issue and voted to amend the Bylaws to permit remote voting. Based on that precedent, the Executive Committee believes that any decision to broaden the use of remote voting should be discussed and voted on by the faculty.

The primary possible benefits of electronic voting appear to be:

- **Broader participation:** Online voting for committees increased voter participation from about 25% to about 60% of eligible faculty.
- **Possibility for increased information and deliberation:** Briefing materials could be linked to the online ballot, and comments made during discussion at a faculty meeting could be incorporated in the final version voted on remotely. Faculty would have the opportunity to discuss the issue, reread materials, and discuss with colleagues before voting.
- **Secrecy:** Online balloting could be automatically secret, without the cumbersome, time-consuming and imperfect hand-counting of paper ballots.
- **Modernity:** We are in the 21st century. Why should we have to be physically present to vote?

The primary possible drawbacks of remote electronic voting appear to be:

- **A less informed electorate:** Votes would be cast, perhaps primarily, by faculty who did not participate in, or even hear, any discussion of the issue. Faculty might not read linked information.
- **Decreased attendance at faculty meetings and participation in governance.**
- **Cost:** Balloting for elected committees is currently handled by an outside vendor at a cost of about $1300 per election. Voting via Qualtrics has no out-of-pocket cost, but places a heavy burden on the Secretary of the Faculty, and there are concerns about confidentiality.

Bylaw amendments are specifically excluded from remote voting under this proposal because a change to the procedures for amending the Bylaws appears to require approval by the Board of Trustees. It seems advisable to gain some experience with the process before seeking such approval.

**Action Required:** Vote on Part I, and if Part I is approved, vote on Part II.
New Business
Open Positions and Nominations for 2016-2017 Elected Committees

Speaker: Ioannis Evrigenis, Committee on Committees

Summary: On an annual basis, the Chair of the Committee on Committees announces the opening of nominations for elected AS&E committees at an AS&E faculty meeting during the spring semester. The purpose of this announcement is to make faculty members aware of the available openings on the six elected AS&E committees: Budget and Priorities Committee, Committee on Committees, Executive Committee, Faculty Advisory Board, Grievance Panel, and Tenure and Promotion Committee. Nominations to the ballots for each committee can be made from the floor or by contacting a member of the Committee on Committees. All nominees must be willing to serve on a particular committee in order to be nominated.

Key issues: There will be elections for the following openings on the elected committees:

- **Budget and Priorities Committee**
  - One Full-Term Position (2016-21): Social Sciences Member (Replacing Drusilla Brown)
  - One One-Year Position (2016-17): Social Sciences Member (Replacing Marina Bers)

- **Committee on Committees**
  - Two Full-Term Positions (2016-21): AS&E Faculty Members, including at least one engineer (Replacing Lenore Cowen and Chris Swan)
  - One One-Year Position (2016-17): AS&E Faculty Members (Replacing Sarah Pinto)

- **Executive Committee**
  - Three Full-Term Positions (2016-19): AS&E Faculty Members (Replacing Harry Bernheim, Christiane Zehl Romero and Judith Haber)
  - One One-Year Position (2016-17): Engineering Faculty Member (Replacing Alva Couch)

- **Faculty Advisory Board**
  - One Full-Term Position (2016-21): AS&E Faculty Members (Replacing Al Robbat)

- **Grievance Panel**
  - One Full-Term Position (2016-19): AS&E Faculty Members (Replacing Steve Hirsch)
  - One One-Year Position (2016-17): AS&E Faculty Members (Replacing Peggy Cebe)

- **Tenure and Promotion Committee**
  - Two Full-Term Positions (2017-20): AS&E Faculty Member (Replacing Ann Easterbrooks and Krzysztof Sliwa)

Action required: Faculty members are asked to consider the call for nominations to the six elected A&S&E committees and submit all nominations to the members of the Committee on Committees no later than Wednesday, March 16th. Electronic voting will begin on Wednesday, March 23, 2016 and close on Tuesday, March 29, 2016. Election results will be announced on March 30, 2016.
AS&E Committee on Faculty Work/Life report on dependent care needs assessment survey results

*Speakers:* Elizabeth Remick (Political Science) and Amahl Bishara (Anthropology), co-chairs of the committee

*Summary:* The Committee on Faculty Work/Life conducted a survey to investigate the child care and elder/adult care needs of faculty members, staff, and graduate students on the Medford Campus in February and March, 2015. Analysis was completed in the fall of 2015. We now present a report on the survey results, including key findings and recommendations to the administration regarding support for members of the Tufts community with dependent care needs. Results show that the current types and level of support are impeding faculty, staff, and graduate students’ ability to carry out the university’s core mission, and that the disparate impacts of inadequate support impede the university’s goal of diversity.

*Key Issues:* Key findings from the survey, and recommendations for improving dependent care supports at the university.

*Action required:* Discussion

*Further Information:* The executive summary of the report, attached, and the Committee on Faculty Work/Life wiki, [http://go.tufts.edu/worklife](http://go.tufts.edu/worklife)

Discussion and Vote on Indigenous Peoples’ Day

*Speaker:* Professor Judith Haber; Parker Breza, Benya Kraus (undergraduate students).

*Summary:* Resolved, that the holiday currently known as "Columbus Day" be changed to "Indigenous Peoples’ Day" on all AS&E calendars, beginning with the 2016-17 academic year. It is recommended that the other schools of Tufts University adopt the same change on their calendars.

*Key Issues:* Recognize the contributions of indigenous peoples to our country and state and the wrongs done to them. Affirm the support of Tufts University for measures taken to ameliorate their current situation. Educate our community about them.

*Action required:* Faculty vote

*Further information:* Detailed rationale, list of supporting organizations, and petition provided by students.

Discussion and Vote on EPC Proposal: Delay grade access to encourage evaluations

*Speaker:* Anne Mahoney, chair of EPC

*Summary:* We propose that students who do not complete evaluations will not be able to see their grades right away.

Specifically, a student who has completed all available evaluations for a given semester will be able to see that semester’s grades as they are posted to SIS, exactly as all students can now. A student who has not completed all available evaluations will not see the semester’s grades until the next business day after the deadline for faculty to submit grades.

*Key Issues:* Conform to best practices at other schools; another tactic to help improve evaluation response rates.

*Action required:* Faculty vote on February 24, 2016

*Further information:* Please review the one-page summary (attached)