Yaniv Bar-Cohen, Academic Senate President, called the meeting to order at 2:03 pm and introduced the guests of the Senate.

At the last meeting, virtual attendance was trialed for the first time with only a few people. This meeting we have opened virtual attendance to all faculty.

Approval of October Senate meeting draft minutes
Ashley Uyeshiro Simon, Secretary General, presented the September draft minutes for discussion and approval.

Cheryl Resnik moved to approve the minutes; Sofia Gruskin seconded; 22 in favor; 0 opposed; 0 abstentions. At the time of the vote a quorum of senators was present, but not all senators participated in the vote to approve.

Nominating Committee vote
Rebecca Lonergan, Academic Vice President and Chair of the Nominating Committee, described the task of the committee and introduced the candidates. Per Senate Bylaws, the Nominating Committee proposes a slate of officers for the Executive Board for the next year. It is made up of the current President and Academic Vice President, two other members of the current Executive Board, and four Senators. Candidates for the four Senator positions were:

- Jennifer Ailshire, Davis School
- Todd Andrew Brun, Viterbi School
- Devin Griffiths, Dornsife College
- Elissa Grossman, Marshall School
- Juliet Musso, Sol Price School
- James Steele, School of Architecture

A secret ballot election was held, and four Senators were elected.
2018-2019 Nominating Committee members were announced (at the end of the meeting):

- Yaniv Bar-Cohen (President)
- Rebecca Lonergan (Academic Vice President)
- Ashley Uyeshiro Simon (Secretary General)
- Jody Armour (Member-At-Large)
- Jennifer Ailshire, Davis School
- Devin Griffiths, Dornsife College
- Elissa Grossman, Marshall School
- Juliet Musso, Sol Price School

Potential modifications to Academic Senate Executive Board elections

A discussion was held regarding possible changes to how additional nominations for Senate Executive Board positions can be made, aside from those selected by the Nominating Committee. Currently, a person needs to be endorsed by five present Senators to be on the ballot, if they are not selected by the Nominating Committee. However, there have been some conversations in the Task Force on Shared Governance about perceptions of exclusivity within the Senate.

The proposal to be voted upon at the next Senate meeting would expand methods by which people can run for Executive Board positions in Bylaws 11 and 17(2). The vote will be split into two parts; the first vote would affect only Member-At-Large positions on the Executive Board. The second vote would affect officer positions (Academic Vice President, Administrative Vice President, and Secretary General) which are multi-year commitments. It was clarified that Senators could vote in either amendment independently, or ultimately vote in both if that is the outcome.

The reason behind having at least half the votes come from outside the person’s school is because those who serve on the Executive Board need to look at broad University issues, not just those in their own school.

A question was asked if people can send their names to the Nominating Committee for consideration. People are indeed encouraged to send names and brief bios (particularly about service) to Rebecca Lonergan, Chair of the Nominating Committee, for consideration.

Concerns were voiced about candidates not understanding how the Senate operates, not having enough experience in University-level service, or not appreciating the responsibilities and commitments of an Executive Board position. A suggestion was made to encourage those who want to be involved in shared governance to serve at the school council levels first. It was also suggested those who run, but do not get elected to an Executive Board position should be considered for committee placement.

Suggestions were made to onboard new members of the Executive Board and the Senate, and to post job descriptions of the different positions on the Senate website. Another suggestion was made to change the language in the proposal from “he/she” to “the individual” to be more inclusive.

A question was raised about whether the voting structure would need to change in the case that there are a lot of candidates for one position. This issue will be discussed separately at a later meeting and may be resolved with a single transferable vote system.
An idea was put forward of creating a method of proposing specific policies to the Senate if a certain number of people agree to sign on; this would not require serving on the Senate.

**Faculty role in student crises**

Lynette Merriman, Associate Vice Provost for Campus Support and Intervention, spoke about USC Support & Advocacy services (formerly Student Support & Advocacy). It is a one-stop shop for faculty, staff, students, and parents to respond to issues, connect to resources, and troubleshoot. They see a variety of issues from a student whose computer broke in a time of need, to roommate disputes, to providing help after a family member’s passing. Last year they did a soft launch for faculty & staff, and they helped 20-25 people in addition to responding to 3,300 student cases. They are increasing their staff to support the growing number of cases, which is more than double last year. They coordinate with many other offices and resources on campus.

They work with individuals and communities, and are a support resource when issues are just arising, not just a crisis office. People can report online (TrojansCare4Trojans) anonymously or not, and anyone can report. If a faculty is concerned about a student or needs to report disruptive behavior, please contact the office directly (and preferably not anonymously) so there can be a conversation. If faculty become aware of a student or colleague experiencing a challenge or tragedy, or if a person’s behavior or demeanor has changed, let them know. Faculty may also be contacted by Support & Advocacy if the student is unable to contact the professor themselves, or to see if a student has been attending class.

We have a large community; 4-15 students pass away each year. Each passing is different, but there is a protocol: they look up the student’s classes, community of living, clubs/organizations and contact them. Sometimes counselors are brought in, or faculty are connected to the Center for Work and Family Life. Communications and disclosures are very driven by the family; there is a lot of push-back and desire for more transparency, but they respect the family’s wishes.

They also do outreach if there is a critical incident in the world. In the last week, they have emailed >600 students and >380 faculty and staff about the fires and the Thousand Oaks shooting.

A question was asked if they help with things like hunger. Merriman stated she has a small emergency budget for such things, and they also work with financial aid to see if anything can be adjusted. She stated our homeless student population is a bigger challenge, as many of these students do not want anyone to know they are homeless.

A question was asked about outreach after events that happen outside of California, like the Las Vegas shooting. Merriman stated they reach out to online students just like everyone else, and try to do referrals or counseling via Skype. They use each person’s permanent address.

**Part-Time Faculty Affairs Committee Presentation**

Bar-Cohen stated we are having committees present what they are working on mid-year, so people can stay informed about committee work and be able to ask questions. He also stated Marty Levine was present today as the administration representative to help bridge the Senate’s work with administration.

Elisa Warford and Patricia Libby, Co-Chairs of the PTFAC, presented information (see slides here) from a survey conducted by last year’s committee sent to all Part-Time faculty at USC to gauge the conformity across academic units with Senate resolution 15/16-004. Over 3,000 people were
surveyed, with 650 responses received. They are working on a more detailed report in which
information is broken down by school and department, while keeping confidentiality in mind.

In general, part-time status is mostly intended for those who have another career. Only 20% of
those surveyed fit this “true adjunct” category; at least 50% were teaching at USC with no other
position elsewhere.

- Benefits: 45% of respondents were benefits eligible, and most people who were offered
  benefits were using them. When reasonable and appropriate, schools are supposed to
  offer to bring people up to 50% if they do not have benefits from another job, but only
  33% had been offered this.
- Compensation: Discrepancies were commented on in the report between the hours
  allotted to work per contracts compared to the number of hours it takes to actually
  perform the job.
- Evaluation, merit review, and promotion: 60% reported not having been informed of merit
  review and evaluation processes, and 74% are unaware of promotion paths despite the
  Provost’s office having directed promotion paths. The PTFAC is gathering more information
  about this. It was clarified that it is against University policy to have a part-time to full-time
  path; part-time faculty can apply for full-time faculty jobs, but there is no directed path.
- Inclusion: 34% were unsure if they were invited to department meetings, 74% have never
  been involved in shared governance. However, not all part-time faculty are paid for
  service, despite University policy stating they should be. 22% were paid for attending
  department meetings.

The PTFAC charge for this academic year is:

The PTFAC plans to focus its efforts this year on policy and communication issues:

- Policy
  - Compensation: So that part-time faculty are fairly compensated for the actual time
    they spend performing their contracted duties, we will work to ensure that
    contracted allotted hours are realistic and sufficient for faculty to deliver high-
    quality courses.
  - Merit review, evaluation and promotion: We will work to ensure that each school
    has, as stipulated by University policy, policies for merit review, evaluation, and
    promotion of part-time faculty, and that these policies are implemented by the
    academic units.
  - Pay for service: We will work to ensure that the University policy to compensate
    part-time faculty for service outside their regular contractual duties is enforced.

- Communication
  - We would like to encourage greater University, School, and departmental level
    clarity and communication of part-time faculty policies on course loads; merit
    review, evaluation, and promotion; and eligibility for participation in governance
    activities. They will also dive deeper into survey results; especially by school.

Questions were asked about whether each school will be contacted regarding their conformity to
the resolution, whether there are part-time faculty affairs committees within each school, and if
service is part of the part-time loads. The committee is trying to touch base with each school, and
is thinking of writing a white paper about best practices. Some schools have part-time
committees, and some do not. The Co-Chairs were unaware of schools that have service as part of
part-time faculty loads. A statement was made that the Senate can help bridge the PTFAC with the
school faculty councils.
Committees Presentations of 2018-2019 charges and progress

Sustainability Committee
The Committee on Sustainability will research and advocate ways that USC can make all of its policies and operations more consistent with environmental sustainability on a university-wide and school-by-school level.

The committee will discuss and make recommendations as to how our faculty can use our teaching and research to increase awareness of and take actions consistent with environmental sustainability. It will make suggestions to the administration through the Senate as to actions and policies that could be developed to promote and increase sustainability on all of our campuses.

The committee’s areas of examination will include teaching, research, and the operations of the University and each School in adopting the most pragmatic and advanced behaviors relating to our handling and use of energy, water, food, transportation and waste.

For peer comparison, the UC system is targeting carbon neutrality by 2025. Last year the Senate passed Resolution 17/18-001 USC’s Commitment to Sustainability, and the Staff Assembly also passed something similar. This year is about figuring out processes and procedures; they reached out to Provost, who proposed a mini summit to integrate the committee’s 2030 Strategy with University’s upcoming 2028 plan that has not yet been released. They are trying to build connections now to administration and other departments on campus.

Tenure/Tenure-Track Faculty Affairs Committee
Last year focused on retirement plans; a white paper was developed and given to administration, which is now in the process of reviewing the plan. This year the committee would like to follow up on this white paper. Bar-Cohen commented that there were some concerns about ensuring there are similar benefits for RTPC faculty, and there are also some special laws for Tenure/Tenure-Track faculty, so this plan is being discussed with legal experts.

The TTTFAC would also like suggestions about what the committee should be looking at this year and in the future. Please send any comments or suggestions to the Co-Chairs. A suggestion was made to work with the faculty councils to determine issues worth addressing, as some schools are also addressing some of the same issues.

Mentoring Committee
The Mentoring Committee is charged with designing and implementing a revised multi-layered, multi-pronged strategic plan for mentoring to be adopted across the university, building on the work of the Mellon Mentoring Forum, etc. The plan is supposed to be adaptable to the mentoring needs of each department or school and based on the university’s strategic plan, so that all mentoring activities at USC align with that philosophy. From 2016-2018, the committee developed an overall framework, based on mentoring research, reflecting:

1) The different mentee populations to be targeted
2) The relevant touch points at which mentoring should be implemented for each population
3) The forms of mentoring that should occur
4) The various contexts in which mentoring should take place.

During the 2018-19 academic year, the task force will focus on embedding mentoring programs within institutional structures, incentivization, funding, support, and evaluation.

Last year the committee worked with Davis, Viterbi, and Roski to do technical assistance for what mentorship would look like, as there were too many different needs between schools to make
technical recommendations covering all schools. This year they want to focus on how to evaluate and measure mentoring to go along with the scaffolding they created previously (see 2017/2018 Committee report).

RTPC Faculty Affairs Committee
The RTPCFAC plans to gather information about existing school-level practices throughout USC and to develop recommendations for University-wide policies. Additionally, monitoring of working conditions and compliance with existing policies remains a significant part of the committee’s ongoing efforts.

- Salary benchmarking: Compensation remains a major concern for many RTPC faculty, and has significant equity and diversity implications given that RTPC tracks contain a disproportionate number of USC’s female faculty and faculty of color.
- Salary compression: While new salary floors are intended to benefit newly-hired faculty, they have brought attention to the concern that some longer-serving RTPC faculty earn salaries only barely above (and potentially below) those of less-experienced colleagues within the same schools.
- RTPC titles and tracks: Some schools reportedly have titles and tracks in place that unreasonably extend the amount of time required to become eligible for promotion to the Associate Professor rank.

The topic of salaries is very important because the RTPC population overlaps significantly with female faculty and/or faculty of color. Salary compression and inversion are issues, as varied experience levels of faculty are not always matching their compensation. The RTPCFAC is collecting data at the school level, with the ultimate goal of putting together guidelines.

A question was asked if the committee is trying to help the administration find ways to do salary benchmarking while dealing with compression issues. The Co-Chairs met with Elizabeth Graddy yesterday, but there is not a clear sense of how this is progressing within administration other than learning that benchmarking is difficult, and they are asking the schools to address this. Some schools are doing much better than others. T.J. McCarthy, Co-Chair of the RTPCFAC, suggested using UC and CSU data as a starting place for our benchmarking and believes benchmarking can be done.

Announcements
(a) Please hold February 22-23, 2019 for the Joint Provost/Senate Retreat. Venue: The Westin Bonaventure Hotel & Suites, DTLA; Topic TBD.
(b) Please note! December 5 Senate meeting is next meeting, in Davison Conference Center, Vineyard Room. Same time, 2-4pm. Enter on the campus side, not from Figueroa or Jefferson (these doors are locked).
(c) The Senate meeting schedule and venues for 2018 - 2019 is posted on the Senate website: https://academicsenate.usc.edu/
(d) The roster of Senate members and committee chairs is posted on this link: https://academicsenate.usc.edu/senators/senators/

New Business
No new business was presented.

Adjournment
Meeting was adjourned at 4:02 pm.
Respectfully submitted,

Ashley Uyeshiro Simon
Secretary General of the Academic Senate