

Minutes of FAP Meeting #11 AY2019-20

January 13, 2020

2:00 PM – 3:00 PM

SL 225

Members in Attendance: Nancy Burnham (Chair), Joe Fehribach (FBC Chair), George Pins (RPC Representative), Mike Radzicki (Secretary), Kris Sullivan (Associate Vice President for Academic Affairs)

Ex Officio: Tanja Dominko (Secretary of the Faculty)

Absent: Jeff Solomon (Executive Vice President/CFO)

- 1) **Call to Order.** Chair Burnham called the eleventh FAP meeting of the year to order at 2:02 PM.
- 2) **Approval of Minutes.** The minutes of the December 9th FAP meeting were read and minor corrections were offered. Professor Fehribach moved and Professor Pins seconded a motion to approve the minutes as corrected. The motion passed unanimously.
- 3) **Announcements.**
 - a) Chair Burnham wished everyone a Happy New Year.
 - b) Chair Burnham asked each member to block out day/time combinations on a calendar grid drawn on the room's white board indicating when they cannot attend a FAP meeting during a typical week of C term. The result of the exercise was that FAP will meet on Monday afternoons from 3:00 PM to 4:00 PM during C term.
 - c) Secretary Radzicki summarized his recent presentation of the "Overview of the Faculty Performance Management Process" document at the department heads' meeting on December 18, 2019. The main feedback from the group was that FAP should consider coordinating with the members of the WPI Advance project, as they are working on related topics.
- 4) **Transparency in the Faculty Review Process.** Chair Burnham indicated that the Provost suggested the following steps for moving forward with the "Overview of the Faculty Performance Management Process" document:
 - a) Circulate the latest draft at an upcoming department heads' meeting.
 - b) Receive feedback from the department heads.
 - c) Modify the document accordingly.

- d) Send the document to HR and the Management Council.
 - e) Any new policies outlined in the document can take effect July 1, 2020.
- 5) **Benchmarking Process.** Chair Burnham announced that, in an effort to save money, this year WPI will benchmark salaries internally, instead of hiring a consulting firm. Secretary Dominko suggested using CUPA-HR data, as 2019 data are available and member institutions can gain access for \$450. There would thus be no need to age 2017 data forward. Professor Fehribach suggested using both approaches to benchmarking and comparing the results. Chair Burnham indicated that she would pass along the suggestion of using CUPA-HR data to HR.
- 6) **Workday.** Chair Burnham indicated that the Workday staff has asked to come to a FAP meeting to discuss progress on the rollout of the Student module.
- 7) **FAP Annual Report.** Chair Burnham reminded Secretary Radzicki that it is never too early to begin working on FAP's annual report, as adding to it as the year unfolds makes assembling the final report fairly easy.
- 8) **WPI Forward.** Professor Fehribach asked if it was possible to update FAP on the progress of the WPI Forward working group. Professor Radzicki indicated that the working group had been meeting regularly, interviews soliciting input were being conducted by consultants widely across the campus, the faculty representatives were asking hard questions and making significant suggestions, but that nothing had yet been decided. That said, Radzicki indicated that the faculty representatives had been asked to keep the details of the working group's deliberations confidential for the time being. Chair Burnham expressed her expectation that FAP would be more closely involved with WPI Forward later in the year.
- 9) **Adjournment.** The meeting was adjourned at 2:52 PM.

Respectfully submitted,

Michael J. Radzicki
Secretary