

FACULTY MEETING AGENDA

April 11, 2018
Griffin 3 – 4:00 p.m.

1. Call to order and remarks *Interim President Majumder*
2. Reminder about online balloting for election to the Faculty Steering Committee *Interim President Majumder*
3. Reminder about online balloting for nomination to the Curricular Planning Committee *Interim President Majumder*
4. Motion to Approve the Calendar
(see attached calendar from CSC) *Professor Zimmerman*
5. Motion to Revise the Policy on Potentially Coercive Relationships between Students and Faculty
(see attached memo from FSC) *Professor Zaki*
6. Motion to Revise the Description of the Chapin Library Committee
(see attached memo from FSC) *Professor Zaki*
7. Motion to Revise the Description of the Library Committee
(see attached memo from FSC) *Professor Zaki*
8. Motion to Merge the Lecture and Faculty Lecture Committees
(see attached memo from FSC) *Professor Zaki*
9. Questions and Announcements

ACTIONS TAKEN AT THE MARCH 14, 2018 FACULTY MEETING

The motion to approve the 2018-19 Curricular Revisions (formerly known as the Course Package) passed.

The motion to allow half-credit fifth-course recording in Theater passed.

The motion to allow half-credit fifth-course recording in Dance passed.

The motion to revise the CAP election procedures passed.

ACTIONS TAKEN AS A RESULT OF ONLINE VOTING

Nominated to the Faculty Steering Committee (2 year term)

Div. I Tenured – Laylah Ali and Amanda Wilcox

Elected to the Curricular Planning Committee (2 year term)

Div. II Full – Nicole Mellow

Div. III Assistant/Associate – Mea Cook

Note: Faculty with children at the Williams College Children's Center who wish to make use of the 6:30 p.m. pickup option must sign up at the Center by the Monday prior to the meeting. We also want to remind you that the college now has arrangements with the Williamstown Youth Center and Pine Cobble School for childcare during these meetings. If your child does not attend one of these afterschool programs and you would like childcare during the meeting, please contact Assistant Dean of the Faculty Megan Konieczny (mtk2@williams.edu) by Friday.

CALENDAR 2020-2021**2020**

Aug. 31-Sept. 9	Monday-Wednesday	First Days
Sept. 7	Monday	Williams Reads
Sept. 8	Tuesday	First-year Student Advising/Drop/Add opens
Sept. 10	Thursday	First day of classes Fall Semester
Sept. 12	Saturday	Convocation
Sept. 18	Friday	Drop/Add ends
Oct. TBA	One of first three Fridays	Mountain Day
Oct. 12-13	Monday & Tuesday	Fall Reading Period
Oct. 23-25	Friday through Sunday	Class of 2024 Family Days
Nov. 14	Saturday	Homecoming
Nov. 25-29	Wednesday-Sunday	Thanksgiving Recess
Dec. 11	Friday	Last day of classes Fall Semester
Dec. 12-15	Saturday through Tuesday	Reading Period
Dec. 16-21	Wednesday through Monday	Final Examinations
Dec. 22	Tuesday	Vacation begins

2021

Jan. 4	Monday	First day of Winter Study Period
Jan. 18	Monday	Martin Luther King Jr. Day, (no classes)
Jan. 28	Thursday	Last day of Winter Study Period
Feb. 3	Wednesday	First day of classes Spring Semester <i>(classes to follow a Thursday schedule)</i>
Feb. 4	Thursday	Claiming Williams Day (no classes)
Feb. 5	Friday	Classes resume their assigned schedule
Feb. 19-20	Friday & Saturday	College Holidays (Winter Carnival)
Mar. 20-April 4	Saturday-Sunday	Spring Recess
May 14	Friday	Last day of classes Spring Semester
May 15-18	Saturday through Tuesday	Reading Period
May 19-24	Wednesday through Monday	Final Examinations
June 5	Saturday	Class Day
June 5	Saturday	Baccalaureate Service
June 6	Sunday, 10:00 a.m.	Commencement
June 10-13	Thursday through Sunday	Alumni Reunions

NUMBER OF CLASS MEETINGS

	<u>Mornings</u>		<u>Afternoons</u>			<u>Evenings</u>
	M,W,F	T,Th	M,Th	W	T,F	M
Fall Semester	36	25	25	12	24	12
Spring Semester	36	25	25	12	24	12

The Winter Study Period covers 24 calendar days.
Proposed 4/2018

To: The Faculty
From: The Faculty Steering Committee
Date: April 4, 2018
Re: Motion to revise the policy on potentially coercive relationships between students and faculty

MOTION:

To replace subsection **D.1: Potentially Coercive Relationships Between Students and Faculty or Staff of Section II-S: Non-Discrimination, Harassment, and Sexual Misconduct Policy** of the *Faculty Handbook* with the following text:

D.1. Potentially Coercive Relationships Between Students and Faculty

All faculty are in a position of power with regard to undergraduate students; hence, sexual relationships between faculty and undergraduate students are prohibited. Sexual relationships between faculty and undergraduate students put claims of consent in question. It is difficult for a student to be certain of the motives of a member of the faculty. A person in a position of authority cannot be certain that the student's consent is genuine, rather than motivated by an unspoken fear of the consequences of not consenting. In addition, a sexual relationship with a student may raise questions of unfair academic advantage or of unwarranted negative evaluation. These questions may adversely affect the educational environment of other students, as well as the student directly involved. Should any of these questions arise, sexual discrimination is at issue.

A sexual relationship between a faculty member and a graduate student violates the college's Non-Discrimination, Harassment, and Sexual Misconduct policy when a faculty member has teaching, evaluative, formal advising, or supervisory responsibilities for that student, even if the parties involved view the relationship as consensual. A member of the faculty may not initiate or agree to a relationship with a graduate student with whom they have any teaching, evaluative, formal advising, or supervisory roles. To protect the integrity of the educational process, the college also requires a faculty member to refrain, except under unusual circumstances and with the permission of the Dean of the Faculty, from taking on any teaching, evaluative, formal advising, or supervisory roles involving a graduate student with whom they have had a sexual relationship in the past.

If the college receives a complaint that a member of the faculty has violated any part of this policy, the college shall follow the procedures laid out in *Appendix A: Non-Discrimination, Harassment, and Sexual Misconduct Grievance Procedures* of the *Faculty Handbook* to investigate and adjudicate this complaint. If the complaint is found to be valid, the faculty member will be subject to disciplinary action.

The Dean of the Faculty may grant exemptions to this policy in reasonable cases of pre-existing relationships. Any faculty member who wishes to request such an exemption should submit a written statement to the Dean of the Faculty explaining the reasons for the request. The Dean of the Faculty shall provide a response in writing to the faculty member and the Assistant Vice President for Institutional Diversity and Equity/Title IX coordinator.

A faculty member who has questions about this policy should consult the Dean of the Faculty.

RATIONALE:

The current policy concerning potentially coercive relationships between students and faculty states that sexual relationships between faculty and students are “almost always inappropriate” but not always prohibited. The policy only explicitly prohibits sexual relationships in cases where the faculty member has “teaching, evaluative, formal advising, or supervisory responsibilities” for the particular student involved.

Given the highly integrated nature of academic life at Williams, however, it is reasonable to expect that a teaching, evaluative, advisory, or supervisory situation might arise at some point in the future, even if the faculty member does not have such responsibilities for the student at the start of the relationship. Alternately, the student might be forced to limit academic pursuits in order to ensure that the faculty member does not obtain those responsibilities.

These potentially coercive scenarios are eliminated by revising the policy to prohibit all sexual relationships between faculty and undergraduate students.

In recognition of the fact that graduate students form a different category from undergraduates at the college, this revised policy maintains the original conditions for prohibited relationships between faculty and graduate students.

The revised policy also includes a provision for the Dean of Faculty to grant exemptions in reasonable cases of a relationship that exists before the matriculation of the student or the faculty member’s employment, for example, when a partner of a faculty member would like to enroll at the College.

Finally, the revised policy also removes language concerning relationships between students and staff members, because the appropriate place for a corresponding staff policy is in the *Staff Handbook*.

The text of the current policy, which was originally established by faculty vote in May of 2015 and then slightly revised in November of 2017 as part of the adoption of a new unified Discrimination, Harassment, and Sexual Misconduct Policy, is provided here:

D.1. Potentially Coercive Relationships Between Students and Faculty or Staff

All faculty are in a position of power with regard to students; hence, sexual relationships between faculty and students are almost always inappropriate. Sexual relationships between faculty and students put claims of consent in question. It is difficult for a student to be certain of the motives of a member of the faculty. A person in a position of authority cannot be certain that the student’s consent is genuine, rather than motivated by an unspoken fear of the consequences of not consenting. In addition, a sexual relationship with a student may raise questions of unfair academic advantage or of unwarranted negative evaluation. These questions may adversely affect the educational environment of other students as well as the student directly involved. Should any of these questions arise, sexual discrimination is at issue.

A sexual relationship between a faculty member and a student violates the college's Non-Discrimination, Harassment, and Sexual policy when a faculty member has teaching, evaluative, formal advising, or supervisory responsibilities for that student, even if the parties involved view the relationship as consensual. A member of the faculty may not initiate or agree to a relationship with a student with whom they have any teaching, evaluative, formal advising, or supervisory roles. To protect the integrity of the educational process, the college also requires a faculty member to refrain, except under unusual circumstances and with the permission of the appropriate executive officer from taking on any teaching, evaluative, formal advising, or supervisory roles involving a student with whom they have had a sexual relationship in the past. If the college receives a complaint that a member of the faculty violated this policy, the college shall follow the procedures laid out in *Appendix A: Non-Discrimination, Harassment, and Sexual Misconduct Grievance Procedures* of the *Faculty Handbook* to investigate and adjudicate this complaint. If the complaint is found to be valid, the faculty member will be subject to disciplinary action. A faculty member who has questions about this policy should consult the Dean of the Faculty.

This policy also applies to members of the college staff who have supervisory, advising, or evaluative responsibilities for students. A staff member who has questions about this policy should consult a supervisor or the Director of Human Resources.

To: The Faculty
From: The Faculty Steering Committee
Date: April 4, 2018
Re: Motion to revise the description of the Chapin Library Committee

MOTION:

To replace the current description of the Chapin Library Committee with the following text:

Special Collections Committee

The Special Collections Committee is composed of 3 faculty, 3 staff, and no students (3-3-0)

The Special Collections Committee reviews and recommends policies for Special Collections and advises on budget priorities, new initiatives, and academic programming. The committee reviews purchases by and gifts to Special Collections and is responsible for approving single purchases over a specified dollar amount, as well as larger gifts. The committee works to foster alignment between Special Collections and the needs of the College community. The committee addresses the specific structures and requirements of the Chapin Library and Special Collections, while working together with the Library Committee on broader issues that affect the Libraries as a whole.

The Special Collections Committee includes three faculty members who represent the three divisions, one of whom serves as chair of the committee. These three members serve concurrently on the Library Committee, with the same faculty member as chair. The Head of Special Collections, Chapin Librarian, and Director of Libraries are *ex officio* members.

RATIONALE:

Recent administrative changes in the Library's organization require changes to the name of the committee and its *ex officio* members. The proposed description offers a clearer account of the committee's role and responsibilities, which emphasizes the importance of maintaining a separate, small committee that can address the distinctive features of Special Collections, and the Chapin Library in particular, while also responding rapidly to acquisition opportunities that arise.

In acknowledgment of the recent integration of the newly consolidated Special Collections department into the College Libraries, the proposed description of the Special Collections Committee formally extends the concurrent membership of faculty on the Special Collections Committee and Library Committee from one member to the full complement of three faculty members. This full concurrence of members has been in effect in 2017-2018.

The text of the current committee description is provided here:

Chapin Library Committee

The Chapin Library Committee is composed of 3 faculty, 2 staff, and no students (3-2-0)

The Chapin Library Committee advises the Custodian of the Chapin Library on policy. The three faculty members on the Committee represent each of the three divisions, and one or more of them serve concurrently on the Library Committee. The *ex officio* members are the Custodian of the Chapin Library and the College Librarian.

To: The Faculty
From: The Faculty Steering Committee
Date: April 4, 2018
Re: Motion to revise the description of the Library Committee

MOTION:

To replace the current description of the Library Committee with the following text:

Library Committee

The Library Committee is composed of 3 faculty, 4 staff, and 4 students (3-4-4)

The Library Committee reviews and recommends policies for the Library, with particular attention to the collection budget and to the distribution of resources among academic divisions and units. The Library Committee provides a channel of communication between the Library and the faculty, staff, and students, while also assisting in the assessment and promotion of the Library's alignment with the needs of the College community.

The Library Committee includes three faculty members who represent the three divisions, one of whom serves as chair of the committee. These three members serve concurrently on the Special Collections Committee, with the same faculty member as chair. The Director of Libraries, Head of Special Collections, Chief Technology Officer, and the Provost or a designated representative are *ex officio* members.

RATIONALE:

Recent administrative changes in the Library's organization require changes to the titles of the *ex officio* members of the committee. At the same time, the description could benefit from a clearer account of the committee's role and responsibilities.

In acknowledgment of the recent integration of the newly consolidated Special Collections department into the College Libraries, the proposed description of the Library Committee formally extends the concurrent membership of faculty on the Library Committee and Special Collections Committee from one member to the full complement of three faculty members. This full concurrence of members has been in effect in 2017-2018.

The text of the current committee description is provided here:

Library Committee

The Library Committee is composed of 3 faculty, 4 staff, and 4 students (3-4-4)

The Library Committee makes recommendations on matters of library policy, including allocation of the purchasing budget among the academic departments. Its three faculty members represent the three divisions and one or more serve concurrently on the Chapin Library Committee. The College Librarian, the Custodian of the Chapin Library, Chief Technology Officer, and the Provost are *ex officio* members.

To: The Faculty
From: The Faculty Steering Committee
Date: April 4, 2018
Re: Motion to merge the Lecture and Faculty Lecture Committees

MOTION:

To merge the Faculty Lecture Series Committee into the standing Lecture Committee by replacing the current description of the Lecture Committee with the following text:

Lecture Committee

The Lecture Committee is composed of 3 faculty, 1 staff, and 3 students (3-1-3)

The Lecture Committee selects, schedules, and makes arrangements for visiting lecturers who would be of interest to the College community. The committee frequently works in conjunction with departments, programs, and administrative offices of the College to co-sponsor appearances. While the Lecture Committee is not the only source of funds for this purpose, it is an important one. The Director of Commencement and Academic Events serves as an *ex officio* voting member.

The Lecture Committee, through a subcommittee composed only of its faculty members, also invites Williams faculty colleagues to present public lectures in the annual Faculty Lecture Series, which occur each Thursday in the first half of the spring semester. The chair of the subcommittee need not be the same as the chair of the main committee.

RATIONALE:

While the Lecture Committee and Faculty Lecture Series Committees have different specific areas of focus, they are both ultimately responsible for the selection and arrangement of lectures for the College community. In the current configuration, five faculty members are assigned to these two committees. The proposed merger would reduce that total to three faculty members, which makes available two additional members for assignment to other committee service. The number of students would also increase to match the number of faculty members.

The text of the current Lecture Committee description is provided here:

Lecture Committee

The Lecture Committee is composed of 2 faculty, 1 staff, and 2 students (2-1-2).

The Lecture Committee selects, schedules, and makes arrangements for visiting lecturers who would be of interest to the College community. The Committee frequently works in conjunction with departments, programs, and administrative offices of the College to co-sponsor appearances. While the Lecture Committee is not the only source of funds for this purpose, it is an important one. The Director of Commencement and Academic Events serves as an *ex officio* voting member.

The Faculty Lecture Series Committee is not a standing committee and therefore does not have an official description. But the following description is normally included in the attachment that accompanies the annual request for faculty to fill out the committee preference form:

Faculty Lecture Series Committee

The Faculty Lecture Committee is composed of 3 faculty, 0 staff, and 0 students (3-0-0).

This committee invites colleagues to present public lectures in the Faculty Lecture Series. The lectures are given each Thursday in the first half of spring term.

Faculty Meetings

Once each month during the academic year, faculty meetings take place at 4:00 p.m. in Room 3 of Griffin Hall. The President and the Faculty Steering Committee convene the meetings and work together to set the agenda. Faculty meetings include reports from the President, other administrative officers, and from faculty committees with active business. Those in attendance include faculty, representatives of several administrative offices, student representatives of the College Council, *The Williams Record*, and student members of those committees on the agenda for that meeting.

Motion Chart

	Debatable	Non-Debatable Amendable	Non-Amendable	Second Required	Second not Required	Majority Vote	2/3 Vote	May Reconsider	May not Reconsider
Motions									
1. Point of Order		✓			✓				
2. Previous Question Terminate Debate "calling the question"		✓		✓	✓		✓		✓
3. Lay on Table		✓		✓			✓	✓	
4. Amendment	✓		✓	✓		✓		✓	
5. Accept & Adopt	✓		✓	✓		✓		✓	
6. Consider Article Out of Order	✓		✓	✓			✓		✓
7. Adopt a Resolution	✓		✓	✓		✓			✓

Voting Procedures

Please Note:

- i. *On October 6, 2010, faculty approved the motion replacing voice votes and votes by show of hands at faculty meetings with votes by electronic voting devices.*
- ii. *On May 11, 2011, faculty voted to determine the results of votes on motions at faculty meetings by the majority of those voting. An abstention is not a vote and is not counted as a vote.*

Voting Membership

The voting membership of the faculty consists of all Professors, Associate Professors, Assistant professors, and Senior Lecturers, as well as those Lecturers and Instructors who hold full-time appointments. Faculty holding part-time appointments may vote only if they have been notified by the Dean of the Faculty that they have met the requirements to be voting members (see Policies Governing Part-time Faculty). Faculty holding appointments called "Visiting" do not vote. All voting members in the professorial ranks who do not hold major administrative appointments are eligible to be elected to those standing committees with elected faculty membership, according to the rank and divisional categories prescribed for those committees. [*Faculty Handbook*, Section I: B]