

# COE Faculty Assembly

## Minutes

November 22, 2013

Boca COE 313, Davie LA 150, Jupiter EC 202C10am-12pm

### Welcome

If you attended but your name is not listed below, please send email to Ray Amirault [amirault@fau.edu](mailto:amirault@fau.edu).

### Attendance

#### CSD

Connie Keintz

#### CE

Michael Frain

Paul Peluso

Patricia Willems

#### ESE

Mary Lou Duffy

Mike Brady

Peggy Goldstein

#### ESHP

Sue Graves

Bob Zoller

#### CCEI

Traci Baxley

Nancy Brown

Dilys Schoorman

Rose Gatens

Torrey

#### T&L

Ray Amirault

Eileen Ariza

Andy Brewer

Susannah Brown

Joe Furner

Deb Harris

Philomena Marinaccio

Barbara Ridener

Angela Rhone

Yusra Visser

#### EDLRM

Deborah Floyd

Dan Morris

Bob Shockley

Victor Wang

#### OASS

Traci Catto

#### Dean's Office

Valerie Bristol

Don Torok

The FA President, Philomena Marinaccio, called the meeting to order at 10:02am.

### Future Meetings

#### Faculty Assembly Meetings

- Friday, January 31, 2013, 10am-12am, Boca Ed 313 (teleconferenced)
- Friday, April 11, 2013, 10am-12am, Boca Ed 313 (teleconferenced)

### Guest Speakers

#### Ron Nyhan

*UFS President*

#### Opening comments:

- There is a change in attitude among the senior members of the Administration, and we should take advantage of this.
- Faculty should have a much larger voice in all decisions, and both Denis Crudele and Dr. Perry have agreed on this.
- We are still framing what "shared governance" exactly means. There have been significant decisions

Three areas in which the Senate is currently focused:

#### 1. Student Success

- FAU currently is the lowest rated university in the SUS (other than FAMU) for student graduation, and the BoG has said we need to address this.
- The amount of money we receive and the recommendations that are made to the Legislature will be tied in some way to this issue. This, in turn, relates directly to the number of faculty positions and other resources, so we need to be attending to this issue.
- Dr. Nyhan is concerned about this issue, but he is also concerned that we might attempt to "fix" the graduation rate figure by lowering standards. FAU needs to maintain vigilance on

standards: we are the institution that confers the degrees, and it is our role to ensure that we maintain quality and the value of our degrees. This is what "student success" means to Dr. Nyhan: maintain standards in the classroom, but also ensuring that we receive the financial resources we require to meet our mission.

- Student success is the highest priority to Dr. Nyhan, because it has the biggest single impact on the faculty.
- We also have a new Assistant Provost for Student Success, Janet Peluso, and her committee is already up and running.

## 2. E-learning

- This is the next priority we have established. We are setting up a committee (the COE is always ahead on the process), but we need other volunteers from other colleges.
- We have a new Assistant Provost for E-learning Vicky Brown. We already know what was wrong with the e-learning training, and when Vicky Brown was appointed, Dr. Nyhan spoke with her that same day about how the e-learning had affected the faculty. All E-learning training will be revamped, and will no longer focus on the more "menial" tasks. There will also be two new forms on how to get courses online (including a consulting role, where a team comes to work with faculty to help set up the course).
- It is well known that there is some disappointment in how the financial reward associated with E-learning was implemented. Although Dr. Nyhan does not know the manner in which the old model of payment got in place, the approach created half a million dollars in debt, and this will come from the E&G funds. So, it ultimately did hurt us, even though there was some direct benefit to some faculty members who went through under the old model. The Provost is trying to make up for that money, but that large incentive part of the old system no longer exists. There will be some cash incentive for faculty, but it has not yet been rolled out.

## 3. State Colleges

- This is the area that is least developed.
- We need to be properly staged in regards to State Colleges, because even though we knew about the issue ahead of time, we did very little to prepare for these changes.
- Dr. Nyhan would like to set up a Senate committee to look at State Colleges from both the threat and the opportunity sides, and how we can differentiate ourselves from the State Colleges.
- This was complicated by an RFP, and now things have been delayed, but we hope to be moving forward in the next few weeks. The Senate will follow the lead of the University in how to deal with this issue. The idea of getting money from the RFP to get the resources we need is very important.

**Question:** Loosing undergraduate students to State Colleges, might this hurt our undergraduate programs?

**Response from Dr. Nyhan:** I'm not sure. Some programs might be affected. One idea is that some programs, such as nursing, turn away some 800 students a year, and these students might turn to State Colleges. Education has the potential to have an impact, depending on what degree programs the State Colleges go for.

**Faculty Member Comment:** That's not exactly true, depending on the degree program. Some State Colleges, for example, have ESE Programs as do we, but they are recruiting our Elementary Education majors, telling them to take the exam at the end of their program, without taking any additional courses. These programs are also less expensive and less difficult than ours.

**Response from Dr. Nyhan:** This is the threat part of this issue. If we significantly cut into FTE for any one program, it makes that program vulnerable. Whatever our group (whether it be a Senate or University group) will do is to identify those areas of potential harm, along with the State Colleges. Dr. Nyhan believes there are great opportunities at Palm Beach State College and Broward College to work out those relationships. This group will sort this out, among other things, and the RFP might generate resources to help in this regard. It is a complicated issue about which Dr. Nyhan is concerned. There are other administrative degrees that are also being offered at other State Colleges, and they are going to grow.

**Faculty Member Comment:** At a conference at one of these Colleges, I learned they do not even have the classroom observation, etc., they admitted that FAU is more rigorous.

**Response from Dr. Nyhan:** And what FAU represents for future teachers in our school system is a responsibility we hold for our schools, and even what it means to graduate with our degree.

**Faculty Member Comment:** You previously sent a charge to the Graduate Council and no decisions have been made yet, but the feedback was that this is a very complex issue, and that here is a need for data (and we have requested this) because much of what we have at this point is anecdotal.

**Response from Dr. Nyhan:** I agree. Hopefully, we'll get some progress soon.

### Presidential Search

- This is a very aggressive program for selection. The rationale is the Sunshine Law in Florida, and the consultant, Parker Executive Services, says this is the best way to get the best pool that we can.
- The Chairman set the schedule for us. We need to find ways to maximize faculty input during this very short process, which is only a total of 11 days.
- Everything starts January 6 (the most important date). Resumes will be made available as soon as they are received until that date, and every faculty member will get Blackboard access to the UFS site (under the Community tab; you will see by next week that you are enrolled).
- The consultant has said that most people will not apply until the very last moment on January 6<sup>th</sup> to protect themselves. On Jan 6<sup>th</sup> 2:00pm, there will be a meeting open to all the public, where these late resumes will be opened before the committee. This will be the first time any of the committee members see these late resumes.
- There will be an open discussion from the search committee, and there may not be and Q/A from the audience, but the pool will be narrowed to about eight candidates.
- Starting on the following Tuesday or Wednesday, there will be a faculty-only meeting to discuss these eight candidates. Then there will be a time for all faculty to have more input in preparation for the next round in a faculty-only environment Tuesday or Wednesday in the afternoon). We cannot webcast this meeting for a number of reasons. It is our goal to give everyone access to the resumes in real time as they are received.
- On Thursday and Friday (9<sup>th</sup> and 10<sup>th</sup>), the committee comes together to interview the eight candidates at the Boca campus. These will be open to all faculty to listen to the candidates.
- At the end of this two-day period when the candidates will come in, that afternoon the committee will make its final decision on the two-to-four candidates to be proposed to the BoT.
- On the following Monday, forums with those candidates will occur, where faculty can ask questions.
- On Thursday the 16<sup>th</sup>, a special meeting of the senate will be called by Dr. Nyhan to discuss among the faculty those candidates. On January 17<sup>th</sup>, the BoT will make a decision.
- Dr. Nyhan strongly requests that the College and all the Departments can be represented so that we can do the best we can with this very compressed process.

**Question:** Will any meetings be broadcast?

**Response from Dr. Nyhan:** No. There are a number of reasons for this, among those that candidates who are not first have the opportunity to listen to the questions and responses of the previous candidates, giving later candidates an unfair advantage. (The faculty forums will occur on each of the campuses, however.)

**Question:** If we cannot make this because of teaching schedule, can we forward questions to be asked?

**Response from Dr. Nyhan:** Absolutely. Use the Blackboard site to post these questions.

**Question:** Can BB handle this number of faculty?

**Response from Dr. Nyhan:** It should not be a problem. Jason Ball has not expressed any concerns with this.

Remember, Senate meetings are there for anyone to attend, to represent the faculty and speak.

**Question:** Are you, as representing the Faculty on this search committee, are you going to

emphasize the need for faculty-based governance?

**Response from Dr. Nyhan:** I've been here 25 years, and I've seen a lot of promises to the faculty that were not fully implemented. But, yes, this is a conscious strategy with Denis Crudele and Dr. Perry that, we want to have a process in place so that, when a President is put in place, that President understands that this is the way FAU works with faculty governance.

**Faculty Member Comment:** I applaud your efforts on this.

**Response from Dr. Nyhan:** Please feel free to contact me via e-mail.

## Joanne C. Parandjuk

*Digital Initiatives Librarian and Manager of the Digital Library (FAU's institutional repository)*

### The FAU Institutional Repository

- FAU's digital repository and collections serves as a showcase of what we are doing at FAU; the work we do here that is contributed to the repository can be used as a verifiable and measurable branding for FAU.
- Access the Digital Library at [http://www.library.fau.edu/depts/digital\\_library/collections.htm](http://www.library.fau.edu/depts/digital_library/collections.htm)
- We are engaging students through the undergraduate research symposium and graduate research day, and through the production of their electronic theses and dissertations; these are all quantifiable output measures for the institution
- We have collections by Colleges online: dance videos, faculty papers, oral histories.
- The only department represented in the COE is Exercise Science and Health Promotion, and there are nine papers (posted in the BioMed central repository); Joanne is alerted whenever a new article is posted by an FAU author, which she then downloads and posts, along with its associated metadata.
- These papers are then open to everyone, including high school students who are looking into which university they might wish to attend.
- The digital library, then, is an open repository and can provide permanent URLs to deposited works such as: presentations, pre-prints, documents, conference proceedings, that can be used to brand our college.
- Faculty and students use can use these URLs in grant applications, degree applications, etc., and because these items are branded, it shows that the work was done at FAU. (All items in the digital repository have a permanent link that will not change so that these resources can be shared across a number of ways.)
- We can only use your pre-print article, or get a copyright transfer, if you are using Elsevier Springer, Taylor and Francis, etc. or other similar publishers. Authors should make an effort to retain their rights to their works or request the right to self-archive in the repository. Please e-mail me or contact with any content you wish to contribute.
- The other thing that we do is ETD's – electronic theses and dissertations; these are the most accessed collections to date. We have 1,109 current ETDs since 2007 that were accessed over 30,000 times during 2013 alone.
- We also produce open access journals, including the FAU Undergraduate Research Journal <http://journals.fcla.edu/faurj> . We brand the work, but there is also an entire publishing system behind this, including proofing, editing, etc., And The Florida Geographer for the Geosciences Department <http://journals.fcla.edu/flgeog>
- If you are you interested in having your work archived, preserved, and accessible online with permanent URLs within [Digital Collections@FAU Libraries](mailto:Digital_Collections@FAU_Libraries) please contact the Digital Library at [lydig@fau.edu](mailto:lydig@fau.edu) or call 561.297.0139

Ken Frankel Head, Reference & Instructional Services (and COE liaison) can also be contacted for any questions regarding the FAU Libraries, curriculum support, and research assistance. A number of his research guides can be found here <http://libguides.fau.edu/profile.php?uid=11331>

## Dr. Deborah Floyd

Department of Educational Leadership and Research Methodology

Here to address questions concerning graduate faculty process for renewal, doctoral committees, graduate faculty membership, and paperwork being returned to departments from the Graduate College.

### COE Graduate Faculty Process for Renewal

- We "grandparented" in faculty four years ago with the new faculty guidelines from the university, completed forms, etc., for Levels A and B.
- Anne Fennimore has been following Kristi's previous excellent recordkeeping strategies in the Deans Office in regards to these documents.
- In 2014, those who were "grandparented" in will see their terms expire, and must go up for renewal.
- Last year, under Dr. Bristor's leadership, we met with Barry Rosson to obtain approval for COE renewals in an expedited format (if a person been in two cycles or more, they are eligible for expedited review). He agreed to allow reviews early as long as the Form 1 for each faculty member is dated December 2014 at the earliest.
- The expedited review process was designed to be relatively simple.
- The Graduate Programs Committee has developed its own separate form for regular approvals for regular faculty (the committee worked for over a year to develop this new form).
- The process is simple: if a faculty member has been approved for a number of cycles, they are eligible for expedited review, this form is completed with the Department Chair's signature, then a supplied CV is submitted with criteria for renewal marked, and finally, prof of Human Subjects Approval. There is no requirement for copies of books, etc., under this process. (If you are going up under only one cycle, renewal does require the additional documentation.)
- We will complete the Form 1 for everyone (we are accepting expedited review applications now, and encourage everyone to submit so the committee can pace itself), and these will be dated 2014. (If you have been "grandfathered in," you are approved until December 2014. The renewal will be for an additional five years.)

**Question:** When will we find out, once we have submitted?

**Response from Dr. Floyd:** We need to work with the COE Dean on this notification. We are approving these at the COE level, but we are dating them December 2014, so we don't know when Dean Rosson will be sending the letter to faculty, but we know that our COE Dean will send our forms forward as faculty requested. Any faculty member who wants to know where he/she stands regarding approvals, please contact Anne Fennimore in the COE Dean's Office for that information since she keeps the official records for our College.

**Question:** Is a Departmental Vote approval/vote required for expedited review?

**Response from Dr. Floyd:** I do not think we require this, even those it says this on Form 1. But each Department may individually require this. The key is to make sure that we follow the university governance document and the COE document when we send forward renewals. Form 1 has been used for Associate Graduate Faculty; now it is to be used for Graduate Faculty renewals. It is probably good to get this approval, although it is not technically required.

**Comment:** One department did this via e-vote.

**Comment:** One item discussed in one department's graduate program committee is that there is no expedited option for those who wish to shift levels (e.g., between "B" and "A.") A full review for this is required if a shift in level is being sought.

**Question:** Does your committee have a deadline for this?

**Response from Dr. Floyd:** No deadline has been set, but Dec 2014 is the final deadline for renewals of those "grandparented" in five years ago. We are encouraging everyone to get these in as soon as possible, and quite a number have already been coming in.

**An Item on the University Graduate Council business that impacts us on the COE Graduate Programs Committee is as follows:**

When the graduate governance document was adopted in 2009 by the COE and all other colleges, we had been instructed by the Graduate College that all members of a doctoral dissertation committee had to be approved at some level of Graduate Faculty. There has been a change that has occurred where we followed the process, and sent forward Form 1 for the 4<sup>th</sup> member of a dissertation committee, only to have that Form 1 returned to the Department stating that it is not necessary to approve a 4<sup>th</sup> member, since there are already three graduate faculty on the dissertation committee.

We had a discussion with Dr. Rosson and at a Graduate Council meeting, as well, and there was memory that ALL dissertation members must have some level of graduate status approval. Dr. Rosson is apparently interpreting this language slightly differently. Be aware that there is an ongoing discussion on this.

More recently, Dr. Shockley notified Deb Floyd that the very person which had been sent forward as Associate Graduate Faculty as a fourth member had a form returned with a request to have a Z number assigned. Be aware that this situation may be repeated in a number of departments.

**Question:** Two or three years ago, we had two or three outside members on a dissertation committee, and these were approved. Will these situations still be approved?

**Response from Dr. Floyd:** Our governance document in the COE is very clear, and it is congruent with the University document. In most of the Colleges, they concur that the intent of the governance document that all external dissertation committee members can be approved. This appears to be a change that many of us do not understand. Please let Dr. Floyd know if your department faces this situation, as well as Paul Peluso, as he is our Representative.

**Question:** We are once again getting messages from the Graduate College not to submit programs of study until next semester. Do you know what is happening?

**Response from Dr. Floyd:** No I don't, but thank you for letting us know, and Ron Nyhan is here. We have indeed heard about this from other departments. We will address this with Dean Rosson.

**Comment:** These are not declined under evaluation, but seemingly as a procedural matter

## Dean's Talking Points

### Dr. Valerie Bristor

Dean of College of Education

#### Mold

A report was received from Vincent Cucchiella regarding a moisture survey and some moisture testing that was performed. Based on the results of this, a proposal to provide construction documents for a roof replacement has been evaluated. Vincent is in the process of preparing a purchase order to provide the construction documents for the roof design. Once the purchase order is issued, a schedule for this work will be provided.

This may mean that we will be getting a new roof. We do not know yet how disruptive this will be. We are hoping that it will not be.

**Question:** Is there any independent evaluation of the mold situation?

Response from Dr. Bristor: No. But this is better than in the past, when the problem was not given the attention it requires.

**Comment from Dr. Shockley:** An independent evaluation was brought in, but they cannot deal with the mold problem until they deal with the source.

**Response from Dean Bristor:** This is good to know.

**Question:** Has this evaluation included the air conditioning and ventilation system?

**Response from Dr. Bristor:** Right now, the focus is on the roof.

**Comment from Dr. Shockley:** They did spend a few days cleaning the ventilation system, so this has been addressed, but the feeling is that, until they deal with the source of the problem, they cannot deal with the other mold issues.

**Question:** Does this review cover all parts of the building?

Response from Dr. Bristor: I do not know all the specifics at this point, but the secondary roof areas where there is any exposure (flat surfaces on the roof) should be looked at.

**Comment:** A faculty member was sick in June, July, and August, and was in the hospital. This faculty member was surprised to be told that there was an issue with chronic mold infection in the head.

**Response from Dean Bristor:** We have others who have been concerned about this issue.

**Question:** Has an evaluation been done for the Davie campus, as well?

**Response from Don Torok:** I am not aware of any specific issue here in Davie that they have identified.

**Question:** Can this report be acquired by faculty?

**Response from Dean Bristor:** I will see what can be done in this regard. And for Jupiter, as well.

#### Faculty Lines and Searches

- The Dean is pleased to announce that this week the College has been approved for three positions funded by the Provost. This is additional money coming in to the budget; these were requests for which we did not currently have funds. The Chair of Exercise Science, another Exercise Faculty line science faculty member (which is very good because of the strong growth of this program), and a Clinical Science Instructor Line for Communication Sciences and Disorders (this is the first full time person in this role for 23 years; this program is also growing, but they cannot take more students, but they can only take in a limited number of students because of the current number of).
- We currently have 17 searches going on in this College!

**Question:** Even if just an academic exercise, can we think about what it takes for us to be functioning at full capacity? We have 17 searches in process, which is good, but how many more are actually needed for us to be functioning at top level?

**Response from Dean Bristor:** And, our aspirations, as well. We need to look at our Strategic Plan as part of this. And how do we frame these requests? The new Provost will also have impact on this discussion.

#### **Budget Update: Salary Increases**

- Merit and Markey tends to come up in three-year cycles, but there is talk that this may come up again next year, particularly in the area of compression and equity.
- Collective Bargaining will probably start in the spring on this.
- We are told the increases will be seen in the December 13<sup>th</sup> paycheck. Each faculty member will receive notification on this on December 12<sup>th</sup> ("Notice of Salary Increase") that spells out: current salary, the 2013-14 legislative increase (most will get this \$1,000 amount), the merit increase, if one is present, an equity increase, if one is present, and total new salary. The effective date is November 23, which is the beginning of paycheck issued on December 13. Included in these will be retroactive amounts: the Legislative increase of \$1,000 is retroactive to October 1<sup>st</sup>; the merit and equity increase is retroactive to November 12, the date the Union ratified the agreement.
- The pools; this is one of the best packages in the State, but does not mean that you do not multiply salary by 5.5. The percentage is how a pool of money is calculated for the purpose of merit and market equity. All base salaries of eligible College faculty are added together (September 13<sup>th</sup> paycheck), then multiplied by 0.02 times, arriving at a pool of \$106,810. It was the same percentage for market equity.
- Merit is decided by department. Depending on your department, eligibility, departmental policy, etc., you will get a specific amount. Dr. Robeson put this information into a spreadsheet per faculty member. Each department got a 2% pool to distribute. Individually, faculty may get a differential amount, depending on the departmental policy and performance.
- With market equity, there were some changes done this year. This used to be done a by a faculty committee in the College. But the UFF said that some colleges were unhappy about this policy, so it was changed so that the Deans decide, using clarifiers found in the Collective Bargaining Agreement. But the COE's policy, led by Dan Morris, was liked by everyone, via a spreadsheet that is used to make the calculation. The faculty member must have been here for three years, and visiting lines were not eligible. Everyone in the College is listed, all September salaries listed, then OSU survey data by CIP code (identifies the disciplines), and the Dean went with the CIP codes wherever they could be found, with FAU as "High Research" (/H) used for comparison salaries, and then rank (Assistant, Associate, Full, Instructor,). If "excellent" or "above average," it received 100%. If "satisfactory," .80% So, there was a performance element (and this is what helped it go through the BoT.) Then there is a column "Percentage of Deficit" that affects the entire pool, so that people with the greatest disparity receive larger amounts, which is what the faculty committee has always wanted).

**Question:** Merit is one year, and equity is three years, correct?

**Response from Dean Bristor:** Yes.

**Question:** Did everyone in a single department get coded with the CIP code?

**Response from Dean Bristor:** Not necessarily. I matched CIP codes as much as possible. The quick turnaround was a factor, and some things were delayed (the Collective Bargaining the did not occur until summer). You can check this with your Chair, if you want to have a look at the sheet.

The FA President requested at noon that a motion to extend be made. Connie Keintz so moved, Paul Peluso seconded. The motion passed without objection.



## Committee Reports

### General Announcements Concerning Committees

- If you have a committee appointment that you would like to report on, please send an e-mail to Mena Marinaccio, particularly if you wish to present at FA.
- The USF Steering Committee member replacements are Chris Beetle and Kevin Lanning.
- The newly appointed Assistant Provost for Admission and Retention is Jennifer Peluso.
- Mena Marinaccio is serving on the Admission and Retention Committee, the Athletic Advisory Council, and the Library Committee. Please address any questions/comments about the work of these committees to Mena Marinaccio.
- A current issue for the Library regards the cost of renewing online database costs. Different institutions wish for others to contribute more, but the outcome is unknown at this point.

### University Faculty Senate Committees Appointments and Election results:

- We are pleased to announce that Bob Zoeller, Dept. of Exercise Sciences, will serve as the COE Representative on the University Post Tenure Review Committee.
- Connie Keintz has been appointed to the Financial Conflict of Interest Committee.

### Connie Keintz

*Dept. of Communication Sciences and Disorders*

### Financial Conflict of Interest Committee

- Connie Keintz was appointed by the President to serve on this new committee.
- The committee reports to the VP of Research.
- Until now, this work has been completed by staff and legal counsel.
- This is the first time that faculty have had a voice in the process.
- FCOI Members:
  - Appointed by the President and report to the VP of Research (voting members)
  - Dr. Colin Hughes (Science) - Chair
  - Dr. Gary Rose (Medicine)
  - Dr. John Newcomer (Medicine)
  - Dr. Paul Hart (Business)
  - Dr. Connie Keintz (Education)
- FCOI Ad hoc members:
  - Jo Moretti (sponsored research)
  - Elisa Gaucher (Dir. Research integrity)
  - Jack Ludin (Depty General Counsel)
  - Mary Jane Pica (admin support)
  - Audra Lazarus (Medicine legal counsel)
- FCOI Committee Responsibilities:
  - Provides assistance on matters involving COI and disclosures of significant financial interests
  - Makes recommendations on courses of action to manage, reduce, or eliminate conflict
  - Document all cases
  - Assist in compliance oversight activities conducted by Research Integrity Office
- First meeting – 11/20 (discussed 6 cases)
- Will meet at least once a month in person and handle other situations by email as appropriate

## Minutes Approval

Motion to approve the 9/27/13 minutes was made by Mike Brady, seconded by Mary Louise Duffy. The motion passed unanimously, with no objections.

## FA Department Representatives Listing

### The following are the COE FA Departmental Representatives:

*Curriculum, Culture, and Educational Inquiry:* Rosanna Gatens [rgatens@fau.edu](mailto:rgatens@fau.edu)

*Communication Sciences and Disorders:* Connie Keintz [ckeintz@fau.edu](mailto:ckeintz@fau.edu)

*Counselor Education:* Paul Peluso [ppeluso@fau.edu](mailto:ppeluso@fau.edu)

*Educational Leadership and Research Methodology:* Mary Lieberman [mieberm@fau.edu](mailto:mieberm@fau.edu)

*Exceptional Student Education:* Mary Lou Duffy [mduffy@fau.edu](mailto:mduffy@fau.edu)

*Exercise Science and Health Promotion:* Robert Zoeller [rzoeller@fau.edu](mailto:rzoeller@fau.edu)

*Teaching and Learning:* Patricia Willems [pwillems@fau.edu](mailto:pwillems@fau.edu)

OASS: Traci Catto [tcatto@fau.edu](mailto:tcatto@fau.edu)

**Adjournment**

A motion to adjourn was made and seconded. The motion passed without objection. Mena Marinaccio adjourned the meeting at 12:03pm.

*Minutes submitted by Ray Amirault, Secretary, COE Faculty Assembly.*

END OF MINUTES