COE FACULTY ASSEMBLY MINUTES – NOT APPROVED
November 13, 2015

<u>Meeting locations:</u> Boca Campus, ED 313; Davie Campus, LA 148 (teleconferenced); Jupiter Campus, EC 202C (teleconferenced)

<u>Attendance:</u>

Communication Sciences and Disorders	Counselor Education Drs. Emelianchik-Key, Frain, Peluso	Dean's Office Drs. Bristor, Torok
<u>Curriculum, Culture, and Educational Inquiry</u> Drs. Baxley, Bhagwanji, Schoorman, Sembiante	<u>Educational Leadership and Research Methodology</u> Drs. Bloom, Bryan, Morris, Mountford, Shockley	<u>Exceptional Student Education</u> Drs. Brady, Darling, Duffy, Finnegan, Heiser, Miller, Ramasamy, Wilson
<u>Exercise Science and Health Promotion</u>	<u>Office of Academic and Student Services</u> Dr. Shepherd, Ms. Catto	<u>Teaching and Learning</u> Drs. Ariza, Kumar, Marinaccio, Musgrove, Nichols, Ridener

Guest speaker – Mr. Steve Diaz, COE Director of Technology

WELCOME NOTE AND ANNOUNCEMENTS (FA President, Dr. Frain)

Meeting was called to order at 10:04 am.

Motion to approve the September 2015 Faculty Assembly minutes was made by Dr. Mountford and seconded by Dr. Duffy; *unanimously approved.*

COE representative on the Senate's Distance Education Committee is Dr. Ann Musgrove.

Faculty Assembly meetings in Spring 2016 will be on January 29, 2016, and April 8, 2016.

UNIVERSITY-WIDE CHANGES IN EMAIL PLATFORM – Mr. Steve Diaz**,** COE Director of Technology

Mr. Diaz, COE Director of Technology, reported on the university-wide effort to improve the email system and pending plans for the College of Education. The mailbox quota will increase to 50 GB from the current 2 GB. OIT (Office of Information Technology) has already begun updating email services, utilizing an offsite host with Office 365. The transition will be automatic, with slight changes in telephone services. Medical and Engineering Colleges, along with a few administrative offices, have already migrated. Mr. Diaz will send out notices and schedules of the moves to COE staff and faculty, with assistance provided where needed. The new system will also provide everyone five free licenses of Office 365 for home use. The change will begin next week, starting with the Student Services Office and Department Chairs. <u>Comment:</u> So there will be no need to archive? <u>Response:</u> Hopefully not. <u>Comment:</u> Does this mean that anything using FAU-borrowed software will belong to FAU? <u>Response:</u> Not heard about that; there is cloud offering; there is no service level agreement that grants your documents to FAU; if you leave the university, your email will not work after one year. <u>Comment:</u> As state employees, any documents are subject to open records law, even written notes. <u>Comment:</u> License of software has nothing to do with open records. <u>Comment:</u> Good topic for future discussions. <u>Comment:</u> On user end, we won't see a difference? <u>Response:</u> Web address of the email platform will change but the current email platform will be redirected automatically to the new address; if using MS Outlook, there will be no change; there will changes required for android users.

UNIVERSITY DISTANCE EDUCATION COMMITTEE REPORT – Dr. Ann Musgrove, COE Representative

Dr. Ann Musgrove reported on the first meeting of the committee which met on November 9, 2016. The committee was instructed by the Faculty Senate and the Provost to look into inconsistencies about online course ownership. Correct language is required in clarifying when it is the property of university or faculty by considering the

complex nature of online course development that may be associated with faculty salaries and use of university resources. Comment: We had raised this question and Dr. Vicki Brown said courses belong, at the least, to the departments. Response: Syllabi belongs to department. Comment: Is there a shift? Even if provided with stipends, we were informed the courses still belong to the departments. Response: New language will be developed as part of bargaining. Comment: Who created the committee and for what purpose? Response: Senate and provost. Comment: This is new, first time I heard about it. Comment: This matter is not on our bargaining list. Need to inform Dr. Zoeller. Response: Will do so. Comment: Also clarify and check minutes about what Dr. Vicki Brown said before. Response: The concern is when faculty teaches the courses elsewhere. Comment: Are the rules changing? Comment: There is really no conflict because faculty cannot use the same course elsewhere. Comment: So do online courses developed by faculty with support from e-learning belong to faculty, department, or both? Response: That's why we're trying to get the language clarified. Comment: I strongly suggest this matter be brought to UFF. Response: It's not just a curriculum matter.

UNITED FACULTY OF FLORIDA-FAU REPORT (Dr. Mountford)
The Sustained Performance Evaluation (SPE) committee met and redrafted the evaluation policy in more positive terms. If the department evaluations are positive, that will roll into sustained performance evaluations. In seven year cycles, there will have be two evaluations, and if positive, salary will be raised by 3%. Comment: When does SPE start? Response: The proposed policy has to go back to provost. Comment: Is the same timeline expected for the start of the review? Response: Don't know. Comment: Probably will go back to steering committee for review and the steering committee will request feedback from faculty.

Received emails from UFF about in and out of unit salaries. Administration/out of unit received $1.78 mil in discretionary raises last year. Faculty, on other hand, received $174k. Administration is not providing accurate information and not providing data in a timely manner; these may constitute unfair labor practice.

UNIVERSITY FACULTY SENATE REPORT (COE Senators)
Dr. Chamely-Wiik presented a progress report and initiatives of FAU's Quality Enhancement Plan (QEP).

Provost Perry spoke about BOG's strategic plan for online courses, changes in the scale of the performance metrics, and the pending retirement of Vice Provost Dr. Diane Alperin. Dr. Michelle Hawkins will replace Dr. Alperin. Comment: When will the transition occur? Response: No set timeline on the change as Dr. Alperin was requested to stay as long as she can. The provost also spoke about SUS's desire to move to a single LMS systems, although university participation remains an option at this time. The Provost mentioned the new annual evaluation process will begin in January 2016.

FACULTY SURVEY SUMMARY AND BRAINSTORMING (Dr. Frain)

3/2 – fasc get reports from committee; include dissertation as teaching load; no university policy on that; departments may do it differently; good topic to discuss
Transparency – fasc collects from dept

DEAN'S TALKING POINTS (Dr. Bristor)

> 3/2 teaching load plans and procedures – want to pursue, need $150000 for adjuncts for 50 faculty sections; will strategize in spring 2016, start in fall 2016; will discuss with chairs, how do we do this is don't get help from admin; please send feedback; maybe get a committee of dept reps to meet in spring 2016; start with 3/2 or 2/3, provost was supportive. Let chairs know if you're interested in serving on committee.

> Faculty evaluation changes – email from provost, will start annual eval based on calendar year; this first year is a transition year, have already been evaluated for spring 2015; eval will look at summer and fall 2015. In 2017, spring 2016, summer 2016, and fall 2016. Comment: any deans proposing with align assignment with eval? Response: FAIR system will not allow it. Comment: isn't annual eval based on statute? Response: it may be. Comment: we don't assign for summer. Response: if not there, then not counted. Comment: can count research from summer. Concerned about being a short year, have done less, will that look bad? Other colleges already evaluating on calendar year. Comment: we should include summer as above and beyond.

Comment: Activity reports not aligned with productivity. Comment: why are making this shift? Response: when eval is done in spring, chairs may not complete evals. Comment: any interrater reliability across chairs? Response: Not that I know of. Comment: if judged on half a semester, use same criteria. Response. Yes, for that semester only.

Requests for faculty lines – college funded requests were approved. Have two retirements/resignations. Requests to Provost probably not happening; hopeful for next year. Comment: any provost lines across university. Response: not heard if any were. Comment: is provost saying anything about performance funds? Don't know where 7.5 mill went? Didn't we get money this year because we were not at the bottom? Response: allocated for pillars, may provide compensation packages. Comment: concerned because the pillars are not our major focus. Response: look for opportunities, concerned about transparency; still waiting on request for performance funds.

Travel funds – 1100 for presentation; may get more from performance funding, but not looking good.

Directed Independent Research – ties with QEP, looking at 2000-level DIR course; each program has their own number; QEP offered assistance in paperwork; will get more info, trying to start process in spring.

Tech fee proposals due today.

CAEP update-report was reviewed by several CAEP committees with full board meeting in December 2105; final report may be out in Jan 2016. Comment: was ours first reviewed? Response: we were there in person, were called in first. Comment: how long will we have to breath before the next one. Response: 2016 will be SACS. A report is due to them soon. Comment: DOE is 2019, a big one for college. Comment: Also ongoing CIP review, and CAEP is asking rubrics three year in advance. IPAP is every year, has been changed this year, can't be rolled over.

Academic program evaluation update-all external reviewers have been identified and dates of visits, too, except for one reviewer.

NEW BUSINESS

DEPARTMENTAL REPORTS (see handouts)

ADJOURN (Dr. Frain)

Motion to adjourn was made by Dr. Peluso and seconded by Dr. Marinaccio
Unanimously approved, 11:33 am