COE Faculty Assembly Meeting Minutes
Friday, September 24, 2004
COE Room 313, 10:00 – 12:00

Present: Michele Acker-Hocevar, Gregory Aloia, Eileen Ariza, Michael Brady, Valerie Bristor, Valerie Bryan, Gail Burnaford, Ray Cafolla, Marta Cruz-Janzen, Ali Danesh, Carlos Diaz, John Enger, Michael Frain, Penelope Fritzer, Rose Gatens, Lucy Guglielmino, Mary Lieberman, Pat Maslin-Ostrowski, James McLaughlin, Dan Morris, Don Ploger, Barbara Ridener, Perry Schoon, Dilys Schoorman, Lydia Smiley, Jennifer Sughrue, Don Torok, Tony Townsend, Cynthia Wilson, Hani Zainuddin, Bob Zoeller

The meeting was called to order by Dale Williams at 10:05.

Welcome
Dale thanked everyone for coming even though many are preoccupied with thoughts of the storm.

Approval of Minutes

For those who had a chance to read the minutes of the last meeting from April. Changes were asked for. Penelope Fritzer moved to accept the minutes as written and Jim McLaughlin seconded. Motion passed. Notes from the August meeting were requested. These will be typed formally and distributed for the next meeting.

Announcements / Work in Progress

Dean / Associate Dean Evaluations

A task force is working to finalize the evaluations. They are working to schedule a meeting with the provost to determine how the evaluation will be used.

Faculty Survey

Ali Danesh discussed that the survey will be distributed soon, weather permitting. The FA website doesn't currently have anything on it, but will have the constitution, etc. The way to reach the website is through MyFAU and access the files there – login to MyFAU, choose Groups. If you have been added to COE Faculty Assembly, it will be available. If you are not listed, let Ali know. On the left side of screen there are files select this and go to folders. This is where all the documents can be found.

Video Conferencing

Val Bryan reported that this body requested that we offer meetings through video conference. For the next meeting the rooms at Davie and TC have been reserved and will be available. We hope participation will be greater because of this. For teleconference, there is a slight delay. So, please expect this.

Next meeting date

The next meeting will be November 19th at 10 am in this room (313). The Steering Committee will meet Nov. 8th. If you have concerns please meet with your rep prior to then.

Ethics Committee

Barbara Ridener restated the purpose of the committee, to investigate whether Faculty Assembly should develop an ethics policy. Dilys Schoorman, Jennifer Sughrue, and Don Ploger volunteered to serve on this

committee. Dan Morris recommended the committee solicit opinions from faculty about whether or not we need a policy.

COE Goals

Tony Townsend reported. We are getting close to something that started at faculty retreat. Tony reported that the process followed was that the Chairs met over the summer and looked at what could be done straight away, in the next semester, and for coming year. Tony also reported that the Board of Governors have a series of goals and the Board of Trustees have a series of goals and ours should reflect the things being asked. Tony drafted the goals, then the draft went to the chairs. Faculty were asked for feedback and chairs were asked to discuss the draft at their department meetings. An effort was made to identify performance indicators if the goals were to be met. Questions and comments were solicited. These are a series of goals that are acceptable to the Executive Committee and if FA can endorse they can be taken to the University by the Dean. The goals will then go to the departments and they can draft their department goals.

These principles will guide us through 2007 and at that point we will re-examine.

Dilys Schoorman asked if there was prioritization of the goals (since over several years and 12)? And stated, "We were under assumption that goals would come from faculty retreat and now we are being presented with administrative goals. Could you clarify … "

1st iteration states that FTE will increase. The language has been reworded to give us flexibility to address FTE the way we need. It also mentions that we need to meet the college goals, just not university goals (which are FTE driven). The provost is willing to listen to the balance as well.

Dilys commented that, "We need to document that this was the understanding that we had when we discussed this but we recognized that we need to move forward."

Tony commented that the chairs took the material from the retreat to get to these goals. We need to talk about where we are today rather than where we were the 1st iteration. Also, if something was dropped and we feel strongly about it, it can be added back.

Further comments and discussion:

- To build on the diversity, another performance indicator might be to have students and faculty from diverse backgrounds. Add as an indicator that there is a culture of support to sustain those from diverse backgrounds. (Michelle Acker-Hocevar)

- Could you clarify the performance indicators for goal 12? Dean Aloia explained sphere's of excellence. We should identify the spheres of excellence but also report back on what they are doing. Also increase source of revenue. One additional in each of the years. (grants, conference, etc) Who and how is a sphere of excellence determined? Identify the talent in a department and then use the information to market the college. How do you take the talent we have (Reading) and let people know – may be a center concept.

- So, when you have departmental development as the goal and I hear us talking about departmental marketing, may be this isn't named right. May be its spheres of expertise. Also, instead of saying departmental development say departmental marketing. We've had this language for at least 2 years, do we need to go away from it?

- What about those areas of the college that aren't in a department who contribute to these things and what about interdisciplinary efforts. When we put it in departments, we leave out the rest. (Rose Gatens)

- If we say spheres of excellence then we are saying that other things are not excellent. (Eileen Ariza)

- (I'm) not in favor of world class and there is nothing international here. Why not a goal that revolves around international work? -may be not explicit but within goal 11. –arguing for a goal on its own. It would fit into BOT goal 4. (Jim McLaughlin)

- Tony doesn't have a problem with developing a statement around this. If you really want to look at an international goal then we have to commit ourselves to look both ways. If we just insert the word international into the goal so it is explicit. If we insert international into goal 11 and then write a specific performance indicator that specifically addresses this. Also, under curriculum adding the idea that we will have a more international perspective…more diverse perspectives.

- Where would other issues of equity that we discussed last year go? Salary equity is taken care of. The policy on assignment and tenure, assignment equity will be there. (Should we) Add …develop an equitable policy.

- Tony restated changes he heard to clarify.

Tony asked for a motion to accept the goals with the changes that were read. Tony can send something around later this afternoon and send major objections to your chair. Vote…Jennifer Sughrue made a motion that we accept the goals as amended. 2nded by Cynthia Wilson. The motion was approved.

Committee Reports

DDC – committee purpose and possible agenda items were discussed by Pat Maslin-Ostrowski. We could address curriculum issues such as course approval process, investigate existing courses that have circumvented this process. If we looked at P&T we would look at process and procedures and not at criteria. They could also address anything new that might come from survey. Emphasize that all processes and procedures are transparent to all. They meet on 2nd Friday of each month in the Melby center. Open to all. Next meeting Oct 12th 10 – 12. Waiting to hear from FA on the direction desired.

Salary Equity – The equity determination is due to the provost by Nov 30th. The charge is to take the pool of money from the university, aproximately 49K…The dean also found an additional 75K to put with this. We hope to have a 3 year cycle to address equity. Committee will meet soon.

Assignment Equity committee – not yet convened

Promotion and Tenure

There was a discussion of how to include faculty assembly input? Concerns were raised to the steering committee about the process and about criteria last spring. The issue was delegated to DDC to address this fall. At the faculty retreat similar concerns were raised and a COE task force was discussed being created. The charge of the task force is to address the concerns of process and criteria to determine what, if anything needs to be done at this point. Currently, we have 2 committees that have the same charge. Feedback about how FA should be involved.

- Lydia Smiley wanted to know what issues were raised.
- Faculty retreat document lists several concerns.
- The DDC has people who volunteered, but not representation for each department; a college committee would have ties to each department.
- P&T committee has 2 charges (from the university constitution): 1 is a closed evaluation and the other is the open part. A lot of time was spent on policy 3-4 years ago and the committee is planning to spend time this year. If you are forming another committee the P&T committee needs to be aware of this. The question was raised if faculty was happy with that and is there a mechanism through which one can discuss?
- Lydia makes a point that the 2nd charge of the P&T committee is to review policy.

- Faculty said they were under the assumption that the committee just implemented policy. Do we want to add to that committee? Do we want to move forward with having an additional committee? We need to operate under the umbrella of the university constitution, or decide that we do not want to.
- Should FA propose a process for P&T similar to what was just done with the goals. It is possible that if there are concerns that individual faculty have with P&T, they won't voice it to the committee who votes on it.
- The committee does not change policy without bringing it to the FA.
- Recommend that the 14 concerns be given to the P&T committee for them to look into and brought back to FA. Suggest that everyone read the 4 documents that we are supposed to be familiar with. College of Ed criteria that falls under P&T guidelines, Guidelines for establishing criteria, a lot of questions are in new faculty handbook. Procedures are in the guidelines document.
- We need to have a programmatic review of the P&T process. What is the mechanism we use for this?
- Motion by Lucy Guglielmino that FA devise and implement a survey to put together a comprehensive list of issues on P&T policies and procedures and these are presented to the P&T committee for response and then present back to FA. Three options for where issues should go: college committee, P&T committee, and DDC. Pat Maslin Ostrowski wondered if it would be worthwhile doing the survey. May be we can take a look at what the issues are and then determine who the right group would be to examine them. Michelle Acker-Hocevar seconded motion.
- Motion was amended to be: FA will devise and implement a survey to gather all criteria, issues, process, procedures and then refer those issues to appropriate committees in the college to develop recommendations and brought back to FA. The steering committee would decide who to address what.
- All present voted in favor except for 1 abstention.

Dean's Report

Dean Aloia reported on three things. Equity addressed already. Hurricane Jeanne – all faculty and staff should secure their work station before they leave. The football game was cancelled. The decision re: Sat classes will be made later today. Because of Frances we have a meeting of the research committee on Monday, this committee will develop criteria for summer research sabbaticals, RSI's we have 3, we want to raise this to a total of 10, there has been a request for additional dollars. Currently working with departments to support cohorts. Research retreat will be scheduled the later part of October.

Open Forum

Don Ploger reported concern about what's happened with spam since the new protection has been put on, the new mail crashes more than old system.
Want to carry the issue forth in some way … if this is a concern of the group. Notification to IRM. Technology committee should address.

Dean Aloia will check on the status of contracts. We are supposed to get a raise we should get an appendix that says what we got. We have not. Other colleges have received theirs.

Meeting adjourned at 11:45.

Submitted by
Barbara Ridener
Secretary, Faculty Assembly