

COE FACULTY ASSEMBLY

MINUTES - September 9, 2016, 10 am - 12 pm

Boca Campus - ED 313, Davie Campus - LA 148, Jupiter Campus - EC 202C

Future FA meeting dates:

November 4, 2016; January 27, 2017; and April 21, 2017

ATTENDANCE:**Communication Sciences and Disorders:** Drs. Porcaro, Tessel**Counselor Education:****Curriculum, Culture, and Educational Inquiry:** Drs. Allgood, Baxley, Bhagwanji, Ramirez, Schoorman, Sembiante, Vaughan, Zainuddin**Dean's Office:** Drs. Bristor, Heydet-Kirsch**Educational Leadership and Research Methodology:** Drs. Barakat, Salinas**Exceptional Student Education:** Drs. Brady, Darling, Duffy, Heiser, Finnegan, Nguyen, Ramasamy, Scott, Wilson**Exercise Science and Health Promotion:** Dr. Zoeller**Office of Academic and Student Services:** Dr. Shepherd, Ms. Catto**Teaching and Learning:** Drs. Ariza, Bousalis, Brown, Furner, Harris, Marinaccio, Musgrove, Powers, Ridener**Guest(s):** Dr. Michelle Hawkins, Mr. Jason Ball, Ms. Crystal Barger

Meeting called to order at 10:02 a.m. (FA President, Dr. Marinaccio)

WELCOME NOTE AND PRESIDENT'S REPORT

Dr. Marinaccio encouraged faculty to keep themes of collaboration, critical inquiry, and good of the larger community as guiding principles. Faculty Assembly Steering Committee (FASC) members were recognized, as was the Faculty Assembly Executive Committee (FAEC) consisting of Drs. Marinaccio, Mountford, Bhagwanji, and Tessel. Drs. Ramasamy and Furner were recognized as parliamentarians to assist with procedures and timekeeping.

Approval of agenda. Motion to approve the agenda was made by Dr. Duffy and seconded by Dr. Ramasamy. *Approved*, with none opposed and two abstentions.

GUEST SPEAKERS

Vice Provost Dr. Michelle Hawkins spoke about the Dean's 360 and faculty annual evaluations. Both evaluations were described as formative processes designed to be helpful to the respective faculty.

Dean's 360 Review. Expectations for Dean Bristor include a written self-evaluation based on the job description, with constructive criticism and praise provided by faculty, staff, other Deans, and Provost. IEA will send email to faculty for feedback and the timeline available for responding. Feedback provided will be kept confidential. Thereafter, the Provost will review and the Dean will write a remediation plan. Comment: Will the feedback be shared with faculty? Response: Provost will share and discuss the feedback with faculty. Comment: Timeline? Response: All steps are to be completed by the end of the term. Comment: Will the remediation plan be shared? Response: The Provost will work together with the Dean in sharing the remediation plan.

Faculty annual evaluation. The COE memorandum calling for fair and consistent evaluation, and clarification on the five-point rating scale was read by Dr. Marinaccio. Comment: What was the research or purpose for the change? Response: For chairs and deans to work on rating that was similar; intention was to be accurate, not recalibration. 5 is for those with more grants and publications, with most expected to get 4 and 3. Each department identifies what is required for 5, 4, etc. Comment: How does this affect merit? Response: Merit will be based on annual evaluation. Comment: Merit becomes economic necessity when salary increases have not been commensurate with cost of living. Comment: Raises can be based on cost of living but BOT found merit criteria more important. Comment: Faculty

are not clear how raises were derived. Response: The raises are to reward and help faculty achieve higher criteria, help them do better. Comment: Negotiations must be sensitive to faculty needs. Response: We want to work with you and the President and Provost want to continue providing raises. Comment: While we want to write and do research, the expectations are not realistic. Response: Agree, faculty need to do what they want to do, and faculty need to help each other. Comment: Is there some way to look across the departments for the evaluation rubrics used? Response: The new ratings should be working towards P&T.

Mr. Jason Ball and Ms. Crystal Barger from the Office of Information Technology discussed supports and plans for CANVAS. Faculty may access *Canvas.fau.edu* for support, resources, and updates. In Spring 2017, the goal is to have the majority of courses delivered through CANVAS. All courses will use CANVAS starting in Summer 2017. Migration options are bulk, self, or start from scratch. Comment: Courses still available on Bb after migration? Response: Yes, so you can keep working on it and import later. CANVAS structure is different but most can be moved. Comment: Will quiz banks transfer? Response: Yes. Canvas support is 24/7 with guaranteed response rate within two minutes. Comment: Will the shift to CANVAS get rid of synchronous option. Response: No, will still have Bb collaborative; we are committed to equal or better synchronous tools and will continually evaluate new and different tools. Faculty were encouraged to email OIT with any questions.

APPROVAL OF APRIL 2016 FA MINUTES

Motion to approve was made by Dr. Zoeller and seconded by Dr. Mountfound. Comment: Corrections needed in organization and replacing “officers” with “senators”. *Approved*; one abstention.

FACULTY ASSEMBLY STANDING COMMITTEES

Dr. Marinaccio encouraged faculty participation in the standing committees of *Democratic Decision-Making*; *Connections*; and *Equity and Work Life Committees*.

CONSTITUTION CHANGE (Notice of Motion)

Dr. Schoorman had asked in February 2016 whether she should maintain the senator’s position when she assumes responsibility as Chair of CCEI in Summer 2016. Comment: FASC was sensitive to that. Issue was what does the college want? Comment: You should continue because the larger issue is UFS has more chairs than faculty. Comment: Issue is about administrators influenced by others. Comment: This needed to be addressed in the constitution. Comment: Do not use the constitution to fix daily problems; use it as guiding principles; keep procedures and bylaws separate. Comment: Take the notice of motion to the steering committee for further discussions. Comment: Shared governed is about faculty and administration working together. Comment: Need to hear from all faculty in a risk free environment.

DEAN’S TALKING POINTS (Dr. Bristor)

Merit and salary increases. Provost looks at eligible faculty, takes all salaries, gives 1% to colleges; merit and equity are pools; equity is 1% but does not include non-tenured faculty, so they have a 2% pool for merit. A spreadsheet is made for each department using similar allocations. Each department has a merit plan; this round is tricky because of truncated annual evaluation and chairs have been informed to keep that mind and to err on the side of faculty. Each department gets a spreadsheet; many are binary (get or not get), some have other levels, and salary increases will be different. Comment: When will we find out what we got? Response: Ask department chair. Process is just starting for next round. October paycheck will reflect merit pay. Comment: For the first round, faculty was not asked, now we are asked to be involved. Response: It was summer for round 1, faculty not here. Round 2 will be easier to fulfill because faculty are here. Equity questions go to the Dean, and merit questions go to the Chairs. Comment: Can look in Workday? Response: It may be difficult to figure it

out there, needs more explanations, not clear what merit and equity were. We are using Oklahoma salary survey for pay equity and CIP code for salaries. Will send CIP codes to faculty; CIP code is based on discipline and varies and changes from year to year. Dr. Morris developed spreadsheet that calculated everything.

Departmental budget reports. Each department and college has E&G money from state; most is for salaries, OPS for adjuncts, and expense category. Some departments have foundation money, used for scholarships, discretionary spending. Auxillary funds are from special initiatives received through contracts; departments get a cut but cannot use it for food. Have encouraged chairs to discuss these at department meetings. Workday has made it difficult; a glitch during the summer did not encumber salaries; used college budget instead; hope this won't happen again. Comment: Issue is what happened to colleges who did not have funds; how much hit did COE take? Response: Close to \$300,000. Comment: Have colleges seen money from performance funding? Response: Yes for salary increases; no for summer teaching and other items. Comment: The senate asking faculty to raise performance standards, but why, because it never comes back to us. Comment: Media report had mentioned a \$25 million performance funding, but there is no transparency in how the funds are used; raises are minimal and does not cover cost of living, and tenure lines have dropped. Comment: Need to invest in faculty for student success. Response: We're asking the same questions; nothing has been finalized yet; hoping our college gets something. Comment: Do you get communication from the president? Response: No. Comment: that's a concern. Response: He came to the Council of Deans at the beginning and recently.

Program evaluation update. All departments have developed action plans. Drs. Kirsch, Torok and Bristor will present a report to BOT in November. Three college wide themes emerged – teaching load, graduate faculty status, and branding. Have started addressing all three areas. We want to showcase the good things we do. Comment: GPC should consult departments for feedback.

Requests for faculty lines. Got all college funded requests, for total of 6. Provost does not think they will fund any lines.

UNITED FACULTY OF FLORIDA-FAU REPORT (Dr. Robert Zoeller)

Just completed collective bargaining. Salary increases beginning to kick in. New bargaining will begin again in about one year. Bargaining says annual assignment should be given at least 6 weeks prior to start date; already talked with provost about this; the Provost will send note to faculty informing of the 6 weeks requirement; if situation does not improve, may file grievance. Comment: Possible to work with administration on raises on an annual basis? Response: Bargaining every year is exhaustive; advantageous to have 3 year contracts; will be bargaining again in 2017.

UNIVERSITY FACULTY SENATE REPORT (COE Senators)

University Faculty Senators will be Drs. Bhagwanji, Brown, Bryan, Mountford, Schoorman, and Zoeller. Due to the late request in the selection of a senator between the FA President and Vice President, Dr. Baxley did not vote. Comment: Late requests or rushed voting should not happen in the future.

The upcoming senate meeting's agenda includes performance metrics and retention issues. Comment: Will provost will be speaking about SPE? Response: SPE got pulled from senate steering agenda. Comment: It's on senate agenda. Comment: Don't understand why SPE is on senate agenda because steering committee hasn't discussed it. Comment: Need to find best way to navigate the process; sitting at chairs' senate table was instructive, need to address our issues at senate.

OPEN DISCUSSION

Promotion and Tenure (Dr. Cynthia Wilson) – Third year portfolios are due on September 19; P&T portfolios are due October 14; many portfolios are not using P&T template; new template no longer requires database publications - instead explain in publications section; also new in 2016 template is if co-authors were undergraduate students, explain this in the research section; also include waiver form for external reviews, whether agreeing or not agreeing to see letters; cover sheet for external reviews now need to explain relationships with external reviewers and why it's appropriate for external reviewers to review; after the department has reviewed, the completion certificate is for the candidate to certify and candidate makes sure everything is in the right place. In COE, Ms. Linda Proctor will call candidates to review to ensure nothing is missing, in order, etc. Provost also noted that department chairs need to note how many external letters were solicited and how many were received; reasons for discrepancy must be provided; include all letters received; Provost said college letters differ in details; in COE, the department representative writes the letter for P&T feedback; we are detailed in COE, so that's not an issue.

On the Provost's website, there is now a letter for P&T about progress towards to professor.
Comment: In the past, there was a choice to do this. Response: The expectation is that associate professors are making progress toward professor, but it has not been shared with P&T. Comment: This is another example of policy posting but not telling anybody. This changes the P&T process; expect that something may come up soon about this; same issue for third year review included in P&T application. We are moving toward electronic portfolio, so digitize all work, maybe in place next year. COE P&T is reviewing our document to be in sync; will send draft to departments for feedback and revisions, and then to FA. When reviewing portfolios, review it critically in terms of substance and criteria data table. P&T representatives should ensure candidates are represented well. Comment: Policy about associate professor progress sounds like SPE. Response: It's not policy. Comment: CV format same in FAIR? Response: Use provost template for P&T, makes it easier for P&T reviewers. Comment: Provost website pushes hand, but SPE committee does not embrace that, and faculty writes the criteria for each college; we need to be thoughtful about the criteria. Response: When candidate does not follow recommendations in third year review, can see same thing happening for recommendations to associate professors. Comment: Is SPE developed at department or college level? Comment: Can be at department level. Response: Issues are by department.

Motion to extend meeting time until 12:10 pm made by Dr. Brady and seconded by Dr. Porcaro.
Unanimously approved.

DEPARTMENTAL REPORTS (see handouts)

Faculty were encouraged to visit Dr. Julie Lambert at 3670 Max Place #101, Boynton Beach, FL 33436.
Comment: Send helpful information about visiting Julie.

ADVOCACY RECOGNITION – Dean Bristor thanked for advocating 3/2 course load.

ADJOURN

Motion to adjourn was made by Dr. Ramasamy and seconded by Dr. Zoeller. *Unanimously approved,*
 12:09 pm.