
COE FACULTY ASSEMBLY STEERING COMMITTEE
MINUTES – NOT APPROVED
January 13, 2017, 10 am - 12 pm, Dean's Conference Room
Future FASC meeting date: March 31, 2017
Future FA meeting dates: January 27, 2017, and April 21, 2017

Attendance: Drs. Marinaccio (President), Mountford (Vice President), Bhagwanji (Secretary), Tessel (Archivist, CSD), Lieberman (EDLRM), Ramasamy (ESE), Ms. Catto (OASS); on phone conference: Drs. Emilianchik-Key (CE), Furner (T&L), and Zoeller (ESHP).

Meeting called to order at 10:08 am.

REVIEW FASC AND FA MINUTES

FASC minutes (October 28, 2017). Motion to approve made by Dr. Lieberman and seconded by Dr. Tessel. *Unanimously approved.*

Comment: Request Dean to address chair vote of confidence at department meeting? Comment: There is no meaningful evaluation for chairs/administrators; different standards are used for administrators, all get high ratings but not for faculty. Comment: Evaluation of chair should be by faculty. Comment: At Research 1 universities, chairs are appointed for several years and rotated. Comment: UF rotate chairs every 3 years. Comment: Ask departments to consider chair rotation every 3 years, in alignment with chair evaluations. Comment: Bring this as a college; ask Drs. Perry and Hawkins about possibility for chair rotations and vote of confidence. Comment: Announce at assembly that FASC representatives have been tasked with exploring process for chair rotation at departments.

FA minutes (November 4, 2016). Check with speakers/presenters about accuracy of the minutes.

FA GUEST SPEAKERS

- Invite Drs. Hawkins and Perry to speak about faculty and administrator evaluation processes (30 minutes)
- Invite CEL/OIT representatives to address faculty concerns about Canvas migration (15 minutes)

COMMITTEE REPORTS

- The COE College-wide Guidelines Committee met on December 7, 2016, to deliberate recommendations for Sustained Performance Evaluation. The committee consisted of the following representatives: Drs. Ramasamy (ESE, Chair), Maslin-Ostrowski (EDLRM), Baxley (CCEI), Furner (T&L), Williams (CSD), Zoeller (ESHP), and Emilian-Chik (CE). The recommendations clustered around the required contents of the SPE file, the role of individual academic units in forming peer evaluation committees and peer evaluation criteria, the role of the peer evaluation committees, keeping of SPE records, and faculty responsibilities. Comment: Vote on SPE policy at next assembly meeting? Comment: Yes, seek approval from FA on January 27, 2017. Comment: Send reminder to faculty to contact their SPE representatives with any questions about the recommendations. Comment: Ask Dean about due date for SPE? Comment: Do it in conjunction with P&T timeline? Comment: Dr. Michelle Hawkins has not clarified. Comment: Revise #3 - remove "however" and make the second sentence as #4. Comment: Seek permission from college-wide committee to mention their names and changes suggested by FASC.
- Invite Dr. Susannah Brown to speak about community engagement initiatives across FAU colleges and Academic Service Learning in courses taught in COE. Comment: How do these impact our annual evaluations? Comment: Some chairs may not agree to include community

engagement activities in annual assignments. Comment: Annual assignments are completed at the beginning of the year, but can add activities that emerged in annual evaluation.

OLD/CONTINUING BUSINESS

- Constitution change to add language about UFS representation. Comment: Develop paper ballot for voting at next assembly meeting.

NEW BUSINESS

- **Faculty Assembly and Senator Elections – Nomination and election processes**
 - Comment: Ask FA representatives to seek nominations for Vice President, Secretary, Archivist, and four Senators. Nominations will be due by February 28, 2017. Electronic voting will be completed by March 31, 2017. New officers will be presented at the April 21, 2017, Faculty Assembly meeting.

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

UNIVERSITY FACULTY SENATE REPORT (COE Senators) - deferred

DISCUSSION OF POSSIBLE ITEMS/ PRIORITIES FOR JANUARY 27, 2017

- **Agenda Items**
- **Dean's Talking Points:**
 - Announcement about chair rotation process
 - PowerPoint Presentation of Program Review
 - Outside activity/employment reporting changes – also conflict of interest form; comment: are these different forms? (see Provost website for policy)
 - 3/2 load next year, continuing?
 - Address annual evaluation questions; due date for annual evaluation to COE?
 - Faculty graduate status – process?
 - FA Officers – courses releases?

OPEN DISCUSSION - deferred

ANNOUNCEMENTS - deferred

DEPARTMENTAL REPORTS

- Faculty activities and accomplishments from November 2016 through January 2017; please submit to Dr. Bhagwanji, ybhagwan@fau.edu by January 24, 2017)

Motion to adjourn made by Dr. Mountford and seconded by Dr. Furner, 11:58 am. Unanimously approved.