

COE FACULTY ASSEMBLY MINUTES

March 20, 2015

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

Attendance:

<u>Communication Sciences and Disorders</u> Dr. Tessel	<u>Counselor Education</u>	<u>Dean's Office</u> Drs. Bristor, Krisch, Shepherd
<u>Curriculum, Culture, and Educational Inquiry</u> Drs. Allgood, Bhagwanji, Gatens, Hyslop-Margison, Schoorman	<u>Educational Leadership and Research Methodology</u> Drs. Hardman, Lieberman, Morris, Mountford, Shockley, Vasquez	<u>Exceptional Student Education</u> Drs. Brady, Miller, Ramasamy
<u>Exercise Science and Health Promotion</u> Dr. Zoeller	<u>Office of Academic and Student Services</u> Ms. Catto	<u>Teaching and Learning</u> Drs. Ariza, Fritzer, Marinaccio, Ridener, Towell

Guest: Dr. Ed Pratt (Dean of Undergraduate Studies)

WELCOME NOTE AND ANNOUNCEMENTS (Dr. Mountford)

Meeting called to order at 10:01 am

Motion to approve the January 2015 Faculty Assembly minutes was made by Dr. Ramasamy and seconded by Dr. Tessel second; *unanimously approved.*

Drs. Mountford and Zoeller had consulted with FAU President Kelly and Provost Perry about the performance metrics and were informed that there will be significant salary increases if the metrics improves, as will be short- and long-term plans for continued improvement. They wrote a positive note thanking administration on their efforts.

The purpose of department visits by President Kelly and Provost Perry was clarified as being part of the strategic plan and solicitation of more feedback –individual faculty and departments were encouraged to respond by Wednesday, March 25, 2015. The strategic plan goes to BOT in April 2015 meeting.

Counselor Education's Rehabilitation Program is ranked 24th in the nation.

Dr. Paul Peluso received the 2015 Professional Development Award from the American Counseling Association.

Dr. Nancy Brown received the 2014-2015 COE Distinguished Teacher of the Year Award.

A note of thanks was extended to Dr. Bristor, COE Dean, for refreshments provided.

NEW BUSINESS

Dr. Pratt presented on, and responded to questions about, grade forgiveness policy, student notification of poor performance, and online SPOT issues.

The three policies related to *Student Success* were grade forgiveness, late withdrawal, and no credit. **Grade forgiveness** can be provided to no more than two courses at the upper division level. **Late withdrawal** policy was recently passed and begins this semester on April 3, 2015; this policy is in line with SUS institutions and will help students with financial aid if courses are withdrawn late in the semester. **No credit** policy applies to Intellectual Foundations Program (IFP) courses only and is designed to help students in their first year of studies; this policy takes effect this semester and is designed to encourage retention of students. Faculty question: Any policy pertaining to retaking the same course multiple times? Response: Maximum two times can be taken, with instructor approval. Faculty question: Includes withdrawal? Response: Withdrawal not always due to academic issues; this issue can be brought to senate. Faculty question: Can colleges have tougher policy? Response: Yes. Faculty question: How does withdrawal work with fast track courses? Response: That's challenging. Faculty comment: Please address caveats in policy and inform students during the application process to fast-track courses which policies apply or do not apply. Faculty question: Please speak about early warning system. Response: One key measure is implementation of the new advising system (STARFISH); if students are not passing assignments as recorded in Blackboard (BB), give heads up to students about being at-risk for failing; also inform students about the context in which the grades are interpreted; OIT can assist in helping set-up grade center; faculty are encouraged to contact Dr. Pratt for any assistance that may be needed. Faculty question: What about the early warning notices that students receive? Response: Faculty will be informed about the flags and, beginning in Fall 2015, all courses will be included in the early warning system. Faculty question: Do the notices go at the same time? Might it not be better for faculty to be informed first, so they may alert and work with students before the notices go out to students? Faculty question: That is a good idea and we will work on it.

Faculty question: There have been issues with fast-track online SPOTs due to differing timelines. Response: Fast track schedules for SPOTs have not been worked out. The three parties involved (faculty who set online SPOT policies, processing by my office, and Institutional Effectiveness & Analysis (IEA)) have to work together; must get list of fast track courses and communicate with Registrar's Office. Faculty question: Are online SPOT completion rates decreasing? Response: Five responses or less are not counted; response rate has gone down, but spread of score is about the same. Would like work on a shorter SPOT version, which may lead to higher response rates. Faculty comment: The current SPOT has not been validated; if this is an issue, then attend senate to provide feedback. Faculty comment: Items are being brought up in committees at senate, without input from faculty. Faculty comment: Bring items to department faculty first, before senate approval. Faculty comment: the metrics requirement created a climate for different decision-making. Faculty comment: Automate the system in involving faculty; send email for feedback loops; senators of FA need to bring it to senate; respond to calls for feedback from UFS. Faculty question: What was the most significant in contributing to metrics information? Response: Graduation rate; received zero points in academic progress. Faculty comment: We are always in crisis mode; what we need is better communication/feedback loop and increase participation of faculty by going to departments. Response: We need greater faculty involvement, is minimal to date. Faculty comment: Faculty feel their feedback does not matter; decisions are made despite the feedback.

Please email Dr. Pratt if there are more questions.

Non-Tenure Track (NTT) promotion guidelines and committee composition

The concern about the role of a faculty vote at the department level (either to vote on the portfolio itself, or a vote not to have to review the portfolio) was discussed. Applications need to include a “unit” vote for NTT promotion; this is part of the faculty governance process. Voting on instructor promotion is the department’s decision, not an administrative one. Departments may decide not to vote but that needs to be evident. Faculty should drive promotion decision and NTT committee votes on the candidate. Provide suggestions to NTT committee for departmental-level policy as it is important to be consistent. Committee composition is important to consider with administrator involvement.

The 2015-2016 COE Faculty Steering Committee, Executive Team, and University Faculty Senators were announced.

CONTINUING BUSINESS

United Faculty of Florida (UFF) report (Dr. Zoeller)

Sexual harassment training will not be tied to annual evaluation. The training will be handled by human resources. Faculty are encouraged to complete it.

Faculty salaries –Overall salaries declined, except for steady rate held for Assistant Professors. Have problem with administrative bloat. Faculty wants to see a plan for faculty raises due to uncertainty in future years.

Closing next week on **collective bargaining**. An issue is secretive nominations of high level positions. Union has a PAC and wants to work more closely with lobbyists and be more politically active.

University Faculty Senate (UFS) report (Dr. Schoorman)

Dr. Pratt covered most items to report; communication system is in place at FA; supposed to have faculty senators represented at UFS to raise issues and provide feedback; senators should send items to FA President; decisions have upset faculty because of the budget threat; review to see if the decisions made were effective; administration was looking for input in a short time and it was more of a response to respond to metrics. Faculty must try not to compromise communication.

Send feedback to senate about campus gun control. Faculty comment: Need coalitions to keep track of the bill’s progress and communicate with stakeholders. Legislators will listen to larger coalitions. UF president was a former senate majority leader; he is against the concealed gun law. Faculty comment: The bill has passed the education committee and is now at judiciary committee; need to stop it through senate chair.

CAEP report (Drs. Shockley and Hardman)

CAEP visit is April 11-14, 2015 – this will be the last opportunity to present update at FA; purpose is to prepare everyone for the visit. The Continuous Improvement Plan (CIP) team

met with the CAEP Review Team Chair at AACTE; the chair was complimentary of the college and its program. Two CAEP observers and a Florida COE observer will be joining. Only looking at initial preparation programs (primarily) and advanced K-12 programs will be reviewed.

Sunday, April 12 2015 - discussion officially starts, with an overview and tour (e.g., conditions COE has been operating under). Interviews will start in the afternoon with school officials or representatives primarily.

Monday, April 13 2015 – the CAEP Review Team will visit schools in Palm Beach and Broward Counties. Interviews with the COE Assessment Committee members will take place late morning, with CIP and Diversity committee interviews in the afternoon. At 3:30 pm, a faculty forum with the review team will be held.

Tuesday, April 14 2015 – the CAEP Review Team will report their findings to COE administration, along with an exit report for faculty.

The review will focus on (a) program improvement and quality data; (b) program impact; (c) clinical practice and program partnerships, and (d) continuous improvement plan (CIP). Data sources for review will include LiveText, OASS, Office of Institutional Analysis and Effectiveness, FAU College Assessment System database, FL DOE, and FL Board of Governors.

Reports describing summaries and findings will be posted on the college website.

DEANS TALKING POINTS (Dr. Bristor)

Non-Tenure-Track (NTT) promotion process is new; keep discussing and figuring it out.

Budget – searches will continue; summer salaries will be the same as last year (12.5% for first course, \$6000 for second course, third course at adjunct rate); metrics findings will be sent to faculty.

Centralized scheduling –a workshop for Associate Deans/Chairs was conducted; new scheduling system is not being implemented yet (not in summer or fall) –3 hour blocks will remain, with nothing new noted with scheduling

Faculty evaluation – the consensus is need for common terminology- will be helpful in collective bargaining; there is agreement to get away from the %s; COE will continue using what we have

Departmental Reports (see handout)

Meeting adjourned at 12:05 pm. Motion made by Dr. Schoorman and seconded by Dr. Marinaccio. *Unanimously approved.*