

College of Education
Faculty Assembly Steering Committee
Friday October 19, 2012 (10:00am – 12:00pm)
Boca, ED 356
Minutes

WELCOME

The meeting was called to order at 10:00 AM by COE FA President Brown.

ATTENDANCE (Alphabetical)

Ray Amirault, Traci Baxley, Susannah Brown, Traci Catto, Alyssa Gonzalez-Dehass, Mary Lou Duffy, Connie Keintz, Philomena Marinaccio, Paul Peluso, Robert Zoeller

ANNOUNCEMENTS

Faculty Assembly:

Friday, November 2, 2012	10am-noon Boca ED 313 (other campus rooms TBA)
Friday, February 15, 2013	“
Friday, April 19, 2013	“

Faculty Assembly Steering Committee

Friday, February 1, 2013	ED 356, 10am-12pm
Friday, April 5, 2013	“

Faculty Assembly Executive Committee

Meeting with Susannah Brown, Mena Marinaccio, Ray Amirault, Traci Baxley, and Dr. Bristol on October 19, 2012 at 1pm-2pm.

APPROVAL OF MINUTES

A motion to approve the August 24, 2012 FASC meeting minutes was made by Philomena Marinaccio. Mary Lou Duffy seconded the motion. The minutes were approved by unanimous vote. Traci Baxley will forward the approved minutes to be posted under the FASC section of the COE web site.

Old/Continuing Business begins next page

OLD/CONTINUING BUSINESS

REPORT ON DEAN'S EXECUTIVE MEETING ON OCTOBER 11, 2012

KEVIN LANNING (FACULTY ASSISTANT TO THE PRESIDENT ON CONTEMPORARY SOCIETAL ISSUES AND CHALLENGES)

- Kevin Lanning is encouraging discussion with the different departments, and would be available to speak to faculty in each department to formulate how this issue is connected to the COE (he has already spoken at CCEI).
- John Sperry (Counseling and Psychological Services) was also in attendance, and he can, as well, come to classes and speak, or to refer a student to if needed. John Sperry is in Building 8.

UNITED WAY

- The COE representative is Darleen Epperson.
- A visitor from Davie, Jeanne Stinchcomb was also present, and encouraged everyone to participate in the United Way.

FAU BRANDING

There was a concern that all departmental information that will be used to advertise/present to outside audiences be sent to Teresa Crane for approval and FAU branding.

Question: If presenting at a conference and a PowerPoint presentation is used, are faculty required to have the presentation format approved through Teresa?

Response: If one contacts Teresa Crane, she can send several approved, branded PowerPoint templates that can be used for presentations, conferences, etc. Using these templates for presentations, conferences, etc. is important, as their use is related to the growth and development of the Institution at large.

FACULTY IN RESIDENCE

There is an initiative from the Provost and President concerning the new dormitories on the east side of the Boca campus to have a faculty member to live with 600 freshmen in the dorm. The appointed person will be involved in a variety of academic and social events connected with this. A furnished apartment, with all meals are provided. Students in other institutions have been seen to bond with faculty when this approach is used, and is aimed at faculty/student interaction beyond the classroom. If interested, please contact Dr. Bristol.

CATALOGUE REVISIONS

These are due Wednesday, Nov 7th to Maria Jennings, which means, prior to that time, revisions must be sent to Deborah Shepherd. Please contact Deborah Shepherd if any revisions are needed.

ACCEPTANCE FOR GRADUATE PROGRAMS

Acceptances for graduate programs for Spring 2012 are due to Denise Prescott by Friday, November 30.

FORM 9 FOR GRADUATE STUDENTS

- Dean Rosson wants us to submit this form only once right before a student graduates, not every time a change to the student's program is made, to reduce the number of submitted forms.
- Dean Rosson's middle initial ("T") must be included on the signature page for all dissertations, or the form will be returned from the Graduate College.

COE DEVELOPMENT OFFICER

The Dean and the Committee are still searching for this position.

HALL OF FAME ALUMNI NAMES

Please send to Dr. Bristor by November 13th. Each submission will need a letter of support, plus a resume. During the award ceremony at the Alumni Center, a student from the department that the alum is from will present the award.

CHANGES TO THE COE ORGANIZATIONAL CHART

A desire to revamp the chart arose surrounding NCATE. Some topics were discussed:

- The Director of Assessment and Program Evaluation (originally under the Associate Dean for Assessment, Northern Campuses) should now be under the Dean.
- Addition of the Holocaust Center.
- Arrows between FA and the Dean should be double-headed (bi-directional).

COE SCHOLARSHIP STUDENT APPLICATIONS

- These should be reviewed and awarded by the end of semester.
- Andrew Robeson recommended that we check the course schedule for associated lab fees, as these were unintentionally left off on random courses.

Question: Is the Assessment Fee and Distance Learning Fee separated?

Response: Dr. Bristor answered during FA executive meeting that each fee has a different account code.

SEARCH FOR COE POSITION SEARCHES

- CSD: Assistant Professor.
- CCEI: Chair Search and Full Professor (TESOL).
- T&L: Assistant Professor (Effective Teaching Practices).

If your department believes that a position involves work beyond teaching, research, and service, (i.e. complex scheduling, major accreditation responsibilities, etc.) the point was made that the Associate/Full Professor position is more appropriate for that type of line, rather than a person still moving through the promotion and tenure process (Assistant Professor). This creates a rationale to provide to the Dean and the Provost that the search be upgraded to someone who is already tenured. (This applies to future searches, not for the current set of searches.)

NEW BUSINESS

FACULTY SENATE REPORT

Faculty Senate will be meeting November 7th after Faculty Assembly. The President could not attend that meeting, but the Provost spoke for her. The Senate President spoke about the following items:

- Issues influencing increased graduation rates, and how FAU is envisioned to be a resident campus in 10-15 years, motivated primarily because of competition from online/for profit universities.
- Committing to programs that lead to a degree.
- Delivering diverse programs is not the same as maximizing profit in the summer. There is apparently still no policy for the summer.
- The need for some low enrollment classes, particular in regards to doctoral classes, and that there should be no automatic course cancellations.

Paul Peluso attended the meeting on October 20th, the Senate President (Bill McDaniel) made a good case and expressed concern about how the summer classes were handled this past year. The Provost responded that there was some miscommunication about which courses could and could not be offered.. A discussion on the Excess Hours Legislation also took place (undergraduate students will pay a 50% surcharge over 120 hours unless approved in their degree program; the "10% Rule"). This rule will be enforced from this point forward. This rule will potentially become an issue for those departments that generate FTE from minors, because it will discourage students from taking a minor. This legislation is attempting to address program completion (FAU has an issue with degree completion). The students need to know that a "W" or an "F" grade will count (out-of-state courses do not count). Deborah Shepherd recently sent out an email message concerning this, and that a reverse in the policy might allow ESE and Elementary and Secondary Education to remain unaffected. There are some loopholes for military and medical excuses.

Additional items discussed in this meeting:

- Restructuring of general education from 36 to 30 credits by 2014 to increase consistency across universities.
- Deborah Floyd stated that she wants the Graduate College and the COE involved in strategic planning.

PROMOTION AND TENURE

- This topic will be consistently covered at each Steering Committee and Faculty Assembly meeting.
- The motion made to recognize Andrew Brewer in the previous Faculty Assembly was viewed as a positive statement concerning his work at FAU.
- The COE should carefully review the College Criteria Guidelines to ensure that college criteria conform to the university-level criteria.
- It was mentioned that the importance of teaching and service be recognized. At FAU, good teaching is expected, but not emphasized; research, however, will go under the microscope, as it does at all doctoral awarding institutions. Teaching and service are important to promotion and tenure, and administrative and faculty values should reflect this importance.. It was clarified that research and scholarship is what will be carefully reviewed once past the COE Promotion and Tenure Committee. Teaching and service are important, but in the push to make FAU more like other institutions, research will be emphasized in the P & T process.
- The QEP is connected to research, but is also related to teaching. The QEP members are very interested in working with COE faculty, and getting faculty more involved in QEP.

- These conversations are important because they assist us in thinking about how we can best be prepared for all promotion and tenure processes.
- Support systems are important for promotion and tenure. Many R1 institutions do not have a 3/3 load for teaching, and it is easy to get bogged down with teaching when enrollments are higher and all assessment is the responsibility of the professor for those courses. How can FAU support an environment that facilitates faculty research?
- The other aspect of this P & T support system involves the departmental chairs providing high quality and accurate annual evaluations.
- An open question is whether the Departmental Chairs are getting the support that they need in order to provide this type of detailed review for annual evaluations.
- It is important that faculty members and administration pay careful attention to 3rd year review in order to prepare those faculty for promotion and tenure.

GRADUATE PROGRAMS COUNCIL: MASTER'S DEGREE REQUIREMENTS PROPOSAL (DRAFT)

- Some departments have already experienced student petitions concerning this policy.
- A problem with draft proposal is that the policy is already being implemented/enforced in violation of the Catalogue's language (*e.g.*, masters degree students are required to complete 30 hours, and of those, half must be at the 6000 level). A follow-up with Deborah Shepherd indicated that the problems with students were cleared and moved through the Graduate College for the students' graduation approval.
- The memo sent earlier this year by the COE Graduate Programs Committee to both Dean Bristol and Dean Rosson described some of these concerns. This is being brought up to FASC now so that each department can be made aware of this issue.
- We are proposing that issue be addressed in the November 7th Faculty Assembly meeting, when both the President and the Provost will be present. It was proposed that the FASC send questions to the speakers ahead of time so they can be prepared to address them.
- The electronic plan of study is in progress. The COE should have this ready for rollout in February 2013. There are three types of users for this system: program administrators, evaluators, and the Graduate College. The current flow, where a faculty advisor signs off on the form, then the Departmental Chair, and then the Graduate College, will not be changed.
- A lengthy discussion occurred in the Graduate Programs Committee last month about the COE process for new programs and new tracks.
 - The University Graduate Council formed a special committee to review changes to the Catalogue, etc. This is an issue that will need to be addressed, but perhaps not as soon as the next Faculty Assembly.
 - COE department courses were turned back because the courses constituted a new program or a new track. In addition, in a survey that came from Broward College, faculties within a single department were approached to start a new doctoral program. There is confusion within faculty groups about how programs, tracks, and degrees get started and eventually moved through the College Curriculum Committee. Faculty have control over curriculum, but there is a concern that faculty will not maintain their voice in this process, and this is the reason why it should be discussed in Faculty Assembly.
 - The spring may be the best time to discuss this in Faculty Assembly.

FACULTY VOTING

At the last Faculty Assembly, the Dean had a question concerning voting related to a previous copy of our bylaws (Section 2, Membership). The wording of the bylaws is "INCLUDING" those on leave of absence,

sabbatical, or medical leave. In the previous edition of our bylaws, the text reads, “EXCLUDING.” The minutes do not reflect that this wording change had been discussed and voted upon. It is necessary therefore to bring this up again to the Faculty Assembly to formally change the wording of the bylaws. Susannah Brown offered to make this motion at the next Faculty Assembly. Upon a vote, this would bring our Faculty Assembly laws and bylaws up to date. A possibly related issue to voting is the new policy on promotion of non-tenure track instructors.

MERIT PAY

Deborah Floyd spoke about this issue in the last Faculty Assembly. The COE had previously compared salaries with the OSU data, but have not done this for years because we have not had merit pay or a Merit Group to analyze this data. Deborah Floyd had formally requested from the Dean to follow up on this, and that an electronic copy of this data be provided. Susannah Brown asked if this should be brought up again in Faculty Assembly. It was suggested that Susannah Brown contact Deborah Floyd to inquire if this data had perhaps been sent directly to Deborah Floyd.

QUESTIONS FOR PRESIDENT SAUNDERS/PROVOST

These questions will be sent to the President and the Provost ahead of the Faculty Assembly. We should also encourage all faculty to attend this meeting. We should also send out a general e-mail to the entire faculty to encourage attendance, including a listing of the issues that are to be discussed. Susannah Brown and Ray Amirault will work to develop a message, and will forward the message to Kristy DeMeo for general distribution. Questions for discussion at the Faculty Assembly meeting:

1. Graduate Credit Hours draft document
2. Faculty support for research (course releases; comparable input for comparable output between universities with similar policies to support faculty research)
3. Desperate need for new faculty lines, and the process for making decisions on lines
4. Lack of marketing provided to the COE, even though we are in a very competitive market in south Florida
5. Summer rotation
6. Low enrollment classes

Guests attending our November 2, 2012 Faculty Assembly Meeting:

- President Saunders
- Provost Claiborne
- Dr. Kevin Lanning, Faculty Assistant to the President on Contemporary Societal Issues and Challenges
- Dr. Monica Orozco, Assistant Provost for eLearning

DEPARTMENTAL REPORTS

- All departmental reports are due by Wednesday afternoon, October 24th.
- It was agreed that it is extremely important each department should have something to report, particularly in light of the guests speaking at this next Faculty Assembly.
- Items previously reported should not be re-reported.
- Regarding Meredith’s proposal on soliciting departmental information, the current method for reporting was supported by a number of individuals, but it was also stated that Meredith’s idea

for soliciting information can be considered as an additional technique. The FASC will not proscribe exactly how this information is collected, other than the stipulation that we should not report again items previously reported.

- It was asked if there should there be a College-level report for accomplishments at the college level.
- OASS departmental report and some information from Teaching and Learning has been received; other representatives all agreed to send information by the 10/24 due date

The meeting was adjourned by COE FA President Brown at 11:40 p.m.

Submitted by:
Ray Amirault
Secretary, COE Faculty Assembly