

College of Education  
**Faculty Assembly Steering Committee**  
Friday, April 5, 2013  
Boca Education 356  
**10-12 p.m.**

**Minutes**

**Attendance:** Bob Zoeller; Victor Wang; Paul Peluso; Meredith Mountford; Mena Marinaccio; Connie Keintz; Alyssa Gonzales-DeHass; Susannah Brown; Traci Baxley; Ray Amirault.

**Welcome!**

**Future Meetings:**

**Faculty Assembly:**

Friday, April 19, 2013, 10-noon Boca ED 313 (other campus rooms TBA)

**Faculty Assembly Executive Committee**

Meeting with Susannah Brown, Mena Marinaccio, Ray Amirault, Traci Baxley, and Dr. Bristol on April 12, 2013 at 10 a.m. - 11 a.m.

**Old/Continuing Business**

- Executive Committee 4/12/15 meeting with Dean Bristol. New officers will be invited to join.
- Approval of Minutes from February 1, 2013 FASC meeting. Paul provided date correction for minutes (page 4). Motion made to accept minutes after this correction by Paul Peluso; Seconded by Bob Zoeller. No discussion being made, minutes were approved by unanimous vote (no nays, no abstentions).
- A motion was made by Susannah Brown to thank Ray Amirault for taking minutes this past year. Seconded by Bob Zoller. Motion passed unanimously, no nays, no abstentions.
- Kristy DeMeo was thanked before her departure for her help with FA/FASC announcements during the past year.
- New elected members for FASC were congratulated.
- The FA President is provided two course releases for each semester, and Secretary is provided one course release per semester (Fall and Spring semesters only.) If a person decides to teach three courses, the third will be treated as an overload.
- Congratulation to Meredith Mountford on her election to Vice President of the Union! (She will also be serving as a Senator for the COE, as well as VP for FA).
- There are two COE members running for the University Faculty Senate Steering Committee. Remember to vote if you are a UF Senator! One may vote for up to three individuals for UFSenate Steering Committee (Stuart Galup, Meredith Mountford, Deborah Floyd, Bill Bosshardt, Bruce Arneklev, Hari Kalva). For the University Faculty Senate Academic Planning and Budget Committee, one can vote for up to four individuals (Kevin Lanning, Chris Beetle, Jerry Haky, Ali Farazmand, Dianne Wright, Bill Bosshardt, Morton Levitt, Rose Sherman, Fred

Hoffman, Kumi Diaka, Michael Harris) Voting is performed through the MyFAU portal under the "Vote" tab.

- The importance of being aware of these elections and supporting College members who are choosing to run was discussed.
- Report on Dean's Executive Meeting on April 4, 2013 by Susannah Brown (Paul Peluso also attended). Of note:
  - Annual evaluations are soon; please be working with your chair to complete these.
  - Annual assignments should also be worked on soon as part of this process.
  - The Provost has sent a memo to the Deans that the Provost must approve a course at partner campuses before it can be added to the schedule. A set amount of money will be allocated by the Provost for this purpose. A justification form must be submitted. Even if the course is via distance learning the course must be coded to a campus for purposes of FTE. (A videoconference course, however, can be held on a partner campus and beamed to another campus, for example.) This issue can be brought up at the faculty union executive committee meeting later today.
  - CEL-1001 courses. Many faculty have gone through this, and others are currently enrolled. The eLearning agreement is that if the course developed in CEL-1001 it is taught as an overload and an overload payment of \$6,000 is made from the eLearning budget. Because of the 105% limit for this summer's budget, in some departments these eLearning courses were not used as an overload, but as one of the traditional two courses. Although the budgetary constraints are understandable, this was not the agreement as some faculty understood. (The overload was to be determined in conjunction with the Chair and then approved by the Dean. Monica Orozco is not a part of that decision.) This is more of an issue for summer.
  - The contract says we are guaranteed only one class (at 12.5%) for summer. A second class, if offered, must also be offered also at 12.5% for summer. A third class if offered, is usually offered at adjunct salary.
  - Question: if a department or a college decides that they will offer two courses per faculty member, and the majority of faculty are teaching two courses as their summer load and some full time in-unit faculty are only receiving one course, is this a violation of the contract? Response: This could also be brought up at the faculty union executive committee meeting. The load across summer and across faculty should be equitable. The contract only requires one summer course to be offered.
  - Offer letters for positions are due soon. Andrew Robeson is working with the Dean to get clarification on how to fill out the forms to get the needed positions.
  - Reminder: Office hours are to be two hours per week. This is a Provost memo policy; the contract does not state this requirement.
  - Reminder: during exam week, classes must meet.
  - This is not in writing or in a policy statement, but is implied, that no faculty should be in a 100% online teaching assignment during the fall/spring semesters. The Provost said this in a meeting with the Dean, but there is no official written policy on this. This should be a faculty discussion.
  - Mena will be attending the summer executive retreats, as well as the next Executive Committee (as President) meeting in May. Terry Rossi will work with Mena on dates for next year's FA, Executive Board/Dean and FASC meetings.

## **New Business**

- OSU Faculty Salary Data review Update
  - Addressed at the last FA meeting by the Dean
  - Susannah put forth a call to see who could work on this
  - Dean Bristol agreed to acquire the data
  - Victor Wang agreed to work on this before spring break
  - Because this is a market equity report, and that there is no money for this at the current time, the question is, are we still interested in pursuing this?
  - The PowerPoint completed in 2010 for this would be the model by which we work, with only faculty salaries compared to the OSU data. The data is broken down by CIP code.
  - This would be a college report, based on CIP codes. The report would have to be given at the latest on the FA on 4/19/13.
  - Do we want to use what the administration is putting forth to compare with COE salaries, or use the OSU data for comparison? We could table this until the fall, if necessary. There may be budget monies coming in the fall, and we may wish to wait until then. We could ask again in the full FA meeting if a committee can be formed to have this done in the fall.
  - Victor and Mena have agreed to work on this. It was decided to work on this in the fall and announce this at the FA meeting on 4/19/13.
- COE FA- Outgoing President's Report and Incoming President's Report. This will be very brief, covering what we have covered during the year, and Mena will be projecting what will be covered in the next year (scheduling, budget, etc., but there will be other things, policy, constitutional amendments, etc.)
- COE FA Constitutional Issues.
  - Should these discussions ideally be brought up in individual department meetings, and then brought to FA for discussion? A number of departments have this scheduled for discussion before and after the next FA meeting. The issue about whether non-tenure track instructors should have a vote in FA should be openly discussed in order to arrive at a conclusion in an open manner.
  - In Section 3, page 7, formal, annual evaluation of Deans and Associate Deans. Susannah asked about this in FA, but the response was that the 360 evaluations were already being conducted, so there was lack of clarity on how to proceed. On the year of a 360 evaluation, the evaluation task of the FA could possibly be suspended, since everyone could already participate in that process. Susannah can bring up the issue again in the Faculty Assembly. The constitution says that that an evaluation must be done; we could simply add the language about conducting the evaluation in conjunction with 360 evaluations.
- Promotion and Tenure Discussions. There was an e-mail from Chair of College Promotion and Tenure Committee, Cynthia Wilson (also the COE representative on the University Promotion and Tenure Committee), that she was unable to make the last Faculty Assembly, and will be attending the 4/19/13 Faculty Assembly to speak. Cynthia developed a memo to provide dates for all P&T meetings, and will also take questions at the Faculty Assembly.

## **Discussion of Possible Items/Priorities for April 19, 2013 Faculty Assembly Meeting**

- Dean's Talking Points

- Budget
  - Summer, fall, and spring scheduling
  - Research Taskforce update (Don Torok is Chair)
  - Marketing Committee and marketing initiatives
- Dr. Diane Alperin and Dr. Claiborne have been contacted by Terry Rossi requesting their attendance, but have not yet been confirmed. They have requested that we do not put their names on the agenda at this time until they are able to confirm.
  - P&T – Cynthia Wilson
  - NCATE/CAEP Core Working Group

Susannah Brown motioned to extend the meeting for five minutes, without objections.

- Departmental Reports. This was originally moved to a written format to save time during meetings. These written reports have grown very large over time; it is recommended that these should be concise, and cover highlights since the last meeting.
- Each Department should make decisions as to the exact content in their Departmental Report
- Departmental Reports must be submitted by the due date (which is at least seven days prior to the Faculty Assembly).
- Ray Amirault requested that each Departmental Report be submitted in a single communication in final format.

Susannah adjourned the meeting at 12:15pm, and thanked the entire FASC for their service during the 2012-13 year.

**End minutes.**

Submitted by Ray Amirault, Secretary, COE Faculty Assembly.