

Minutes of Faculty Assembly Steering Committee Meeting-August 31, 2005

The First meeting of the Faculty Assembly Steering Committee was held on August 31, 2005, as it was postponed from August 26 because of university closure due to a hurricane. The meeting was held at the Melby Center (Department of Educational Leadership) at 10am. presided over by the President, Dr. Valerie Bryan. Those present: Valerie Bryan (President), Deb Harris (Vice-President), Joseph Furner (Secretary), Bob Zoeller (Archivist), Mary Lou Duffy, Paul Peluso, Don Ploger, David Weerts, and Dale Williams.

Valerie began the meeting welcoming everybody and we then introduced ourselves while waiting for some using teleconferencing to arrive.

Committees

Valerie asked all of us to be sure to read the constitution and reviewed and clarified our roles as members of the Faculty Assembly and Steering Committee. Including the following:

Role of Steering Committee.

- Serves of interpreter of the Faculty Assembly Constitution
- Represents the Departments and/or Standing and Ad Hoc Committees
- Sets the agenda for Faculty Assembly meetings.
- Identifies “where we go from here”
- Identifies “what needs to get done” (while respecting we are all extremely busy people)
- Identifies “what do we need to achieve”
- Serves as a means to moderate the climate of the College (and possibly serve as an aid in the healing process)

Valerie reviewed the current Standing and Adhoc Committees with the members.

Old Business

Dale Williams gave an overview of the Faculty Assembly Final Report for 2004-2005. Paul Peluso made the motion to accept the report and thanked him for his service to the COE. Valerie seconded the motion and the report was accepted.

Valerie updated all members with status reports on the Dean's Evaluation and Tenure and Promotion Issues with some discussion about the Provost coming to visit the COE to go over the Dean's evaluation. The upcoming Faculty Assembly meeting will also have an agenda item dedicated to T&P issues to inform faculty of what is going on at all levels. Mary Lou Duffy briefly shared what she knew about the COE Policies and Procedures as related to Faculty Governance.

Dale Williams briefly shared some previous FA motions from last year related to salary equity, gender issues, and FA membership. Dale will be working the Dean and Dr. Bristol to see that these motions are addressed and follow-through is achieved.

Don Ploger shared that the Democratic Decision-making Committee would be sharing and making recommendations by way of a formal committee presentation at the upcoming FA meeting in September.

New Business

Valerie led discussion as it related to the Dean's Executive Council. Concerns about the Dean using faculty lines to cover summer pay and overall budget of COE issues were raised. Discussion of follow up by the Dean on motions was discussed and Valerie suggested we design a template for suggested motions and Paul Peluso offered to develop the form, this would be a form of better record keeping and accountability of concerns.

A discussion related to the lack of attendance at FA meetings and low return rate on surveys was shared. Valerie asked Bob Zoeller if he would be willing to write a "think piece" on the importance of all COE faculty being more involved, voting, etc. and include a short survey.

More discussion occurred related to policy and procedures for the COE and NCATE preparation. Mary Lou Duffy said she would be in contact with Cindy Butler who is on the committee to find out where they are since Valerie pointed out that this document needed to be completed by October.

Discussion about the MYFAU Faculty Assembly Group was shared. Bob, Joe, and Paul are all working on aspects and getting permission from Andrew Binder to access the group to add the FA calendar and other documents so that the COE faculty can access the information easily.

Don Ploger suggested that each year a single-page Executive Summary be created to list concerns and ongoing issues that need to be addressed by the Dean and COE. This would serve as a document of accountability so that motions and concerns from the FA Committee are addressed by the Dean. Improving communications in the COE and by the Dean were emphasized in the group discussion.

The Spring Retreat was discussed. Placing an item on the survey that Bob is creating survey was suggested to see if the COE faculty want another retreat. Valerie charged Deb Harris with investigating the Spring Retreat location and date.

Valerie and Don shared with the group briefly about voting procedures and how this still needed to be ironed out for this year. Don suggest hardcopy votes for everything.

Discussion on getting clarification on who is on all Standing/Adhoc Committees currently and to identify each and its members. Joe Furner will provide sign-up lists and collect information at the first FA meeting in September to clarify all committees and members on each.

The following was a tentative agenda for the FA meeting for September 16, 2005, the current order may change for the actual meeting:

Agenda for Faculty Assembly Meeting – September 16, 2005

Welcome & Introduction of Leadership Team and Steering Committee
Recognition of Members for a Quorum

Old Business

1. FA 2004-2005 Summary Report & Matrix: Highlights-Dale Williams
2. FA 2004-2005 FA Evaluation: Written Summary- Valerie Bryan
3. Motions for Vote-Deb Harris
 - o Membership
 - o Equity Issues
4. Committee Reports: Standing and Ad Hoc (Reports if needed)
 - o Dean's 360 Evaluation -Dilys Shoorman
 - o Democratic Decision-making-Pat Maslin Ostrowski
 - o Equity and Work Life-Deborah Floyd
 - o Research-Mike Whitehurst
 - o Ethics-Jennifer Sughrue

New Business

1. Promotion & Tenure: Successes, Concerns, Resolutions, Changes Valerie Bryan, Michele Acker-Hocevar, Lydia Smiley
2. Policies and Procedures-Bob Shockley, Cindy Butler, and Mary Lou Duffey
3. Faculty Assembly Calendar and MyFAU Group Site-Joe Furner and Bob Zoeller
4. Committee Assignments: Clarification of New Charges Needed for Connections Committee, Equity in Assignments-Deb Harris
5. Department Issues – Departmental Reps(if issues are to be raised): Mary Lou Duffy, Paul Peluso, Don Ploger, David Weerts, Ray Cafolla
6. Faculty Senate-Michele Acker Hocevar
7. Dean's Comments to FAQs
 - o Budget relationship between summer salaries and faculty lines
 - o Concerns regarding increase need for adjuncts
 - o Clarification of "interim" administrators (i.e., summer hiring practices, length of service)
 - o Possible changing role of COE search committees
 - o Support for Faculty Assembly operation: Desktop conferencing system, one contact to set video conferencing for all meetings, room or file storage for Faculty Assembly work, clerical/technical assistance for the Faculty Assembly
 - o Need for master schedule for all COE meetings

Announcements

Open Discussion

Adjourn

The Faculty Assembly is an advisory body. As such, it passes along the faculty concerns, recommendations, and motions to the Dean. The Assembly does not create or

prohibit programs/policies. It does, however, communicate issues to which the Dean is expected to respond.

Valerie thanked everyone for their attendance and participation. The meeting was adjourned at 12:07pm.

Submitted by;
Joseph Furner
Secretary, Faculty Assembly