

**Dorothy F. Schmidt College of Arts and Letter, FAU**  
**Faculty Assembly Minutes**  
**December 6, 2021 | 11:30 a.m. – 1:00 p.m.**  
**Zoom Remote Meeting due to COVID-19 | 42 (peak) Faculty Attended**

1. Call to order
2. Approval of minutes from November 8, 2021
3. FA Chair's Report
  - a. Schedule of meetings for spring 2022
    - i. 1/31/22; 2/28/22; 3/28/22; 4/25/22
    - ii. 11:30 am to 12:50 pm
  - b. Modality of spring meetings will follow the modality used by the Faculty Senate.  
For January 2022: fully remote
  - c. The college has two vacancies on Faculty Senate.
  - d. An at-large member from partner campuses is needed for the FA Steering Committee
4. Guest Speaker: Rose Marie Frazier, Executive Director for College Advising
  - a. Working to provide the large number of students in the college with advising
  - b. Working to understand cohort management and class offerings needed each term to keep students on-track
  - c. Using virtual options to reduce peak time advising challenges
5. College Standing Committee Reports
  - a. Research or Creative Activity (Kate Detwiler)
    - i. Univocity-level award applications open
      1. Scholar of the Year
      2. Researcher of the Year
    - ii. 40 applications for sabbatical this year throughout the university.
    - iii. Full year applications are forwarded more often than one-semester, full pay requests
  - b. Diversity, Equity, and Inclusion (Kate Detwiler)
    - i. Faculty Development Symposium January 24<sup>th</sup> at 8am, Student Union
    - ii. "Navigating DEI as an Imperative for Changing Times"
  - c. P&T (Brian McConnell)
    - i. 15 cases considered – six for promotion Full Professor, nine for tenure and Associate Professor
    - ii. External letters will now include a brief resume attached to the letter in lieu of a full CV of the reviewer
  - d. Non-tenure Track Committee (Patty Kollander)
    - i. Discussion of the need for internal letters of support in addition to internal teaching observations
    - ii. Discussion of the option to go up for university Instructor early
  - e. Graduate Programs (Doug Kanter)
    - i. Approved program changes in English, Music, and Public Administration
    - ii. Course changes for English and Public Administration

6. Dean's Office Reports

a. Rebecca Lautar

- i. Looking at enrollment and advising questions
- ii. Investigating effect of modality changes on enrollment in IFP courses
- iii. We are down 6.9% in upper division courses

b. Eric Berlatsky

- i. Exceeded graduate KPI goals – hoped for 104 degrees, we had 117
- ii. Master's enrollment still down from last year
- iii. Digital marketing campaigns from several departments

c. Michael Horswell

- i. Next meeting additional reports from Associate Dean for Research and Associate Dean for Undergraduate Studies
- ii. More than 30 faculty searches presently underway in the college
- iii. Faculty governance will be involved in 5-year enrollment planning, particularly deciding which modalities lead to optimum enrollment
- iv. Enrollment planning and capital campaign will lead to college strategic planning, starting this spring

7. Good of the College

- a. Please work to avoid scheduling meetings during Faculty Assembly Meetings