

**`Faculty Assembly
Friday, November 18, 2005
Minutes**

Attendees:

Counselor Education: Paul Peluso

Communication Science & Disorders:

Dean's Office: Greg Aloia, Valerie Bristor, David Kumar, Perry Schoon

Department of Teacher Education: Eileen Ariza, Nancy Brown, Gail Burnaford, Marta Cruz-Janzen, Carols Diaz, Penelope Fritzer, Joseph Furner, Deborah Harris, Julie Lambert, Susanne Lapp, Joan Lindgren, Philomena Marinaccio, James McLaughlin, Don Ploger, Dilys Schoorman, Janet Towell, Noorchaya Yahya

Educational Leadership: Michele Acker-Hocevar, Valerie Bryan, Lucy Guglielmino, Meredith Mountford, Robert Shockley, Anthony Townsend

Exercise Science and Health Promo: Joseph O'Kroy, Donald Torok, Bob Zoeller

Exceptional Student Education: Michael Brady, Mary Lou Duffy, Lydia Smiley, Beverly Ward

Instructional Technology and Research: Kenneth Luterbach

OASS/Visiting Professors/CTI's and Other Guests to Faculty Assembly: Leah Fiorentino, David Rutherford, Kristen Gagnon, Desmond Rodney, Deborah Williams-Shepard, Eliah Watlington

I. The meeting was called to order at 10:12 a.m. with a welcome by Valerie Bryan, FA President.

II. Valerie asked to move to approve the minutes from the September 16, 2005 meeting and seconded, by Carlos Diaz called for the vote and the minutes were approved and accepted noting that Al Carnahan attended the last meeting in September representing OASS.

III. Recognition of Members for a Quorum: 36 voting member in attendance out of 99 possible voting members; hence, more than 30% in attendance so a quorum was met. Note: At the start of the meeting, attendance was only approximately 21-24 voting faculty members, not enough for a quorum, as time passed during the meeting 36 members attended parts or all of the meeting.

IV. Old Business

A. Closure on Membership Motion for Faculty

1. Current wording: *Section 2. Membership: All full-time members of the higher education faculty of the College who hold tenure or all members who have tenure-earning positions, are voting members except those on leave of absence, sabbatical, or medical leave. This includes chairs, associate deans and deans who hold tenured or tenure-earning positions.* Carlos seconded, and a vote was taken.

Vote:

2 No
29 Yes
0 Abstentions

The Motion passed.

Valerie reminded the body of the following:

2. Motion to amend constitution for Student Services to have one vote on Faculty Assembly and one member for Faculty Assembly Steering Committee. PASSED in APRIL MEETING.

3. Motion to amend constitution for Faculty on Leave to retain their membership on Faculty Assembly. PASSED in APRIL MEETING.

4. Motion that non-tenure earning faculty (e.g., CTI, instructors, visiting professors) may attend Faculty Assembly and serve on committees, but can not vote. RECOMMENDATION FROM CURRENT STEERING COMMITTEE.

New Business

V. Brief Report from Dr. Bob Shockley related to NCATE as follows:

- A. We need to vote on conceptual framework as suggested by Dr. Shockley. Mike Brady suggested putting this up as an electronic vote. Tony Townsend suggested also include the FAU mission statement. Dilys and Carlos also made suggestions.
- B. Current status on critical assignments and rubrics. Bob suggested needing decision points and that IRM are really helping with collecting the Critical assignment data. Portfolios and institutional reports will be started in the spring. We need to have writing teams in place for the summer and next fall.
- C. Process required for approval of policies and procedures draft related to faculty governance. Faculty Assembly is looking at the policies and procedures document and updated. Diversity Committee and other committees will also provide recommendations to the draft.
- D. Bob gave the status of the current code of ethics for students, faculty, and administration. We need to be thinking about what ethical principles drive what we do. Bob is planting the seed for a self-study to identify where

we have gaps and since ethics is a critical piece, we as faculty need to come up with something. Carlos spoke about the candor in coming up with something that is meaningful. Dilys spoke about coming up with activities in our classes to address ethics. The Dean spoke about how ethics was addressed in the Conceptual Framework which needs to be included. Jim McLaughlin spoke of ethics in action.

VI. Motions from the Floor or from Reporting Forms

A. Carlos shared and then read the Search committee motions, followed by Val Bryan as follows:

- i. MOTION 1: *In the spirit of improving the search process, the COE search committees will receive from the administration some explanation in the event committee recommendations are rejected.*

Val Bryan called for the vote after some discussion below as follows:

2 No
25 Yes
4 Abstentions

The motion passed.

- ii. MOTION 2: *Every COE faculty search committee has the option of ranking the candidates or recommending having the choice to select only one candidate.*

Joan Lindgren seconded the Motion 2, Lucy Guglielmino called for the vote with the following results:

3 No
26 Yes
2 Abstentions

The motion passed.

Some discussion from the FA body prior to the votes above: The Dean, Dilys, Lydia, Carlos and Deb Harris all spoke to issues and concerns related to searches. Dilys said the real dilemma is that when there is one best candidate, how do we get that across so

we get that person. Val Bryan asked the FA body if it was okay to have the FA committee review at this and the motions to present something again at the next meeting. This motion was revisited once a quorum was met, Jim McLaughlin suggested revisions to Motion 2. The Dean said it is problematic when we have to give explanations, the Dean said there are legal issues that come into play. Dilys said we need to get beyond legal issues and improve the search process. Perry Schoon also suggested that there is a meeting with the chair to then meet with the Dean so there is clarity with candidates. Penelope said information doesn't always surface back, and we as chairs or members never hear back who was hired. She said although there are legal issues with offers/hiring, the committee should be keep apprised as to the process of the searches once the Dean's office has started the hiring process. Jim said he has no doubt about the integrity of the administration and believes in them and supports ranking. Perry said what was added at the searches is that all have to pass a security clearance and this creates a problem. Mike Brady said the motions do not say anything about in writing. Val Bristor said we need to change wording in Motion 2 about the Dean

VII. Departmental Reports (Reports if needed)

- A. Communications Science and Disorders-None
- B. Counselor Education-None
- C. Educational Leadership-None
- D. Exceptional Student Education-None
- E. Exercise Science and Health Promotion-None
- F. Instructional Technology and Research-None
- G. Teacher Education-None

VIII. Committee Reports: Standing and Ad Hoc (Reports if needed)

- A. Democratic Decision-making-Michele Acker-Hocevar shared briefly that the shift is in trying to be more proactive, shift in the paradigm.
- B. Equity and Work Life-Deborah Floyd-None
- C. Research-Mike Whitehurst-None
- D. Ethics-Jennifer Sughrue-None

IX. Work in Progress by Leadership Team and Steering Committee.

A. Faculty Assignment could have a significant impact on the life of the faculty. **Question:** *What is our role and how can Faculty Assembly Steering Committee be assured that faculty is being well served?* Val Bristor shared with the FA body the concept paper for

faculty assignments along with a timeline so to reach all groups to get feedback.

Valerie Bristor made the motion: “The Faculty Assembly supports the COE Faculty Assignment Guidelines concept paper developed with input from chairs, departments, individuals in response to the Provost’s request.”

Tony Seconded the motion and some discussion followed with the following voting outcome:

2 No
28 Yes
1 Abstention

The Motion passed.

B. Policies and Procedures Manual. **Question:** *What additional policies and procedures should be considered for inclusion in policies and procedures manual?*

C. Conceptual framework for the college? **Question:** *Faculty input has been given but where is Faculty Assembly voice? Has Ethics Committee approved the conceptual framework? Does this require a Faculty Assembly motion?*

A Motion for Accepting the Conceptual Framework as is with the current edits in the document was made with the following vote:

Motion: *To Approve the Conceptual Frame as is with current edits.*

31, vote unanimously for the motion

The Motion passed.

- a. Faculty Assembly Calendar, MyFAU Group Site, Revision of website: <http://www.coe.fau.edu/faculty/faculty%2Dassembly/> **Question:** Where should Faculty Assembly items be placed for best marketing?
RECOMMENDATION BY STEERING COMMITTEE THAT THE WEBSITE BE THE PRIMARY LOCATION OF ALL MATTERS RELATED TO FACULTY ASSEMBLY and not MyFAU.

We will post most documents on the MY FAU group site and save the COE Website for basic information about the COE Faculty Governance. The FA body seemed to think this was the best thing to do so that only COE had access to most of the real documents and happenings.

b. Current roles exist for Committees. **Question:** *Do new charges need to be given to these committees?*

- i. The Connections Committee. Purpose is to foster intellectual dialogue and to facilitate faculty collegiality and sharing of research.
- ii. Democratic Decision-Making & Communication Committee. Purpose is to review processes and procedures relative to democratic governance and communication, and to make recommendations accordingly.
- iii. Equity & Work Life Committee. Purpose is to review issues related to diversity, equity in assignments and salary, and ethics, and to make recommendations accordingly.
- iv. Research Committee. Purpose is to conduct research and provide data to assist Faculty Assembly decision-making.

[Although this was on the agenda to discuss, it was not discussed so that the Dean had more time to speak with the faculty.]

X. Dean's Talking Points----The Dean addressed most of the following from the agenda as follows with some FA body discussion as follows:

- A. Select items have been addressed on the initial list. All items are being shared at Dean's Executive Council. **No responses have been provided in writing at this time for our MYFAU group website.**
- B. Some new items have surfaced.

A. Combined Dean's and Faculty Assembly Steering Committee meetings: Appears to be a move to get the Faculty Assembly Steering Committee to meet with Executive Council and for the Leadership Team to meet prior to Steering Committee meetings. This process is contrary to our current constitution. **STEERING COMMITTEE PREFERS TO RETAIN PRESENT MEETING SCHEDULES.**

B. Faculty Assignment: Concerns have been voiced regarding the assigning of .20 versus .25 for courses taught multiple times. Faculty have noted that teaching a class multiple times does not mean that additional preparation is not needed for every course taught. The point has been made that the nature of the students in the class often warrants an entirely different teaching format and/or preparation. Faculty have asked: "If the faculty member

is going to get less of a percentage for teaching the ‘multiplied-taught’ class, is the student in those courses going to get a discount for taking the class?” Other concerns were noted that service requirements within the college appear to be increasing, but assignments are not reflecting that need. Lydia said it is in the Provost guidelines to be able to do this. Carlos said this doesn’t seem legal, Lydia assured us that it is in the guidelines from the Provost. Bob Shockley said maybe we need Departmental guidelines. Val Bryan said the Dean’s Talking Points have been very helpful and he has been good about getting back with the governance body. The Dean started by saying that he thought the new guidelines that the Provost is requesting is a good starting point.

- C. P & T concerns:** Several of our recently promoted and/or tenured faculty members opted to “boycott” the President’s breakfast. The individuals involved stated that they felt their salaries for this honor were being held hostage and as a result they did not wish to attend. Others did attend, and spoke to the President about COE matters. Does our college want to have to go up for Full professor or go through a three year review. An associate professor can request an appraisal every three years from their chair to work toward promotion. Michele Acker-Hocevar said she would like the body to discuss faculty bringing three years from another university should they go up for a review in the first year of their appointment for tenure.

- D. Search process concerns:** A motion was made by Steering Committee to carry forward the concerns regarding recent searches within the College as an agenda item at the Dean’s Executive Council meeting and to the Faculty Assembly meeting. Proposed motions coming from the Executive Committee that will be discussed at the Faculty Assembly meeting. The Dean did not speak more about this as there was a vote on this today regarding searches, see above.

- E. Too many meetings:** The volume of meetings this term has escalated to the point that many faculty are feeling their other assignments are suffering. Though the faculty like having an opportunity to ask questions and engage in conversation, is it not possible that some of the meetings be reduced by creating a message board or listserv for the faculty to keep us abreast of issues that do not require face-to-face meeting time. The Dean agree that yes we have many meetings.

- F. Dean's Forum:** Faculty was appreciative of the recent Dean's Forum, but asked that the meeting be held when the Dean can be available. If the information can be shared without a meeting, then do so. He stated that he will be present at all the rest, due to his back problems, he could not be at the last one.
- G. Faculty Participation:** Informal polling is ongoing to identify the concerns expressed by lack of faculty participation in surveys and voting for colleagues. This polling process will continue. At this stage the general consensus is that individual that are not participating actively choose not to participate in many forums. It was noted that their voices are often telegraphed through others who are actively involved in Faculty Assembly and other College-wide activities.
- H. Budget Information on New Hires:** During the discussion with the COE faculty on Friday, September 16, the Dean mentioned that he had the budget information pertaining to COE for the past two years, involving a large number of new hires. Is this public information? If so, how can it be accessed? Data will follow on this. The Dean just stated that more information would be made available on this topic soon.
- I. SPOT concern:** Dr. Townsend took the lead on faculty concerns about the SPOT questionnaire and how the evaluation process has varied between online and face-to-face evaluations, thus affecting the online instructor when P & T issues were addressed. The lack of an evaluative item for "overall rating of the instructor" was an ongoing concern for faculty who were web-based. It appears that now there will be a **new concern** for P & T Committee and faculty going up for promotion and tenure related to the compilation of scores on two items for P & T (item 20 and 21 of the new forms) instead of the former one item to tabulate. An additional concern was noted during this process that some of the discussion regarding this evaluative process may not have been shared with our faculty through its representative(s). We will continue to need to work on increasing the accuracy of our communication channels within the University and our own college. STEERING COMMITTEE CONSIDER THE POSSIBILITY OF AN ADDITIONAL QUESTION ON SPOT FOR "OVERALL RATING OF

INSTRUCTOR” FOR THIS COLLEGE. Access to content is crucial due to the recent hurricanes. He also said he wants to emphasize flexibility with students and delayed affect from our students. Mike Brady said we need to avoid giving incompletes. Use incentives and flexibility with students.

J. Policies and Procedures: A special “thank you” to Bob Shockley and John Hardman for work on Policies and Procedures as they relate to Faculty. Initial draft of document was extremely helpful in noting changed items. STEERING COMMITTEE SUB-COMMITTEE SUGGESTED ADDITIONS SPECIFICALLY RELATED TO *FACULTY SEARCHES*, *SECURITY CLEARANCE REQUIREMENTS*, and *PROPOSED AMENDMENT TO UFS CONSTITUTION TO CREATE A UNIVERSITY GRADUATE COUNCIL*.

K. University Faculty Senate: A special thank you also goes to Michele Acker-Hocevar in providing Faculty Assembly Senate minutes so we can keep our faculty informed of issues at that level. Several items are occurring at that level that may have serious implication for all our faculty related to promotion and tenure, graduate council, strategic planning, administrative evaluations, etc.

L. Support items needed for Faculty Assembly: Need for desktop conferencing system for Leadership Team due to distributive campus model and increased need to meet; need to provide one contact to set video conferencing for all meetings; clerical/technical assistance needed for the Faculty Assembly due to large volumes of meetings, files to be shared, agendas, minutes, website maintenance, etc. Working on this item, Val needs to get information to the Dean’s Office.

M. Perceived disappearance of lines for various departments. Questions are arising as to what happens to lines when people leave and how can we protect those faculty lines from being absorbed into other accounts. The Dean said we have made a commitment to provide full summer pay for faculty and that money is needed and we do not want to lose that as faculty and our classes should be taught by high-quality professors in the summer also. Bob Shockley said we need to have systems in place to know what lines exist and which are not filled. The

Dean said in the past few years of him being at FAU there were very few lines given. If new lines are not given then new allocations need to take place. When we have a collapse line then that money is going back to summer pay for full-time faculty. He hopes by January he will have clarification and all lines known.

N. Need for P&T Forum. Faculty are expressing the need for a COE P&T Forum to make sure that our college is more proactive and less “provincial” by the standards set forth by our University P & T committee. Request that the current P & T committee be charged with the responsibility to look at the criteria for review and documentation in place in the other colleges. Suggestion that a workshop be offered every year for P & T perhaps in lieu of the FA Retreat. We need to have air-tight procedures on T&P and no surprises.

The Dean asked for any questions from the FA body, before he sat down. No one asked any other questions.

XI. Announcements: News of Interest

a. Criteria for Graduate Faculty Status. Current COE has three levels of approval. University is not equally defined. Since COE represents a large proportion of graduate students it is being entertained that we, COE, should have proportional representation at the new graduate council especially at the doctoral level. Possible discussion for Graduate Committee and Senate.

b. Interviews are being set for all P & T candidates. An accommodation is being made for 3rd year review for the “new hires” regarding review.

c. Jessica Lungsford Act may affect offering of any workshops in the school and may require the recency certification.

d. Concerns are being voiced at the departmental levels concerning what happens to lines when people leave or those lines are not being filled.

e. Dean’s office has located a space to house Faculty Assembly materials in Counselor Education in Boca.

f. Master calendar for COE meetings has been created.

g. Next Faculty Assembly meeting scheduled for January 27, 2006, barring natural disaster.

h. Dilys shared with the Dean's evaluation committee and how the provost and Jeff Shilit would be brought to our next FA meeting to share again the process/technology.

i. Michele announced about the University Faculty Senate will have an amendment to create a university graduate council with two representative from each college. Michele felt that maybe colleges who have more graduate student maybe having more representation, but she felt the provost did not feel this was necessary as two reps. From each college should be enough. Don Torok spoke and said too that since we have so many graduate student and need more reps.

j. Tony Townsend announced that the International Committee can still provide scholarships for the January conference as well as submit paper, but they needed to be submitted directly to him.

k. Lydia announced that today at 4pm the Faculty Club would be meeting in the BOT and for all to come.

Open Discussion

None

Unanimous vote to adjourn at 12noon

Respectfully submitted by,

Joseph Furner
Secretary, Faculty Assembly