

Minutes of the Faculty Assembly Meeting - October 17th 2003

The second meeting of the Faculty Assembly for the 2003/04 year was held on October 17th 2003 at the A.D. Henderson School cafetorium. The meeting began at approximately 10.45 and was presided over by Dr. Michele Acker-Hocevar (Chair). Those present: Drs. Perry Schoon, Dilys Schoorman, Greg Aloia, Eileen Ariza, Ira Bogotch, Michael Brady, Valerie Bristor, Gail Burnaford, Ray Cafolla, Sharon Crawley, Lorraine Cross, Marta Cruz, Ali Danesh, Carlos Diaz, Mary Lou Duffy, Deborah Floyd, Allison Ford, Michael Frain, Penelope Fritzer, Lucy Guglielmino, Richard Knee, Larry Kontosh, Julie Lambert, Susanne Lapp, Mary Lieberman, Joan Lindgren, Pat Maslin-Ostrowski, Alex Miranda, Carmen Morales-Jones, Dan Morris, Joe O'Kroy, Dan Oswald, Paul Peluso, Don Ploger, Rangasamy Ramaswamy, Lydia Smiley, Don Torok, Tony Townsend, Yusra Visser, Eliah Watlington, Roberta Weber, Dale Williams, Cynthia Wilson, Hanizah Zainuddin.

Welcome

Michele began the meeting by gently coercing everyone from the coffee and orange juice to their seats. She thanked Dean Aloia for paying for lunch (to be supplied after the meeting) and Joe Getzinger for arranging for breakfast snacks, coffee and lunch. She also acknowledged the Steering Committee and the Ad Hoc committees for their ongoing work in support of Faculty Assembly's work this year.

Acceptance of Minutes

The minutes (distributed previously) of the past Faculty Assembly meeting (August 19th) were amended as follows: the names of Lydia Smiley and Carmen Morales-Jones were added to the list of those present; the title of Exercise Science and Health Promotion was corrected. Joe O'Kroy moved and Carlos Diaz seconded the acceptance of the minutes with the amendments. The minutes of the meeting held on April 18th (they had not been approved) were also approved. Joe O'Kroy moved and Carlos Diaz seconded that the minutes of April 18th be approved.

Update

Michele began the update with a brief overview of how Faculty Assembly functioned within the college. She emphasized the need for faculty to recognize the role played by the leadership team, steering committee and ad hoc committees in the addressing the issues raised by faculty members within the college. She noted that the leadership team (Michele, Perry, Dilys) served on the steering committee and on the ad hoc committees in order to facilitate greater communication among the different groups.

This was further illustrated by Perry in a model that demonstrated how all groups worked together. A copy of the model was distributed among those present. Perry also announced that Faculty Assembly now had a website on which all materials presented at meetings, minutes, the constitution and other relevant documents would be available. The website is: <http://www.coe.fau.edu/faculty/faculty-assembly>

Perry then presented a color-coded chart documenting the action and results taken by Faculty Assembly on each of 24 issues that had been raised since the beginning of the academic year. The color-coding was linked to the groups in the model presented earlier, and demonstrated, at a glance, where the issue originated, how it was handled and its current status. Copies of the chart were distributed to those present. The chart can also be viewed at the Faculty Assembly website.

Michele noted that the Strategic Plan was being re-visited at that Department Chairs had been asked to work on how the strategic imperatives could be implemented in each department.

Reports from the Ad Hoc Committees

Faculty Connections Committee (FCC)

Alex Miranda, spoke on behalf of the committee and noted that the committee had been created to facilitate opportunities for faculty members to get together as professionals. He noted that they planned to re-introduce the Brown bag research presentations. The first gathering of the FCC was to be held after the current Faculty Assembly meeting with faculty members from Exercise Science and Health Promotion, Teacher Education and Counselor Education sharing their research informally.

Democratic Decision Making and Communication Committee (DDMCC)

Pat Maslin-Ostrowski, the chair of the committee, reported that the committee had met three times. They had adopted the following as some of their guiding principles:

- They would operate by consensus
- They would have open attendance at their meetings
- Their decision making processes would be transparent

Pat informed us that they had examined the data from the faculty survey in greater detail at a meeting at which Perry had shared more specific survey results. They had also had a meeting at which they had discussed the college budget. The committee had also looked at the constitution of Faculty Assembly. From these meetings had emerged the following concerns:

- The relationship of the faculty to the Executive Committee
- Faculty participation in budget decisions
- Faculty participation in searches
- The manner in which administrators are selected
- The fact that the constitution of the Faculty Assembly was not current

Pat also noted that the DDMCC had asked the leadership team that a copy of the constitution be sent out to all faculty urging them to pay specific attention to the following:

- Article 1 section 1 (that the recommendations of the faculty shall generally be accepted; and that an explanation be provided when recommendations were not accepted.)
- Article 2 section 2. (that academic and budgetary policies administered be developed by faculty.)

She also reported that the DDMCC had suggested that the Faculty Assembly create a website to keep faculty members informed.

Equity in Assignments Committee

Ira Bogotch, presenting on behalf of the Equity in Assignments Committee noted that the first decision of the existing committee was to invite participation from all departments and campuses. He emphasized the need for broad-based representation in order to fulfill the charge of the committee, which was to look at issues of equity. Ira reported that at their meeting the committee had discussed the diverse interpretations across departments of the 12 hour rule, the need for flexibility in creating faculty members' assignments (going beyond the 'one size fits all' approach) and the need to take into account the different 'lives' of professors across of campuses and departments. Dilys Schoorman added that, in the spirit of equity, the committee had agreed to meet on different campuses.

Salary Equity Committee

Perry Schoon reported that the Salary Equity Committee (comprising representatives of each department chosen to be on the team formed by the dean and at-large representatives of the Faculty Assembly) had met for the first time on October 15th to receive the dean's

charge to the committee. Perry noted that the Steering Committee had wanted to make sure that salary equity and merit were treated as separate issues.

Search process

Dilys Schoorman then presented the results of the Faculty Assembly survey of faculty perceptions of the search process. She first reported that the survey data had been tabulated according to question, edited to remove personal identifications, and then e-mailed to the Steering Committee. The results to be presented were organized according to strengths and weaknesses reported about different stages of the search process. These stages included: the initial stage (from the placement of advertisements to the selection of interview candidates), the interview day, selection of finalist/negotiations, arrival of new faculty member. Strengths and weaknesses of the search process overall as well as the recommendations emerging from this data were presented. The following recommendations were suggested:

- We should think about the search as a process that begins with the identification of the lines to the welcoming and settling in of the new faculty members. The procedures of each stage should be mapped out with persons in charge of each facet of the process.
- Search committees should be comprised of the faculty from the departments.
- The search process should be made much clearer, delineating responsibilities.
- A combination of centralizing and decentralizing the process should be looked at for the upcoming searches. It seems that payment for travel should be centralized. Applications should be kept in the departments, with the candidates' information to be sent to other campuses.
- The interviews with the associate deans should be eliminated.
- Interviews at the beginning and the ending of the process with the dean need to be re-considered.
- Professional behavior and ethics surrounding interviews should be held to the highest standards.

[Details of this presentation can be viewed on the website.]

Michele then reported that the leadership team had thought it would be helpful for a few faculty members to take these results and try to come up with more specific guidelines to be followed by faculty in future searches. She nominated Cynthia Wilson and Jane Matanzo to work with the leadership team on this. Their recommendations would be submitted to the Faculty Assembly for approval. Lucy Guglielmino moved and Carmen Morales-Jones seconded that Cynthia and Jane take on the task of developing more specific guidelines for future search processes. All were in favor and the motion carried.

Update on NCATE

Sharon Crawley reported that a meeting had been held on October 10th (the NCATE "Kick-off") to present to faculty the Conceptual Framework as well as the overall purpose and guidelines for accreditation. She also urged the faculty to stop thinking of this process as "NCATE" but as a process of continuous assessment. Sharon reported that the Conceptual Framework presented at the meeting on the 10th was the result of each department providing five concepts that were central to their work. She noted that faculty would have a voice in the process by voting on the Conceptual Framework.

Graduate Student Research Symposium

Although Eliah Watlington was scheduled to present next, she asked if Doug McGlothlin be granted to speak earlier in the agenda than he was originally scheduled. The assembly unanimously agreed. Doug informed us that the Graduate Student Research Seminar would be held on March 26th and urged faculty members to participate by sponsoring student presentations and serving as discussants. Tony Townsend pointed out that the 26th

was the same day scheduled for the Faculty Assembly meeting. Dilys noted that the Faculty Assembly meeting would be re-scheduled to accommodate the symposium.

Continuation of Operations Plan (COOP)

Elijah Watlington reported that the university and college needed to have a COOP by December 1st 2003, and that chairs had been working on such a plan. This plan would be premised on the loss of (or loss of access to) the College of Education building, the Boca campus, McArthur campus etc. She noted that there was a plan already in place ensuring that faculty would get paid. She stated that Wayne Lendowsky's office would provide us within a week, a plan that would be the essence of what we had to do by state mandate, which would go to the chairs and then the faculty. Once the plan was in place, there would be mandated drills.

Reading Day: Cynthia Wilson noted that the next Faculty Assembly meeting had been scheduled for Reading Day, and that faculty were expected to be available in their offices for students on that day.

Dean's Report

Dean Aloia structured his report as a response to each of several questions posed to him by the leadership team.

Goals of the COE

Responding to the question of how the goals for the college were formulated, Dean Aloia noted that when he came to FAU there were no goals and no strategic plan in place in the COE. With regard to the Strategic Plan, he reported that it had not been addressed between February and October 10th but was now going to be addressed by each department. He also reported that President Brogan wanted to update the University's plan. With regard to the goals of the COE, he noted that they had been defined by circumstances (FTE, doctoral programs, faculty support, travel money). When asked about who had created the goals, Dean Aloia clarified that in his first year here, he had framed the goals, based on his reading of the circumstances within the COE. In his second year, he carried over the goals from the previous year, and shared the goals with the department chairs.

Dean Aloia noted that, ideally, the COE should get together in April to determine goals for the following year. However, goals were typically tied to the budget, which was not known till early July. He noted that the chairs had already presented their needs, which would be incorporated into the COE budget to be presented to the University Vice Presidents, but he also underscored the "guesswork" involved when the budget is in a fluid state, as is the case currently.

Underscoring the fact that the Strategic Plan was created by faculty representatives, faculty members observed that it was necessary to look at the COE goals relative to the Imperatives of the Strategic Plan. The need to observe the differences between the COE goals and the Strategic Plan was also mentioned.

Thinking Process on Appointments

Responding to a question on his rationale for making administrative appointments in the college, Dean Aloia observed that when he got to FAU, there was an absence of infra-structure within the college. He explained that he had tried to create a structure that was more horizontally-oriented than "top-down."

With regard to permanent vs. interim positions, he noted that Valerie Bristor was the only permanent associate dean; Alex Miranda, Richard Knee and Elijah Watlington held

interim associate dean positions. He noted that this number of interim deans could be a problem for accreditation. When asked how candidates for these positions were determined, Dean Aloia clarified that he inquired discreetly about persons who would be capable and interested in interim positions. Appointments were made based on such inquiries. With regard to permanent positions, (e.g. Valerie Bristor) this was made on the basis of high evaluations of her performance from different sources. Dean Aloia underscored that he did not want to make permanent positions unilaterally.

Report on Searches

In response to the Faculty Assembly request, Dean Aloia distributed a grid that demonstrated the number of searches advertised and filled in the 2002/03 academic year. (This grid will be placed on the website.) According to this grid, 29 positions were identified for searches, 10 were not filled (or funded.) The College would be requesting 10 positions for this year.

Dean Aloia also commented on the high dependence on adjuncts college-wide, and especially in the Department of Teacher Education. He announced that he had been working on an "Adjunct Reduction Plan" that would entail the hiring of core instructors whose primary responsibility would be teaching.

Responding to the question on how many lines we had for the next year, Dean Aloia noted that having a "line" did not necessarily mean that we had the funds for a position. (When one transferred funds out of the moneys allocated for searches, the number of lines did not decrease.) He reported that the College had paid for the sick leave of the retirees - a payment that had been typically been undertaken by the university in previous years. This had been an unexpected cost of approximately \$350,000. Furthermore, Dean Aloia noted that we did not know what we had for a budget last year, and that we had not been told till mid-March (2003) that we had a \$250,000 deficit for summer 2003.

With regard to the commitment of lines, Don Torok inquired if the allocation of lines to departments paralleled the FTE generated (i.e. lines went to where more FTE was being generated.) Dean Aloia noted that it was difficult to make such judgements because of different types of services undertaken within departments, especially those departments with doctoral programs.

Adjournment

Michele reminded the faculty to send in their perspectives and votes on the Conceptual Framework for NCATE. She invited the faculty to stay on for lunch and the Faculty Connections Committee gathering. The meeting was then adjourned.

Submitted by: Dilys Schoorman
Secretary, Faculty Assembly