

**Faculty Assembly
Friday, January 27, 2006
Minutes**

Attendees:

Counselor Education: Michael Frain, Paul Peluso

Communication Science & Disorders: Dale Williams

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

Department of Teacher Education: Eileen Ariza, Nancy Brown, Sharon Crawley, Marta Cruz-Janzen, Carlos Diaz, Penelope Fritzer, Joseph Furner, Deborah Harris, Susanne Lapp, Joan Lindgren, James McLaughlin, Don Ploger

Educational Leadership: Michele Acker-Hocevar, Valerie Bryan, Larry Decker, Deborah Floyd, Lucy Guglielmino, Meredith Mountford, Robert Shockley, Jennifer Sughrue, Anthony Townsend

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

Exceptional Student Education: Michael Brady, Mary Lou Duffy, Lydia Smiley, Cynthia Wilson

Instructional Technology and Research: Dan Morris

OASS/Visiting Professors/CTI's and Other Non-Tenured Lines/Visitors to Faculty Assembly: Lorraine Cross, Andrew Robeson, David Rutherford, Eliah Watlington, Deborah Williams-Shepard

I. Welcome- Valerie Bryan

II. Sign-in-with Joe Furner

III. Approval of Minutes-Joe Furner----Paul Peluso moved to approve the minutes and Jennifer Sughrue seconded to move the minutes. All were in favor of approving the minutes with no changes.

IV. Recognition of Members for a Quorum: 37 voting members in attendance out of 99 possible voting members; hence, more than 30% in attendance so a quorum was met.

V. Dean's Talking Points-Dean Aloia

- Concerns are being voiced at the departmental levels concerning what happens to lines when people leave or those lines are not being filled. We understand there is a genealogy of lines report being prepared that will date to when the Dean arrived. Why can that genealogy search not include "institutional memory"? Build the missing lines with the FTE. Making a request in Tallahassee to refill the lines. We are currently operating under a deficit and there are new no monies, the Dean is trying to get new money for the lost lines. The Dean stated that the commitment was also there to make sure all faculty can teach two classes in the summer. Genealogy, FTE, and growth request. No lines have been taken.

- Faculty has expressed concerns that the Dean did not follow through on a goal from last year for market equity from last year to match the salary equity monies. (\$75,000 last year was matched; should be \$51,000 this year). The Dean stated that he did not go back on his word as it was a goal, but rather a goal that the university did not fulfill due to lack of funding. Jennifer Sughrue asked how does the COE Administrative infrastructure compare to other colleges? Perry talked about the importance of the Northern Campuses wanting to have an Associate Dean full time at the Northern Campuses.
- What is being done to address the increasing number of adjuncts? What action plans are being put into place to address? Is this a concern for NCATE? There is a need for more classes and with not enough full time faculty to teach all classes, we need to use more adjuncts. WE have reduced the number of adjuncts through CTI's in TE. We have needed to add courses due to the demand of campuses growth. In the next few years the CTI lines will be converted back to regular tenured-track lines, this is the goal. The Dean feels that we are trying to address this issue. The Dean thanked Don Torok and the other chairs for helping with the FTE and growth at all campuses. Dr. Shockley stated that there is no magic number from NCATE of the percentage of adjuncts, it is more about the quality of our programs and how they blend into our programs to make them of quality. Lorraine stated she feels that in TE with the new restructuring with Team leaders that it has improved with better communications with adjuncts.
- Current search process proposed for Eminent Chair in Community Education has only one representative per department in search committee. Concerns have been expressed that at least one department has a legitimate claim to having two reps on the committee. That department has expressed a concern that the position historically has resided within that department, that the department created the position and acquired the initial funds, and the discipline most closely related to the position resides in that department. Is the search committee's representation firm? The Dean stated that Dr. Decker is retiring in August after 11 years as the Eminent Scholar. Now a national/international search is in place to find a national rep. for Community Education. This is a chance to re-energize community education in Florida and nationally. Deborah Floyd stated she researched past Eminent Chairs at FAU in the COE, whatever we do as a COE, she looked back to the original documents to do what the original donors had hoped us to do, she feels we need

to be very ethical, we need to read the original documents and do what the original donors want us to do with this position. She has strong ethical feelings about endowments. Lucy Guglielmino stated that she also wanted the position to be well defined as to community education.

- Andrew Rutherford stated his goal is to make the budget transparent, there is only five month left and he will be going to the Chairs for making the request for next years' budget. David stated we need to preplan and get all requests in. The Dean also talked about addressing affordable housing for faculty. The dean said the matter is becoming critical as we need to address the issue if we want to attract new faculty. The Dean thanked the FA for the good communication efforts.

VI. Old Business-Deb Harris

A. Constitutional revision for membership motions required. Constitution will be presented with edits. No discussion required. Vote on Constitution will occur at subsequent meeting. Constitution revision is required due to previous votes regarding membership. *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.*

The new terminology will be as follows:

(EDITED)

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 including those on leave of absence, sabbatical, or medical leave. This includes chairs, associate deans and deans who hold tenured or tenure-earning positions, and one elected representative of the Office of Student Services. Non-tenure earning faculty (e.g., Core Teaching Instructors, instructors, and visiting professors) may attend Faculty Assembly and serve on committees but are not voting members.

VII. New Business

A. Faculty Assembly Retreat – Deb Harris and Bob Zoeller-Faculty were given a questionnaire about the progress of FA and the Retreat for the Spring 2006. Deb Harris told the group that she wanted to have a brief discussion on what the group felt about a retreat for this Spring 2006. Bob Zoeller stated that a retreat may be best for spring for people going up for T&P now in the spring, but they didn't want too many more meetings for you, but as a faculty we need to decide when and whether to have a retreat.

1. Faculty Assembly Steering Committee has suggested no retreat for Spring 2006 and that any further retreats should focus on the work academics are involved with such as research, teaching and service as a professional development

activity. Retreat should not address “maintenance” functions for college and Faculty should indicate preferences for Retreat.

2. Faculty is being polled. Faculty Assembly Steering Committee needs your input. The FA administered a short survey about the Progress of FA and the Retreat; results will be shared soon with the FA body.

B. Motions from the Floor or from Reporting Forms-Valerie Bristor, Val explained the importance of having an overall rating for annual evaluations for COE faculty.

1.Motion Title: Overall Rating for the College of Education Annual Evaluation

The College of Education Annual Evaluation of Faculty will contain an "overall" rating (Excellent–Good–Satisfactory–Fair–Poor) with Department Chair comments/suggestions.

To determine the Overall rating, a Chair will take into account the ratings of each evaluation category (Teaching, Scholarship, Service), as well as special factors that have influenced a faculty member’s performance. Categorical ratings will hold approximate equivalent value but need not equate to a calculated mean.

The Overall rating will take effect beginning with the 2005-2006 Academic year.

Bob Zoeller stated that he had concerns about weighing of the three categories. Deb Floyd said that overall rating for market-equity; Deb said she is speaking for the first motion, but not the second as we have too many rubrics. The department chair and the person need to come together to determine this. Mary Lou brought up the issue of percentage/weight of assignment needs to weigh in for the three categories, but if you have 90% teaching then, then whether good or bad this can be influenced the overall rating. Mike Brady said that the FA body kicked back the issue back to the executive committee. An approximate weighing may need to be determined by the chair and the faculty members as they are being evaluated.

Deb Floyd seconded the motion by Dr. Bristor,

The motion unanimously passes.

2. Motion title: Rubrics for College of Education Annual Evaluation

The College of Education Executive Committee recommends the commissioning of a Task Force on Faculty Evaluation. The Task Force will be charged with, but not limited to, the development of an evaluation rubric for the three categories –

teaching, scholarship, service – that is aligned to the levels of faculty performance.

Bob Zoeller spoke that we need some form of standardization so it is equitable, he argues to standardize this motion. Perry Schoon spoke that you need more guidance on the three categories, especially the teaching category. Mike Brady and Deb Floyd also spoke to the issues. Overall, maybe a rubric needs to be created. Most said it is something between the chair and faculty member. Dan Morris stated it may be best to leaving for some subjectivity in the evaluation.

A call to vote on the motion was made, the results were as follows:

6 no

16 yes

14 Abstained

The Above Motion passes

3. Other motions possible on the agenda (These were not voted on at this meeting)
 - i. Equity and Work Life-Deborah Floyd (followed Dean's response due to time issues and market equity report)
 - ii. Distribution of Market Equity. Report at Faculty Assembly.
 - iii. Strategic Plan objectives for the College of Education document
 - iv. 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?*

C. Committee Reports: Standing and Ad Hoc

1. Democratic Decision-making-Carlos Diaz stated he is now the new chair of the DDC; March 17 in the Melby Center would be the next meeting. We need the committee to have at least 7-8 faculty members. Secondly, the DDC needs to address fund raising in the COE and that when fund raising goes out they know they represent all of us.

2. Equity and Work Life —Deborah Floyd reported Market Equity Committee's final report through a Powerpoint and handouts. All departments had a representative to this committee. She stated that the available monies and eligibility for the funds are very clear as outlined in the faculty contract. To be eligible a faculty member must have ratings of satisfactory or higher, have served as a faculty member for three or more years (as of May 1, 2002), and hold a position of a permanent bargaining unit faculty person. The details about the

monies are outlined in the current FAU/BOT/UFF faculty contract and the COE Market Equity Committee's service was within the framework of the contract. Deb explained the formulas and decisions for how market-equity is calculated, per the faculty contract. The committee decided to allocate market equity monies proportionate to the difference between a faculty member's FAU salary and the evaluation (per contract) adjusted OSU salary. Faculty salaries were compared with like faculty salaries in the OSU data base using CIP codes for different areas/disciplines. She gave examples of faculty and how they may be eligible for funds, based on their current pay and ratings based on the Formulas. The College of Education dean did not provide additional market equity monies like last year, and therefore the monies available for distribution were only those provided as a result of the faculty contract (Article 23,3-b). Total monies available for distribution were \$51,300.00 (1% of the COE total base). After allocating the monies, it was estimated that the COE needs an additional \$1,138,570.28 to bring faculty up to OU market equity and that the COE salaries are now 76.92% of the OSU comparison salaries (a 1.04 % gain). . She also mentioned how the high cost of living in this area gives additional support to the rationale for more market equity funding for faculty compensation for currently employed and new faculty alike. Compression was discussed as a recurring issue in the COE. Michele Acker-Hocevar stated she wanted to thank the committee for their work and put more pressure on the Board of Trustees as equity of faculty salaries is a very serious issue. Deb thanked the committee and especially recognized Lydia Smiley, Val Bristor, and Dan Morris who were very helpful with various aspects of the committee's report. Joe O'kroy had some issues with how the market equity is calculated based on merit, looking at higher salaries. Discussion occurred to distinguish between merit and market equity. Jennifer S. stated is it feasible to look historically on all salaries of faculty, or using a sample of faculty how the merit has impacted their salary. Martha stated about how in the past there were the TIP Awards and how these really impacted some peoples salaries in the past. Deborah Floyd again stated that the committee does not have money to address compression, it is out of the role of the committee yet the it is an issue that has come up for tow years and it needs to be addressed, but their committee only can handle market equity. Larry Decker stated that he experienced this at other universities and that compression was a major issue. Tony Townsend stated that now the issues exist with some getting a 9% raise and now with others with a 12% raise. Bob Shockley stated that here at FAU merit has not played a big role as the increases have been minimal. Bob Zoeller and Val said this will be addressed and followed up at the next meeting more.

3.Research-Mike Whitehurst, not present-No Report was given although on the agenda.

- New Policy for Due Process with Graduate Research

D. **The Provost** -The Provost Pritchett spoke at 11:25am. He first said he wanted to echo Michele Acker-Hocevar's comments about market equity to bring our salaries to 100% of our peers nationally based on discipline, years of service, and performance all need to be considered. The Board of Trustees has also agreed to help bring graduate assistance pay up, in the COE they are very low compared to nationally. The Provost said 7.9 mil are needed over the next four years to address faculty salaries and resources. The Provost stated that the Drop and Do is common at his level too. The Provost explained the previous years' evaluation of the Dean, budget transparency, communications, drop-and-do, etc. Four other Dean's will also go through the 360 evaluation. The Provost expects that the five specific issues will be assessed again. He stated that it will be a joint effort to administer the Dean's Evaluation this year. Val asked if he will report back to us about the evaluation. Michele asked to still have open-ended comments for the evaluation. No other questions were asked of the Provost. He stated the College of Education faculty were doing a great job and to keep on keeping on.

E. Val Bristor presented the COE Strategic Plan Objectives with edits and shared it with all the faculty and said she didn't think a vote was needed it was based on the input from the Fall Retreat. People can e-mail her with comments or other edits.

F. Work in Progress by Leadership Team. Assistance STILL needed.

1. 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?*

2. Faculty Assembly Calendar, MyFAU Group Site, Revision of website: <http://www.coe.fau.edu/faculty/faculty%2Dassembly/> -Joe Furner and Bob Zoeller.

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

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

VIII. Announcements: News of Interest

a. David Kumar presented to the Faculty Assembly the recommendations of the three member (Val Bryan, David Kumar and David Rutherford) Committee to Develop a Process to Conduct a Search for the Eminent Scholar in Community Education. Recommendations: 1. The CHARLES STEWART MOTT PROFESSORSHIP IN COMMUNITY EDUCATION

³responsibilities sheet² will serve as an initial guide for the position description for the Eminent Scholar in Community Education in the College of Education. 2. A more comprehensive position description may include grant procurement, program development, and developing a community of scholars. 3. Term limits of the position should be developed. 4. It is a college wide position. 5. The search committee make up: Seven members from the college of education - One faculty member (Full/Associate professor) from each department in the college, Two members from two separate colleges outside education. One should be an eminent scholar, One member from the college/university foundations, and One member from the community outside FAU. (Conflict of interest if related to the funding source of the position should be taken into consideration.) The Chair of the committee may be from outside the college and will not have voting rights in committee decisions. Lucy G. wanted clarification as to the where the description came from whether from another eminent chair or from the original documents in the Melby Center. David also responded that that these guidelines are subject to revision as the discussion on the search. continues.

- b. Master calendar for COE meetings has been created. Faculty Assembly meetings were not added to the calendar. This is being corrected.
- c. New Procedure for Tracking Administrative Funding Requests for Grants has been created.
- d. Proposed Amendment to UFS Constitution to Create a University Graduate Council. Status report?
- e. Dr. Shockley supplied Faculty with a handout on the progress of NCATE in the COE.
- f. David Rutherford spoke to needs and resources from the Foundation as far as needing to prioritize needs that the Foundation can seek for the COE faculty.

IX. Future Meeting Dates for Faculty Assembly:

- a. February 7 FA Leadership Team and Dean's Executive Council
- b. March 17 FA Leadership Team
- c. March 24 FA Steering Committee
- d. March 31 FA Leadership Team with Dean
- e. April 4 FA Leadership Team and Dean's Executive Council
- f. **April 14 FINAL COE Faculty Assembly, 10-12:00, Boca and teleconferenced sites.** Nominations ballots for FA officers circulated one week after this meeting. Call for nominations from the floor will occur at this meeting.
- g. April 21 Ballot for elections will go out and results will be posted electronically
- h. May 2 FA Leadership Team and Dean's Executive Council
- i. May 6 Spring Semester Ends and New Officers resume role
- j. June 6 FA Leadership Team (New officers) and Dean's Executive Council

X. Open Discussion—there was no open discussion.

XI. Val Bryan thanked the leadership team for all their hard work and mentioned the below, the FA Status Report, based on where we are and what has been done this year by the FA Leadership Team.

XII. Adjourn –The meeting was adjourned at 12:03pm.

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.

STATUS REPORT for CURRENT FACULTY ASSEMBLY

The current Faculty Assembly has actively been engaged in the following issues since May, 2005, in an effort to address its theme to *Coordinate, Communicate, and Collaborate*:

- 1. Quick action taken regarding Spring 05 P & T decisions**
- 2. Follow-through on Provost commitments regarding report on Dean's evaluation**
- 3. Follow-through on questions for Open Forums for P & T**
- 4. Follow through on membership issues and changes in constitution**
- 5. Open communication regarding all matters of faculty governance through extensive minutes and other reports on MYFAU Group Faculty Assembly**
- 6. Use of videoconferencing for meetings to address barrier of distance for faculty participation**
- 7. Creation of master yearly calendar of Faculty Assembly meeting in August 05**
- 8. Clarification of items affecting faculty matters through Dean's Talking Points called for in writing**
- 9. Active participation in Dean's Executive Council to insure role in decision-making and proactive approach to a more transparent management**
- 10. Role in policies and procedures revision related to governance for NCATE**
- 11. Support of efforts to improve faculty life and their working conditions (e.g., support of efforts of market equity committee, support of graduate program committee regarding petitions, support of departments to question use of adjuncts, support of questions regarding genealogy of lines, support of efforts for rule 6A, support of NCATE, involvement in strategic plan process)**
- 12. Continued requests to solve SPOT evaluation issues for distance learning faculty**

- 13. Representation in creation of search committee and guidelines for Eminent Scholar of Community Education**
- 14. Support of Dean's Forums when he is present to address questions**
- 15. Creation of space to house Faculty Assembly materials for future work**
- 16. Continued requests to create a more technology creative approach to group meetings on a distributive campus.**

**The Minutes are Respectfully Submitted by,
Joseph Furner
January 30, 2006**