

meeting minutes

**COE Faculty Assembly Steering Committee Meeting
 August 25, 2023
 Meeting Minutes**

Present: Sharon Darling, Meredith Mountford, Lisa Finnegan, Kelly Emelianchik-Key, Caitlin Imgrund, Mary Lieberman, Sita Ramnarace, Jack Scott & Ira Bogotch.

Absent: C&I Representative

Welcome and Recap of 2023-24 Priorities

1. Virtual Listening Tour to be held the first 20 minutes of the first FA meeting on 9/8.
 - a. Attendees will be divided into Departmental breakout rooms (contact Steve Diaz)
 - b. A member of the FA Exec Committee will ask the following questions:
 1. *We are living in unprecedented times here in Florida, how do you see FA addressing our needs as faculty, instructors, and others in the COE?*
 2. *Are there department-specific issues you would like to see addressed by FA?*
 3. *Online vs. in-person course offerings- Where are we going? What are you hearing?*
 4. *How will you increase your engagement in COE FA?*
 - c. A member of Steering will serve as Scribe (notetaker)
 - i. A Google Doc Form will be set up to compile the Departments' ideas
 - d. Steering will review the Google Doc at its next meeting

Department	Breakout Facilitators	Note-taker/Summarizer (Steering)
Communications Sciences & Disorders Special Education	Bogotch	Imgrund/Scott
Curriculum and Instruction	Darling	C&I Rep (TBD)/ Ramnarace
Ed Leadership and Research Methodologies	Finnegan	Lieberman
Counselor Ed	Mountford	Kelly Emelianchik-Key

2. There will be three categories for FA presentations
 - a. Information: typically, a handout with one or two sentences of explanation

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- b. Discussion: 3 to 7-minute presentations to FA
 - c. Action items: Following Discussion – at the next FA meeting consensus or voting will take place; for pressing items, this will happen at the same meeting.
3. Throughout the 2023-24, Steering will compile a list of needed **Constitutional Changes**. The list will be presented to FA in February 2024 and voted on at the last April FA meeting
 - a. Items already identified are
 - i. Administrators as voting members
 1. Delimiting Tenured and Tenure-earning
 - ii. Cleaning up Standing Committees
 1. Status of COE Diversity Committee?
 - iii. Language from tentative should to definitive shall
4. For 2023-24, there are 59 eligible voting members of FA. 30% constitute a quorum. Therefore, we need 18 voting members present for any item up for a vote
5. FA Minutes will continue to follow this format:
 - a. Welcome/Announcements
 - b. Approval of Minutes
 - c. Guest Speakers
 - d. Committee reports
 - e. Continuing Business
 - f. New Business
 - g. Dean's Talking Points
6. Potential Guest speakers for 2023-24 include
 - a. FAUS Research Committee (**only if there is new information**)
 - b. Faculty Resources (**only if there is new information**)
 - c. Media (**only if new information**)
 - d. Robin Rubi Center for Happiness and Life Enhancement
 - e. School District Superintendents
 - i. Mike Burke (Palm Beach)
 - ii. Pete Licatta (Broward)
7. Sharon asked that all votes be recorded and archived.
8. Sharon asked that FA have access to polls in Zoom (see S. Diaz)
9. The Incentive Survey will be re-distributed and results discussed at the next Steering Committee.
10. Other Issues of interest:
 - a. For discussion at Sept 8 meeting
 - i. Monetizing Buy-Outs – the College's new research incentive plan
 - ii. More consideration on compensation for dissertation (DIS, etc.) credits

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- iii. Re-establish the practice of adding Dissertation Chair names and Dissertation titles to the Graduation booklet-Resolution?
 - iv. Differentiated Faculty Assignments (see Dean's Talking Points)
 - v. Formalizing a dollar amount raise for Faculty travel (see Dean's Talking Points)
- b. For Discussion at a later meeting
- i. Faculty incentives
 - ii. Raising adjunct Pay
11. Dean's Talking Points
- a. 2023-24 Vision plus Action Steps
 - b. The transition from SPE to PTR
 - c. Differentiated Teaching Loads
 - d. Faculty Travel Support

Meeting adjourned at 11:50am

*Minutes Submitted by Ira Bogotch
2022-23 COE FA Secretary*

Minutes Approved November 3, 2023