

**Minutes**  
**Faculty Advisory Council**  
**January 30, 2004**  
**Texas State University – ASB South, Room 332**

**Members in Attendance:**

Steve Awoniyi, Jennifer Battle, Nathan Bond, Deborah Buswell, Moe Johnson (substitute for Michelle Hamilton), Marla McGhee, Bobby Patton, Jovita Ross-Gordon, Greg Soukup, Suzy Stiegelbauer (substitute for Alicia Paredes-Scribner), Jo Webber

**Members Absent:**

Brenda Beatty, Christopher Brown, Marilyn Goodwin, Sharon O’Neal

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*Chair Webber called the meeting to order at 2:08 p.m.*

**I. Approval of the Minutes from January 16, 2004**

Greg Soukup motioned that the minutes from January 16, 2004 be approved. Moe Johnson seconded the motion. The motion passed.
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**II. Old Business**

**A. FAC Priority Statements:**

At the meeting in May, the FAC brainstormed its goals and priorities for the 2004 – 2005 school year. The members worked with Marla McGhee to craft three broad statements to guide the FAC and to help the faculty in the College of Education to know the FAC’s direction. The FAC’s priorities are:

FAC Priority 1: Community - Build and nurture a community of caring, diverse and supportive colleagues committed to honoring synergistic work and accomplishments in a secure climate supporting freedom of expression.

FAC Priority 2: Communication – Create mechanisms and methods for clear, accurate and open communication across the organization and among all faculty, staff and levels of leadership.

FAC Priority 3: Shared Decision Making – Create policies and procedures to promote the practice of genuine shared decision making around issues such as planning, fiscal management, workload, personnel, evaluation, policy, and other matters critical to the operation and success of the College of Education.

**B. Committee Survey Report:**

Deborah Buswell provided an update on the Survey Committee. Overall, the rate of return for the committee members was 41%. 340 surveys were sent to 91 faculty committee members, and 159 surveys were returned. This represents 41 committees

across the College. The data can be examined in different ways since it has been organized according to name, rank, department and names of the committees. The surveys show a broad range of responses. The next step is to ask student workers to code the surveys on data sheets. The FAC and Dean Beck will need to decide which questions it wants answered using this data. For example, the surveys included these questions:

- How many times did the committee meet?
- How much time was spent working on the committee?
- What resources did the committee have?
- Which members participated on the committee? How active were they?
- What was your perception of the committee's effectiveness?
- Who completed most of the work on the committee?

Deborah reported that 90% of committee chairs responded to the survey and that no patterns appeared in the non-returns. The FAC members noted that some committee work was not surveyed. For example, the work of the program chairs and grant directors was not included. Also, during the surveying some committees were accidentally omitted but were later added. Chair Webber stressed that the quoted percentages indicate the number of committee surveys that were returned and not the number of professors who responded. The FAC suggested that the data be analyzed to generate aggregated frequencies. In closing, Chair Webber stated that the survey hopes to fulfill two purposes: to examine workload issues and to audit the committee structure to determine if the needs of the College of Education are best being served.

### **C. Policy and Procedures Manual:**

Chair Webber shared the newly created Policy and Procedure Manual, which consists of the approved motions from previous FAC meetings. Eventually, the manual will be rewritten in a narrative format. Vice Chair Ross-Gordon reported that the Constitutional Revision Committee plans to meet in the near future and identify the key areas of the Constitution that need revision. The committee's goal is to complete this work before the end of the spring semester and submit the revisions to the COE faculty for approval. Additional revisions to the Constitution would occur next year.

### **D. Use of Indirect Costs and LBJ Accounts:**

The College of Education has two discretionary accounts, Indirect Costs and the LBJ Account. The money in the Indirect Costs Account comes from grants that are won by the College of Education. The university takes part of the money and gives some to the College, some to the departments, and some to Principal Investigator. This money is supposed to be used to generate new funds. The LBJ Account is more flexible. Leslie Huling serves as the account manager.

Dean Beck wants advice from the faculty on how to use the accounts. In the past the monies in the accounts were distributed to faculty members in the form of mini-grants. The LBJ account has approximately \$15,000. The FAC discussed ways that the money could be used. For example, it could be used to buy course release for a professor who is writing another grant. If the COE secures more grants, then the value of the accounts would increase. The FAC suggested that junior faculty be given a

priority when the money is distributed. Also, the availability of the funds needs to be publicized more and the application process for obtaining the money could be standardized. Furthermore, the FAC suggested that some money be used to update the COE and departmental webpages. This idea corresponds to the College's strategic plan and will help as the NCATE accreditation process begins, will assist with advising, and will help with grant procurement.

**E. Table the Code of Ethics:**

Chair Webber tabled the discussion about the College of Education Code of Ethics until a later date. Dean Beck encourages the FAC members to find examples of codes of conduct followed at other universities. A code of conduct would guide the COE faculty's practice.

**F. Strategic Plan Update**

Dean Beck reports that the readers from across campus considered the colleges' strategic plans to be too broad and needed more details. Dean Beck reworked the COE Strategic Plan to include more specifics and currently wants the faculty to offer feedback on the revised plan. On February 13<sup>th</sup>, Dean Beck and other deans will present the COE Strategic Plan to Dr. Gratz beginning at 2:30 p.m. in Centennial Hall. The FAC decided to forego its scheduled meeting and attend the presentation with Dean Beck.

Chair Webber reported other information that was discussed at the College Council Meeting. The university will hire twenty new faculty members, three of whom are designated minority hires. Dean Beck thinks that four of the new hires may be given to the COE. At the College Council, there was no discussion about an increase in Maintenance and Operation funds for infrastructure support to accompany the new hires. Also, the university has set aside \$1.5 million for merit and new faculty hires this year and another \$1.5 million for next year. Additional money will come from tuition and enrollment increases. Also, the university is conducting a salary adjustment study by reviewing salaries at comparable universities. The study should be completed by September. Finally, the College of Education has 5000 majors or 19% of student body. These enrollments make the COE the largest college on campus. 33% of the 5000 students are enrolled in the Master's and PhD programs. The College of Education has one of the highest teacher-student ratios and administrator-student ratios at the university. Currently, the Department of Curriculum and Instruction employs 63 adjuncts and 37 full-time faculty members. The university is proposing to advertise for new teaching positions rather than leaving it up to individual programs.

**III. New Business / Future Business:**

The FAC will meet with Dean Beck on March 12<sup>th</sup> and would like for him to discuss the proposed changes to teacher certification and the status of the new Mitte Chair selection in addition to other items.

Greg Soukup motioned that the meeting be adjourned. Marla McGhee seconded the
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motion. The motion passed.

*Chair Webber adjourned the meeting at 4:03 p.m.*

Respectfully submitted,

Nathan Bond  
FAC Secretary