

Minutes
Faculty Advisory Council
June 28, 2004
Texas State University – Jowers, Room 115

Members in Attendance:

Steve Awoniyi, Jennifer Battle, Nathan Bond, Deborah Buswell, Marilyn Goodwin, Chris Lasser (substitute for Alicia Paredes-Scribner), Marla McGhee, Sharon O’Neal, Bobby Patton, Jovita Ross-Gordon, Jo Webber

Members Absent:

Brenda Beatty, Christopher Brown, Michelle Hamilton, Alicia Paredes-Scribner, Greg Soukup

Chair Webber called the meeting to order at 2:02 p.m.

I. Approval of the Minutes

Deborah Buswell motioned that the minutes from May 14 th be approved. Bobby Patton seconded the motion. The motion passed.

II. Old Business

A. Election Procedure Discussion

Chair Webber provided the FAC members with a brief summary of the timeline for the FAC elections and shared several issues that have arisen. Release time for the FAC Chair and the small number of current members who are eligible to be elected to an officer position are two issues that make the elections unfeasible at this time.

The FAC then discussed moving the elections to the spring semester. Currently, the Faculty Senate holds its general elections in the spring and chooses its officers at the end of the spring semester.

When the FAC Constitution was written, the original authors were concerned with two questions: Does the FAC want to omit new faculty who are hired during the summer and do all faculty members know their fall assignments in the spring semester?

The FAC decided to adhere to the current election schedule. The current FAC members will hold the elections early in the fall semester and conduct meetings through September. When the new group meets in October, it can elect the new officers and pursue a constitutional change moving the elections to the spring. Justification for the change will be presented to the faculty, and if the change is approved, it would be documented in the FAC procedural manual. By following this timeline, the amount of time that the new group serves would be reduced by approximately four months less, with these months coming during the summer. The FAC decided to leave this item on the agenda for the new FAC to address.

The FAC reviewed the calendar for 2004-2005. Current FAC members will serve until September 24th. The meeting dates for the new FAC are scheduled on the following Fridays:

- September 10 and 24
- October 8 and 22
- November 5 and 19
- December 10
- January 29
- February 11 and 25
- March 11 and 25
- April 8 and 22
- May 6 and 20

B. Constitution Revision Committee Report

The FAC discussed three issues that were related to revising the Constitution. First, one member asked if junior faculty should serve on the FAC. Rather than amending the Constitution, the members felt that some of the responsibility requires the faculty member to handle the decision. The members also felt that the new FAC might also discuss this matter in the future.

Second, the FAC discussed the issue of course release and the way that it is addressed in the Constitution. The members value course release for the Chair and want it to continue. The members believe that two semesters of course release time are necessary, based on experience from the past year and a half. The members also felt that the new FAC might discuss this matter in the future and then take it to Dean Beck.

Third, the committee discussed electing the new chair from the same department. The FAC decided that they did not want to limit the number even further of the number professors who might want to serve as Chair. The rotation of the chair is already built into the Constitution. Also, moving the elections to the spring is a compromise and gives the Department Chairs enough time to find a replacement.

The FAC decided to begin the work on these issues during the September meetings, explain the rationale to the new FAC members and then let them decide how to proceed. The Constitution Revision Committee will continue working on the wording and the new election dates for the spring semester. Other items to be considered in the future are making the calendar times and time commitment explicit to the faculty who are interested in serving on the FAC and building stronger working relationships with other faculty and administrators.

C. Tenure and Promotion

The FAC thanked Jennifer Battle for editing the Tenure and Promotion Guidelines, which were created earlier in the spring semester and will be used by the COE Tenure and Promotion Committee. Individual departments will use these broad statements to develop their own specifics. After reading the guidelines, it was decided to clarify the content in Guideline I, which now reads: "Serious consideration should be given to input from comparable peers, scholarly partners, and other individuals who can attest to the

faculty member's scholarship, teaching, and service." Nathan Bond will make these changes and send the document to the FAC members. After receiving any additional feedback, Chair Webber will forward the final document to Dean Beck.

D. Faculty Adjustment Update

The departments sent in their work on the faculty equity adjustments to the Texas State administration by June 1st, and the Deans have agreed to send each faculty a letter detailing the adjustments by August 1st. Faculty will see the new changes in their October checks.

In addition, there may be another round of Merit and Performance in the fall. All departments have already submitted their decisions to Dean Beck.

E. Administrator Evaluations (status)

The FAC asked about the quality of the feedback on the administrator evaluations. In an email to Chair Webber, Dean Beck said that he found each return to be important and that he will continue using this information when he decides merit and performance for the administrators. Overall, it seems that the approach and the quality of the feedback were better.

Some FAC members questioned why more faculty did not respond. They wondered if the professors felt safe following this approach. To ensure anonymity, Dean Beck provided locked ballot boxes and promised to change the wording and format of the evaluator's comments. Some FAC members stated that time and timing prevented them from submitting their evaluations. To reduce the amount of time, Dean Beck would distribute evaluations to all faculty and ask professors to provide feedback only on the administrations with whom they interacted most.

III. New Business

A. August meeting presentation

The FAC brainstormed a list of accomplishments that should be shared at the COE meeting in August. The list includes:

- Strategic Plans
- Budget Feedback
- Committee Survey
- Tenure and Promotion Guidelines
- Review faculty feedback forms on Associate Deans and Chairs
- Establish priorities
- We're the only college that has a FAC.

B. FAC Website

The FAC discussed ways to utilize the FAC website more effectively. For example, it could be used to involve more faculty, provide feedback to the professors, publicize the

FAC's accomplishments, share ideas between departments and facilitate communication among departments. The website could garner faculty input when the FAC is addressing a problem. The committee decided to discuss this issue in the individual departmental meetings in August.

C. Future Items for Dean Beck

Chair Webber encouraged the FAC members to review the future items for Dean Beck. The FAC will continue revising the list in September.

Bobby Patton motioned that the meeting be adjourned. Deborah Buswell seconded the motion. The motion passed.
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The next FAC meeting is scheduled for Friday, September 10th. The place and time are to be announced.

Chair Webber adjourned the meeting at 5:36 p.m.

Respectfully submitted,

Nathan Bond
FAC Secretary