

Minutes
Faculty Advisory Council (FAC) Meeting
01/28/05
Texas State University—ED Bldg. 4040

Members in Attendance: Steve Gordon, Jo Webber, Nathan Bond for Marilyn Goodwin, Mike Boone, Jennifer Battle, Maria de la Colina, Steve Awoniyi, Bobby Patton, Lyn Litchke for Deborah Buswell, Sarah Nelson, Drema Albin, Moe Johnson, Greg Soukup, Shana Pate-Moulton

Chair Steve Gordon called the meeting to order at 2:06 p.m.

I. Approval of the Minutes

A few minor corrections were made to the minutes. Then, Bobby Patton moved that the minutes from December 10th be approved. Mike Boone seconded the motion. The motion passed.

II. Old Business:

- a. FAC Priorities and Actions:** Reviewed the list of priorities for which the FAC members voted. Chair Gordon had created a grid that articulated the priority item, the actions taken, and the resolution.
- b. Meeting Dates and Locations for Remainder of Year:** Chair Gordon distributed the tentative FAC meeting dates for Spring 2005. There was discussion about the May 20th meeting and whether or not we would still be on campus at that time. If the elections are in the Spring, then having a “joint” meeting with the “old” FAC and the new FAC. Perhaps the results will be in soon enough to have our joint meeting on May 6th.
- c. New College Guidelines for Promotion and Tenure: Nomination and Approval of Five Committee Members:** Chair Gordon said that Marla McGhee (EAPS) and Jovita Ross-Gordon (Adult Education) were both willing to serve on the committee. Nominations were opened. Jenny Battle (CI) is willing to serve. Bobby Patton nominated Gay James (HPER). Jenny Battle nominated Gwynne Ash (CI). Greg Soukup (HPER) is willing to serve. Bobby will ask Gay James (HPER) and Jenny will ask Gwynne Ash (CI) if they’re willing, and then we’ll hold the formal nominations and the elections at our next meeting. Bobby and Jenny will email Steve when they receive answers.
- d. Restructuring of College Committee System:** Dean Beck has already submitted dates that he would like to meet with this committee. This committee can be chosen entirely by the FAC.
 - a. Establish size of restructuring committee:** We agreed that there should be 6 people on the committee, with 2 people from each department, and possibly a Chair as a 7th member. Jo Webber brought

up the fact that there is overlap in College committees and Department committees, then each Chair should maybe serve on this committee so that he/she can share what's happening at the Department level. Steve explained that he understood that the purpose of this committee would be to examine the committees that are typically assigned by the Dean. Mike Boone recommended that the committee could meet with each Chair to find out that information. Jo suggested that this new committee could simply refer to the report to find out about the departmental committees and then decide if they needed to meet with the Chairs.

- b. **Nomination and Approval of Committee Members:** Steve Gordon (EAPS), Jo Webber (CI), Bobby Patton (HPER), Drema Albin (EAPS) are interested. Bobby Patton recommended Deborah Buswell (HPER). Mike Boone recommended Susan Waite. Bobby and Mike will email Steve when they know about their nominees. Once the committee meets, they will decide if they want a Chair. Moe Johnson moved to accept these nominees. Greg Soukup seconded the motion. The motion passed.
- c. **Choose Date for First Meeting with Dean:** We will need to wait to choose the date for this meeting until we hear from the nominees. They will try to have a meeting before the next FAC meeting.
- e. **Informal Report on Website Update by Steve Awoniyi:** Steve has received old minutes from Nathan Bond. He will get with Shana to collect more recent minutes. Steve presented the opening page of the FAC webpage—he questioned if all the information that is currently there is needed. He passed around a copy of that page for FAC members. Steve presented the other pages he is recommending for the webpage and allowed FAC members to add or delete information
 - a. Announcements
 - b. Policies and procedures
 - c. Faculty liaison
 - d. Council members
 - e. Election cycle
 - f. Minutes

Steve needs the following items from FAC: introduction to FAC, policies and procedures, function of part-time faculty liaison. Jenny recommended adding a link for part-time faculty to contact their liaison. Jo recommended adding a list of subcommittees. Steve recommended adding the priorities and actions grid.
- f. **Informal Update of LiveText by Shana Pate-Moulton:** Dr. Beck has not gotten back to Shana with any follow-up information from our last meeting. Shana reported that several more courses have been added to LiveText (several ECE courses and several CI courses) and that the student teaching

courses will add in the Fall. Shana will email Dr. Beck to follow up from the last meeting (Dr. Beck was to share concerns with Marianne, Patrice, and Rich, and then contact Shana; Shana was to report to FAC).

*Chair Gordon adjourned the meeting at 3:00 for a 5 minute break.
Chair Gordon reconvened the meeting at 3:05.*

- g. Update on Constitutional Amendment by Steve Gordon:** Steve's graduate assistant sent that information out from his email address so Steve would not see the results. At this point, 20/20 respondents have voted "Yes."
- h. Procedures for Spring Elections—Election Subcommittee (Bobby Patton, Chair; Maria de la Colina, Sarah Nelson, Jenny).** The election subcommittee will meet to discuss the following points:
 - a. **Electronic voting**
 - b. **Alternates elected? If so, how many?**
 - c. **Other election procedure needed?**
- i. Need for single Document with all Policies and Procedures** –Nathan will send to Shana, so that we can archive this information electronically. Jenny offered the extra filing cabinet in her office to store the hard copies of these documents. Jo said that currently the policies and procedures is simply a collection of motions that were passed, but that the information needs to be formatted into a policies and procedures manual. Shana volunteered to format the information; Mike agreed to help Shana with formatting.

III. New Business:

- a. Questions for the Dean's Visit on February 11th:**
 - i.** building issues (locking of doors at 9:00); parking for faculty; buses stopping service at 8:30; last bus that runs from San Marcos to Austin leaves at 9:15 (Bobby recommended that the Faculty Senate be notified about the bus issues).
 - ii.** Tenure and Promotion
 - iii.** Shared governance at RRHEC
 - iv.** Promote shared governance within the departments
 - v.** Salary adjustment

Meeting adjournment: Mike Boone made a motion to adjourn the meeting. Bobby Patton seconded the motion. The motion passed.

Chair Gordon adjourned the meeting at 3:41.
Respectfully Submitted,

Shana Pate-Moulton, FAC Secretary