

Minutes
College of Education Faculty Advisory Council
October 10, 2003
Texas State University – Jowers Hall, A115

Members in Attendance:

Steve Awoniyi, Jennifer Battle, Brenda Beatty, Nathan Bond, Chris Brown, Deborah Buswell, Michelle Hamilton, Marla McGhee, Sharon O’Neal, Bobby Patton, Greg Soukup, Jo Webber

Members Absent:

Marilyn Goodwin, Jovita Ross-Gordon, Alicia Paredes-Scribner

Guests:

Senator Gay James and NCATE spokesperson Rich Radcliffe

The meeting began at 2:05 p.m.

I. Introductions

The new FAC members and continuing members introduced themselves. Chair Webber reviewed the FAC Constitution, focusing on the committee’s advisory function. She also provided an overview of some of the committee’s current projects, such as meeting the Dean, participating in the Strategic Planning Process and developing a procedural manual.

II. Approval of the minutes

Bobby Patton motioned that the minutes from September 26, 2003 be approved. Greg Soukup seconded the motion. The motion passed.

III. FAC Election

Elections for FAC Chair, Vice-Chair and Secretary were held.

Deborah Buswell nominated Jo Webber as Chair of the FAC. Bobby Patton seconded the motion. The motion passed.

Marla McGhee nominated Jovita Ross-Gordon as Vice Chair of the FAC. Chris Brown seconded the motion. Since Jovita Ross-Gordon was absent, the motion was tabled until the next FAC meeting.

Jo Webber nominated Alicia Scribner-Paredes as Vice Chair of the FAC. Sharon O’Neal seconded the motion. Since Alicia Scribner-Paredes was absent, the motion was tabled until the next FAC meeting.
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Deborah Buswell nominated Nathan Bond as Secretary of the FAC. Bobby Patton seconded the motion. The motion passed.

IV. Old Business

A. Constitution Revision

Chair Webber restated the issues that had been raised in previous meetings regarding Constitutional revisions. These topics include: (a) the election of new members earlier in the year so that the department chairs can give the new FAC Chair course release time beginning in the fall, (b) the number of times that the FAC meets during the year, and (c) the idea of establishing a proxy system so that all meetings will have a quorum.

A subcommittee, comprised of Chris Brown, Sharon O'Neal and the new Vice Chair, would study the process for revising the FAC Constitution. The subcommittee may also want to begin to create a policy and procedures manual.

B. Website Coordinator

Chris Brown volunteered to serve as the FAC website coordinator and will work with Richard Simmons and Dean Beck to update the website. In a previous meeting, Dean Beck had suggested that the website have a survey capability. The procedures for submitting ideas and the issue of anonymity were discussed. The procedure for bringing an issue to the FAC will be clarified on the website. COE faculty can post the problem through the website or give it directly to Chair Webber.

C. FAC Priorities

Chair Webber reviewed the FAC priorities that were set at the May meeting at Mamacitas Restaurant, when Marla McGhee lead the group through the priority setting process. At that time, the group decided to focus on three areas: communication, community and shared decision making. These goals are somewhat similar to the ones set at the recent COE Strategic Planning meeting.

The FAC members would like to turn their three priorities into goal statements and to generate strategies and activities that would help the group to reach the goals. Based on a previous conversation with Carl Glickman, Chair Webber encouraged the committee to set reasonable goals that could be accomplished in the near future. The committee decided to revisit the issue during the November 21st meeting. By this date, Marla McGhee will use the three goals to draft sample action statements for the FAC to review.

Chair Webber noted that the FAC played an instrumental role in the recent COE Strategic Planning session. The FAC has made a positive impression on the Dean and has helped the faculty to become more aware of his ideas and vision. Chair Webber stated that Dean Beck was the person who wanted to create the FAC and that he supports the idea of shared democratic governance.

The FAC has also had other successes during the past year. The FAC members participated in the recent discussion about the budget cuts. Jovita Ross-Gordon serves as a liaison between the FAC and the Dean's budget committee. Finally, the FAC established a Committee on Committees, which examines the current committee structure in the COE and will hopefully align the committee structure with the COE goals.

D. Dean / FAC Chair Meeting

Chair Webber reported that she recently met with Dean Beck and discussed several issues that had been raised in previous FAC meetings.

- **Dean's Evaluation:** According to the campus-wide faculty evaluation of deans and chairs, Dean Beck was named the # 1 dean on campus. Rating of the other deans is posted on the Senate website. Senator James commented on this effort. She said that there are 34 chairs and that the results from two years have been collected. This year written comments from the evaluations were not made public.
- **Ballot Boxes:** Chair Webber asked the Dean to purchase secure ballot boxes. Professors are not comfortable with the current procedure of handing their evaluations directly to Betty Boyd. The FAC members also asked that a ballot box be purchased for the RRHEC site.
- **Communication with the Dean:** Chair Webber shared the Dean's responses to concerns about communication between him and the faculty. To further enhance communication, it was suggested that the Dean might meet with junior and senior faculty members in person, clarify the procedures for bringing concerns to the Dean and the Chairs, and publicize faculty members' accomplishments. It was suggested that some of the money needed to publicize faculty members' accomplishments could be generated from the University Fund Drive or could come from efforts by Vickie.
- **Upcoming Meeting with the Dean:** When the Dean meets with the FAC on November 21st, it was suggested that he discuss three issues: communication, merit awards for the Department Chairs, and Chair Evaluations. The Dean will probably present to the FAC the procedures for soliciting feedback from the faculty about the department chairs. The FAC members discussed the idea of evaluating the chairs every other year as a way to generate more feedback from the faculty. The university's PPS states that Department Chair summative evaluations occur every three years. It was also suggested that the information used for the evaluations come from multiple sources and that steps be taken to assure anonymity. Rich Radcliffe, the COE's NCATE spokesperson, encouraged the FAC to consider the NCATE standards for unit governance. Dr. Radcliffe stated that the COE would have to explain how the COE is organized when it applies for NCATE accreditation. The FAC may want to look at the NCATE standards that address communication and organization.
- **Communication with the Dean (cont.)** – The FAC discussed establishing some Principles of Professional Practice, which would guide faculty and

administrative interactions. It was suggested that the Dean consult with faculty members when situations arise and share the results.

- **Communication with the Dean (cont.)** When the FAC meets with the Dean, it would like to know if there is a college-wide policy for release time and if there is a consistent protocol for determining how program directors are given release time.
- **Budget Committee:** Dean Beck has agreed that account managers should not serve on the Budget Committee and that the Budget Committee should take a more proactive role. The committee's work has been postponed until after Strategic Planning is completed on November 14th.

V. New Business

The FAC will meet in ASB South for its next two meetings. On Oct 14 from 3:30 to 5 p.m., the FAC will participate in the planning of the Strategic Planning Meeting. On October 24 and November 7, the FAC will meet from 2 to 5 pm in ASB south 332 to develop the COE Strategic Plan.

Greg Soukup motioned that the meeting be adjourned. Brenda Beatty seconded. The motion carried.

Meeting was adjourned at 4:07 p.m.

Restfully submitted,

Nathan Bond
FAC Secretary