

**Minutes**  
**College of Education Faculty Advisory Council**  
**December 10, 2002**  
**SWT - Education Building, Room 2045**

**Members in Attendance:**

Roxanne Allsup-Cuellar, Nathan Bond, Deborah Buswell, Elizabeth Erickson, Susan Field Waite, Linda Homeyer, Maurice Johnson, Sharon O'Neal, Bobby Patton, Jovita Ross-Gordon, Alicia Scribner, John Walker, Jo Webber

**Members Absent:**

Russ Hodges and Marla McGhee

**Guests:**

Dean Beck, Steve Gordon

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**I. Welcome:** Dean Beck opened the meeting and welcomed the members in attendance. He reiterated his support for the Faculty Advisory Council and looks forward to working with the group. He distributed a handout from the AAUP (American Association of University Professors) 1966 Statement on Government of Colleges and Universities, in which is described the three main areas of responsibility of a faculty advisory council. These areas are:

- the framing and execution of long-range plans
- the working towards decisions regarding existing or prospective physical resources
- budgeting.

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**II. Constitution:** Steve Gordon, the FAC's first guest and one of the original proposers of a faculty council at SWT, distributed copies of the Faculty Advisory Council Constitution. He highlighted some of the key ideas in the Constitution. These ideas include:

- the FAC serves as the "nervous system" of the College
- the Council provides communication among faculty
- the Council provides communication between the faculty and administration
- the Council advises the Dean on key decisions from the earliest stages of the decision-making process
- fifteen members, elected from each department, serve staggered terms on the Council with 7 members elected one year and 8 the next year
- during the long semesters, meetings are held twice a month, except during holidays and vacation periods
- the dean will be invited to every second meeting; faculty members are welcome to attend all meetings

- a simple quorum must be present to begin a meeting or conduct a vote
  - minutes from the meeting will be distributed to all College of Education faculty members
  - the council is supposed to be proactive (propose initiatives) and reactive (respond to initiatives)
  - the council should make data-based decisions
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**III. Elections:** Steve Gordon suggested that the Council elect its officers. Dean Beck facilitated the election of the Council Chair. Jo Webber was elected as the first Chair of the Faculty Advisor Council. Then, she coordinated the election of Jovita Ross-Gordon as Vice Chair and Nathan Bond as Secretary.

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**IV. Discussion of procedural matters:**

**A. Terms:** The members discussed the length of their terms on the Council. The Constitution states that eight of the members shall serve until September, 2004 and seven of the members shall serve until September 2003. Susan Field Waite proposed discussing the idea at this meeting and then calling for a final vote during the Council's next meeting. Sharon O'Neal proposed that the officers serve an additional year in order to provide continuity to the Council. Bobby Patton suggested that the Council delay the decision until the end of the school year. No decision was reached.

**B. Meeting Dates and Time:** The members decided to meet on two Fridays of each month from 2 to 4 p.m. Members will notify Jo Webber if they can not attend. The following meeting dates were scheduled:

January 17  
January 31  
February 14  
February 28  
March 7  
March 21  
April 11  
April 25  
May 9

**C. Refreshments:** The members generated a list of snacks that they would like served at the meetings. Dean Beck has allocated a small amount of money in the Council's budget for light refreshments.

**D. Location:** The Council discussed alternating its meeting locations among the three departments in the College. The next meeting will be held in the EAPS conference room, 4002-6.

**E. Operating Procedures:** Steve Gordon suggested that the Council begin developing a set of guidelines or procedures for running the meetings. He stated that the Council has leeway in developing procedures so long as they do not contradict the Constitution.

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**V. Discussion of Possible Topics for Future Meetings:**

The Council discussed various issues that may be addressed in future meetings.

**A. Communication:** Jovita Ross-Gordon stated that the Council must communicate with the faculty members and let them know that our Council exists.

**B. College Committees:** Jo Webber suggested that the Faculty Advisory Council first determine the committees that already exist in the College of Education. Nathan Bond suggested that the Council also determine the committees operating in each department.

**C. Selection of Tasks:** Steve Gordon suggested that the Council be proactive in selecting its tasks. He urged the Council to avoid letting other entities dictate the Council's work. The Council has the right to pick and choose its own tasks.

**D. Faculty Workload:** Steve Gordon suggested that the Council may want to examine the faculty workload issue. A balance between teaching and research must exist. For different faculty members, there are different expectations and priorities.

**E. Computers:** Susan Field Waite stated that Dean Beck has scheduled a meeting to discuss his proposal that all teacher education students should be required to purchase an I-book.

**F. Building Renovations:** The committee asked about the building renovations. The committee indicated that the building renovations might be an area where early faculty involvement could be facilitated through FAC.

**G. Class Size:** The number of students required for a class to make was discussed. Currently, eight students must register for a graduate class to make. The Coordinating Board requires 5 or 6; the university, 8.

**H. Tenure and Review:** Steve Gordon suggested that the FAC examine the tenure and review guidelines. Tenure and review might be an area where early faculty involvement could also be facilitated through FAC.

**I. Advising Center:** Jo Webber suggested that the FAC examine the Advising Center and its relationship to the different departments. Currently, EAPS and Counseling advise their own students. Webber proposed that the Advising Center also recruit students as well as advise them.

**J. Relationship between the FAC and Standing Committees:** Discussion followed about the relationship between the FAC and current committees. Bobby Patton suggested that the FAC could have a liaison on each of the Deans' Councils. Linda Homeyer stated that the FAC does not know what is occurring on all the other committees. She stated that the FAC could serve as a coordinating group, and she cautioned the FAC not to micromanage the other committees. Steve Gordon stated that Dean Beck could suggest different issues for the FAC to address. Sharon O'Neal also cautioned the FAC to monitor the number of issues that are addressed. Jo Webber stated that our role is to attend to what is happening at the College level from an administrative perspective. Steve Gordon stated that most universities tend to be governed from the top-down. He stated that the FAC will have more clout if it communicates well with the faculty. Finally, Jo Webber stated that the FAC needs to know how previous governing bodies operated. The FAC has leeway in conceptualizing its mission. At the next meeting the FAC would begin to select issues that it wants to address. She also suggested that the members ask input from their colleagues. She asked Bobby Patton (HPER), Alicia Scribner (EAPS) and Nathan Bond (CI) to generate a list of committees that are currently working in their respective departments.

**K. Robert's Rules of Order:** The Council discussed following Robert's Rules of Order. The decision was tabled until the next meeting.

The meeting adjourned at 4:30 p.m.

Respectfully submitted,

Nathan Bond (CI)  
Secretary