

Minutes
College of Education Faculty Advisory Council
January 17, 2003
SWT – Education Building – Room 4002-6

Members in Attendance:

Nathan Bond, Deborah Buswell, Elizabeth Erickson, Susan Field Waite, Russ Hodges, Cris Jorgenson (for Alicia Scribner), Sharon O'Neal, Jovita Ross-Gordon, John Walker, Jo Webber

Members Absent:

Roxanne Allsup-Cuellar, Linda Homeyer, Maurice Johnson, Marla McGhee, Bobby Patton, Alicia Scribner

Guests:

Steve Gordon, Patrice Werner

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

I. Introduction of members

II. Approval of the Minutes from December 10, 2002

John Walker moved to approve the minutes. Deborah Buswell seconded the motion. The motion passed.

III. Old Business:

A. Review of the FAC Constitution:

The members revisited the FAC Constitution and discussed the possibility of adding some of the Senate's objectives. The members also discussed ways to evaluate their work as a council.

1. Interdepartmental communication among faculty. Enhancing communication among departments and faculty members is one of the primary objectives for the FAC. The dissemination of information varies from department to department. Forums, surveys, videos, and small meetings are some ways that information could be shared.

2. Two-way Communication: The Faculty Advisory Council serves as a channel for two-way communication between the Dean and the faculty. The desire for greater communication between the Dean and the faculty may have been one of the main reasons for creating the FAC. Recently, a member of the FAC (Webber) was added to the Dean's College Council, which includes Drs. Paese, Huling (or Resta), Slater, Payne,

the three Chairs (Reese, Pankey, Boone), and three Senators (Gordon, Gillis, James). The College Council meets once a month on the third Thursday. The members of the Faculty Advisory Council, assuming information flows from the Dean to faculty through the College Council, questioned how information is presently conveyed from the faculty members to the Dean.

Russ Hodges moved that the College Council Minutes be passed to all faculty members. Jovita Ross-Gordon seconded the motion. The motion passed.

3. Advising Dean on Major Decisions: The FAC discussed the idea of shared decision making. For example, when the Dean attends the FAC meetings, the members can ask him direct questions. For some issues, the Dean may want to give the FAC information in advance so that the members have time to discuss the issue with colleagues. In addition, the FAC may want to ask the Dean to share his thoughts on how the FAC and faculty can share in the decision-making process. The FAC members may want to poll colleagues on how shared decision-making occurs at other universities. And finally, Dr. Webber stated that she meets with Dean Beck after each FAC meeting that he does not attend to review and elaborate on the topics that were discussed.

4. Issues: Procedures for submitting and prioritizing issues that are brought before the FAC were discussed.

5. Faculty in Career and Development: The FAC members talked about some key issues related to this objective. For example, there is a push in the College for research and yet there is little or no corresponding reduction of the teaching load. Some members wondered if the Dean has a consistent policy on workload and how much discretion the Chairs have in determining workloads. Other issues covered under this objective include: (1) tenure and promotion, (2) money concerns, such as copy cards, telephone expenses and travel to conferences, (3) mentoring responsibilities and (4) the listing of information on curriculum vitae.

6. Faculty Concerns: The members discussed possible ways that faculty members can share concerns with the FAC. Several questions were raised. For example, how does the FAC get the faculty to trust the group and share information? Should the information be made public? Is there a chain of command for expressing concerns? Do faculty members first visit with the FAC or the Chairs? How does the faculty handbook address this issue? Should a form be made for faculty members to share information in writing? Can faculty submit concerns anonymously?

The FAC agreed that it should not fulfill the role of an ombudsman. The FAC should not be viewed as a committee to bring individual grievances to. In addition, the FAC agreed that it should focus on college-wide, or at least departmental issues.

The FAC discussed sending the approved minutes to faculty members via email. In addition, the approved minutes will also be archived at the FAC website. If faculty members have concerns, then they can access the Faculty Concern Form on the web.

7. Agreed-upon Philosophy: The FAC members discussed the various mission statements in the College of Education. Currently, the College's Mission Statement is posted on the website. Some departments, such as EAPS, created their mission statement when designing their strategic plan. Other departments are waiting to create their mission statements until President Trauth's unveils her initiatives. The Department of Curriculum and Instruction will develop its mission statement this year. C&I will rely heavily on the NCATE accreditation process to create its goals. The FAC asked that each department's mission be posted on either the COE or FAC website.

The members wondered about the relationship between the FAC and Dean Willoughby.

8. Decisions Made Using Accurate Data: The Council decided to use both qualitative and quantitative data when making decisions. The Council also discussed the surveys and instruments that were used to evaluate the Dean and the Chairs.

9. Input from Faculty: The members stated that surveys could be used to solicit input from the faculty in the future.

10. Communication with Senators: Finally, the FAC discussed ways to enhance communication with the Senators from the College of Education. The Senators may be invited to the meetings. Furthermore, the Senators may want to share pertinent issues with the FAC and ask for feedback prior to raising the issues with the Senate. The Senators will receive copies of appropriate FAC communications.

Chair Webber challenged the FAC members to identify the kind of data that will show that the FAC is meeting these objectives. She also challenged the members to consider ways to operationalize these ten responsibilities.

Susan Field Waite moved that the approved Faculty Advisory Council Minutes be sent to all COE faculty and posted on the College of Education website. Russ Hodges seconded the motion. The motion passed.

B. Environmental Scan: The FAC members wanted to review the environment scan that was developed recently by the departments.

C. COE and Departmental Committees: A list of the committees in the College of Education was distributed. Some omissions and mistakes were identified. These include: (1) The Teacher of Education Council was not included on the handouts because it involves other departments across campus. (2) The Tenure and Review Committees need to be added. (3) Marilyn Goodwin should be listed as Co-Chair of Scholarship Committee with Susan Field Waite. (4). The EAPS Chair Search Committee should be added.

IV. New Business:

A. COE Restructuring Committee Placed As Subcommittee of FAC: Russ Hodges reported that the COE Restructuring Committee recently met and discussed the following items:

- Russ Hodges will remain as the facilitator. An outside facilitator will not be used.
- The committee members spent time getting to know each other and their departments.
- The members looked for commonalities among programs and departments.
- An organizational chart showing the relationships between the departments will be created.
- The COE members began discussing the pros and cons of restructuring.
- The restructuring of the College is not a guarantee at this point.
- The committee will meet three more times on Thursdays from 3 to 5.
January 30th from 3 to 5 in Education Building, Room 4006-2.
February 13th and February 27th from 3 to 5.
- Guests are allowed at the meetings.
- Dean Beck wants the work to be completed before Spring Break.
- The Dean wants the process to be fair so that all stakeholders have opportunities to voice their concerns.
- The COE Committee consists of five members from each academic unit. In addition, each chair serves as an ex-officio member. Dr. Slater will also attend. The chairs only provide information to the committee

Chair Webber stated that the COE Restructuring Committee will report to the FAC. She questioned how the FAC will support this committee during the discussion process.:

Some FAC members wondered if HPER is adequately represented on this committee. Discussion also followed about the Chairs and their role on the Restructuring Committee. It was suggested that the Chairs not attend one of the three remaining meetings.

The COE Restructuring Committee was created when some professors approached the Dean and wanted their own department. Rather than making a decision, the Dean created a committee to explore the proposal and to determine if this was a college-wide issue. The Dean wants the College to run more efficiently and effectively. It seems that the number of graduate assistants and student workers and the amount of release time vary from department to department.

The FAC made three recommendations:

- (1). If necessary, the timeline for the Restructuring Committee should allow for a thoughtful and considerate process.
- (2). The Restructuring Committee should have some meetings without the Chairs present to allow for freer discussions.
- (3). FAC suggests that Chairs meet with another department's faculty to answer questions and obtain input in regards to restructuring.

B. Invitation to President Trauth: President Trauth may be invited to one of the upcoming meetings since the FAC is a unique body at SWT. She has expressed an interest in the idea of shared governance.

Deborah Buswell made a motion to adjourn the meeting. Beth Erikson seconded the motion. The motion passed. The meeting was adjourned at 4:10 p.m.

Respectfully submitted,

Nathan Bond (C&I)
FAC Secretary