

Minutes
Faculty Advisory Council (FAC) Meeting
12/10/04
Texas State University—HPER, Room

Members in Attendance: Steve Gordon, Colleen Connolly, Mike Boone, Jennifer Battle, Marilyn Goodwin, Maria de la Colina, Steve Awoniyi, Bobby Patton, Deborah Buswell, Sarah Nelson, Drema Albin, Moe Johnson, Shana Pate-Moulton

Members Absent: Greg Soukup, Jo Webber

Chair Steve Gordon called the meeting to order at 2:05 p.m.

I. Approval of the Minutes

A few corrections were made to the minutes. Then, Moe Johnson moved that the minutes from November 19th be approved. Jenny Battle seconded the motion. The motion passed.

II. Old Business:

- a. **Constitutional Amendments:** Steve Awoniyi presented recommendations from the constitution committee (Mike Boone, Jennifer Battle, Steve Awoniyi). It was discussed that there not be any dates (in reference to saying, “Beginning in spring 2005. . .”). Steve recommended that we make all the revisions and then have the FAC vote on the whole document. Discussion continued in order to revise the constitution so that no years are included and no “the first Council. . .” statements are included.

Steve Gordon brought up that all five EAPS members are new, as of Fall 2004. So, future elections will not be staggered. So, do some of those members serve only one year? And, if so, how do we decide that? And, should we build into our constitution something that allows for that? Perhaps a statement should be in the procedures rather than the constitution that allows for this instance.

Maybe we should list everyone’s name along with the year they rotate off the FAC.

Steve Awoniyi will send a final copy of the revisions to the FAC. They are attached at the end of these minutes. The final copy will also be sent to the faculty for approval.

Moe Johnson moved to accept the revisions of the constitution. Mike Boone seconded the motion. The motion passed, unanimously.

- b. **Procedures Subcommittee:** Chair Gordon called for a procedures subcommittee so that these issues could be covered. It was recommended that the constitution

subcommittee also address procedures. It was brought up that initially whenever the development of the policies and procedures was mentioned in a meeting that we cut and paste the minutes into the policies and procedures document.

Shana will get the documents that Nathan Bond has and bring them to the next meeting. We'll add this to the agenda for the next meeting.

- c. **Promotion/Tenure:** Last year the Dean asked FAC to work with him and generate some general guidelines. The next step is to formulate a College P & T committee. FAC members reviewed the document that Paula Renfro had sent to the faculty of the entire University. Chair Gordon recommended that the College can move forward with a College P & T committee, since the University document is so general.
- d. **Plan for meeting with Dr. Beck:** FAC members discussed, briefly, the items we plan to cover with Dean Beck, by reviewing the proposed agenda for our joint meeting.

Chair Gordon adjourned the meeting for a 5 minute break.

Dr. Beck joined the meeting at 3:05 p.m.

III. New Business:

a. LiveText:

Chair Gordon addressed the LiveText issue first--the decision-making process rather than the technical aspect. Dr. Beck presented his perception of reality. Two years ago, he appointed Patrice Werner and Rich Radcliffe to chair the NCATE process. Dean Beck continued to report that several times (strategic plan, etc) college of Ed members had requested an accountability program. Rich and Patrice had heard the LiveText representatives speak at a conference, and they took the information to Dr. Beck. It was decided that LiveText would be the data management tool to which we would commit. At the end of summer 2004, Dr. Beck sent an email to all students in CI 3310 and selected sections of other courses (CI 3322) that we would be starting this process and that they would be required to purchase LiveText and use it through their college career and one year after they leave the university. Dr. Beck presents it to students as an instructional tool and a data management tool. Dr. Beck was surprised when faculty felt like they hadn't been involved in the discussions about LiveText. He had assumed that Patrice and Rich had led discussions with C & I faculty. He received 5 or 6 concerns from students that the cost was prohibitive. He expressed appreciation for their concern. He also expressed to students that it's a one-time purchase, so therefore it's only \$25 a year.

A question was asked about adding the cost of LiveText as a fee. Dr. Beck said that it could be tied to a course fee (perhaps CI 3310).

There's been some discussion about LiveText and Blackboard interacting together. Blackboard can't do all the things that NCATE needs done. LiveText has no emailing capabilities nor will allow faculty to download class rosters, etc.

Jenny Battle presented that she had heard from the instructors of the large courses (who came to Jenny so she could report it to the FAC) have a tremendous amount of work with LiveText.

Dr. Beck said he does know that there are over 200 universities that use LiveText. Perhaps we should investigate how other universities use LiveText.

Marilyn Goodwin mentioned that she visited with some people at a conference in Albuquerque who had had issues with dumping all the data when NCATE came to visit. She has that contact information, so she can follow up on that.

There was discussion about how various faculty feel about using LiveText (those who are using it). Shana Pate-Moulton reported that she had difficulty with her students (only 6 of 21 students bought LiveText), but she still infused LiveText into her courses. Shana also reported that most other block professors had only 0-2 students who didn't buy LiveText. Professors who were required to start using LiveText are using it in varying degrees.

NCATE will look for common assessment rubrics across the program. LiveText forces us to do that. We could get through NCATE accreditation without LiveText, but we would still need some other system for data management. LiveText is that system.

Marilyn Goodwin recommended that we visit the NCATE website to see the electronic submission of other reports.

Dr. Beck took us back to the original issue. He asked, "What more should he and the C & I department have done to make this process smoother?" It was discussed that letting faculty go through a slower infusion process would have been helpful. C & I faculty mentioned that they were never brought in to discuss or vote on LiveText. It was presented to C & I faculty at their Fall retreat, and it was told to them that it was required and we were starting NOW—that students and professors in CI 3310 and CI 3322 would have to start using LiveText in Fall 2004. Faculty had no choice or vote.

Dr. Beck asked how we approach this for the Spring. It was mentioned that new or adjunct faculty will need LiveText training, and many of those people haven't been informed that they need to be trained.

Dr. Beck will get with Rich and Patrice and plan some training sessions.

Dr. Beck was asked to present a timeline for when other classes will use/require LiveText. He informed the FAC that our NCATE visit will be Fall of 2006. At this point, we're leaving it up to the NCATE representative in each area decide what their data management system is.

Chair Gordon recommended that perhaps Dr. Beck, Marianne Reese, Patrice Werner, and Rich Radcliffe need to discuss this issue.

Dr. Beck will email Shana after he discusses concerns about LiveText with Marianne, Patrice, and Rich. Shana will forward to FAC.

- b. **Tenure and Promotion:** Dr. Beck agreed that the university document is general enough that the College can move forward. Dr. Beck recommended that we get together to revise the College PPS, in light of the University PPS. The Provost believes that P & T decisions are best made by the people closest to that decision (the faculty). It was decided that there be 9 members (3 from each department). The FAC will nominate 5 members for that committee and Dr. Beck will appoint 4 members. We'll address this at our next meeting (in January).
- c. **Committees:** Having a committee system such that some committees would be managed by FAC and some committees would be assisted in management by the Dean.

Chair Gordon recommended that a subgroup of the FAC would meet with the Dean to determine which committees would be under which management. Eventually everything will be discussed by FAC, as a whole, with the Dean.

- d. **Salary adjustment:** Dean Beck reported that the Provost said that some time after October they would start the analysis that showed the greatest discrepancy, using the CUPA (College University Personnel Association) analysis. Deans would get that data some time in the Spring. FAC needs to help Dean Beck make sure that the faculty are intimately involved in decisions about salary adjustments. Dr. Beck wants at least the personnel committees be involved. If the 5% budget cut occurs, it would affect general raises, but it would not affect the adjustments.
- e. **Mini-session:** Dean Beck reported that there have been issues with mini-sessions since we began mini-sessions. The last year of Dr. Gratz' term, he made the decision that mini-session instructors get paid a per-course rate for mini-sessions, as an overload. He doesn't yet know how it will all play out.

Chair Gordon asked for an update about an 8-week summer session instead of a 10-week summer session. Dr. Beck submitted a request to the Provost to allow us to do two 4-week sessions (for graduate courses) which would keep the university courses from overlapping with public school start dates. Provost Moore has not gotten back to Dr. Beck yet. Provost Moore has, gotten back to Dr. Beck very quickly on other issues, so Dr. Beck thinks he has "stumped" Dr. Moore.

- f. **Dean Search:** Steve presented the rubric that will be used for the Dean search. If FAC members find something that's missing or something that's given too much emphasis, email Steve, and he'll forward the suggestion to the search committee. They're waiting for our input before they finalize the document.

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

Chair Gordon adjourned the meeting at 4:05.

Respectfully Submitted,

Shana Pate-Moulton
FAC Secretary