Minutes
College of Education Faculty Advisory Council
March 21, 2003
SWT – Education Building –Room 4002-6

Members in Attendance:
Nathan Bond, Deborah Buswell, Roxane Cuellar-Allsup, Beth Erickson, Susan Field Waite, Linda Homeyer, Russ Hodges, Sharon O’Neal, Bobby Patton, Jovita Ross-Gordon, Alicia Paredes Scribner, John Walker, Jo Webber

Members Absent:
Moe Johnson, Marla McGhee

FAC Chair Webber called the meeting to order at 2:05 p.m.

I. Approval of the Minutes from February 28, 2003

Linda Homeyer moved to approve the minutes from February 28, 2003. Russ Hodges seconded the motion. The motion passed.

II. Report on the College Council Meeting

Chair Webber shared the topics that were discussed at the last College Council meeting, which was held on March 20th.

A. Budget Cuts: The State has not told the University how much money it must return as a result of the budget crisis. It appears that there will be fewer cuts than previously expected. The Dean would like to meet with the FAC and the newly elected COE Budget Committee and discuss the proposed cuts on April 4th, rather than on April 11th during the regularly scheduled FAC meeting. The Dean would like the FAC’s input on the proposed cuts to the COE budget.

B. Student ID Numbers: The College Council also discussed the University’s efforts to prevent unlawful access to students’ social security numbers. The discussion was prompted by the recent incident at the University of Texas at Austin.

C. Curriculum Committee: The FAC will consider its role in the development of a new College Curriculum Committee, which will review all course and program changes before they are submitted to the University Curriculum Committee. The University Senate is currently proposing a PPS that allows the Colleges to have their own Curriculum Committees. The Senate wants the faculties closest to the courses to review these changes and the College Curriculum Committees to address course changes, program changes, and the detailed clerical revisions first. Although course changes occur
only once a year, program changes can be reviewed at any time. The FAC also discussed making the process more efficient.

D. Computer Replacement: Jane Hughson talked to the College Council about the Computer Replacement Program, which ensures that computers are replaced every three years. The procedures for replacement and the websites for new hardware and software were shared. Chair Webber wondered if the faculty members were aware of this information.

III. Old Business

A. Budget Policy Review: The College of Education recently elected the new College Budget Council, comprised of Drs. Ross-Gordon (EAPS), Huling (C&I), and Furney (HPER) as departmental representatives. The committee will offer input on the budgets of the accounts that are not considered departmental. The FAC will discuss drafted policies for two of these accounts, Indirect Costs and the LBJ fund, at its next meeting in addition to recommended budget cuts.

B. Committee on Committees Report: Deborah Buswell reported on the progress that the committee is making with the three committee assessment surveys. She asked the FAC members for feedback on ways to improve the surveys.

- One survey will be hand delivered by Dr. Webber to each Department Chair. This survey asks the Chairs to provide information such as list of all the committees, their members, and their functions. The Chairs will be asked to return the completed surveys in two weeks.
- The second survey will be sent through campus mail to committee chairs. This survey asks the chairs to provide information such as the list of all committee members, the amount of time devoted to the committee, membership participation and impact.
- Sent at the same time as the second survey, the third survey will go to the faculty members who serve on the committees. Faculty members will be asked to complete a survey for each committee on which they serve.

The FAC discussed some of the possible problems associated with the surveys.

- Some FAC members questioned the amount of time that it would take department chairs and faculty members to complete the surveys. Ways to streamline the surveys were examined.
- The FAC discussed the purpose of the surveys and the type of information that would be gleaned from them.
- Questions about confidentiality and anonymity arose. Although the faculty members would remain anonymous, the responses on the surveys would be aggregated and eventually shared in a report to the College.
- The FAC wondered how programs in the College, such as the PhD Program, would respond to certain prompts on the surveys since the forms did not provide a space for them to respond.
- The FAC wondered if the impetus for the surveys, specifically the concern over the workload issue, came from the faculty.

The FAC decided to continue reviewing the Committee Member Survey at the next FAC meeting.

**C. FAC Website:** Susan Field Waite showed the latest version of the College of Education Faculty Advisory Council website, which centers on the theme of communication. The homepage contains links to other FAC webpages, which include:
- Key ideas that the FAC is considering
- Minutes and recommendations
- Forms for faculty members to get on the FAC agenda
- FAC members’ contact information
- FAC Constitution

The members suggested that the FAC’s ten council responsibilities as well as a picture of the College’s organizational chart be added to the website. The organizational chart will let the faculty members know who is making decisions regarding certain issues in the College.

**D. Future FAC Priorities:** Chair Webber asked the FAC to prioritize issues for the next meetings. It was decided that the FAC needs to continue with four topics: communication, chair evaluations, the website, and membership. Membership for 2003 – 2004 will be decided at the May meeting. Chair Webber suggested that at the April 4th meeting, the FAC spend time discussing these issues after Dean Beck finishes his budget talks.

Jovita Ross-Gordon moved 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