

## *Faculty Senate Executive Committee/VPAA Meeting*

### *Minutes*

Friday, November 15, 2013 @ 2:10 p.m. in I-225 (Mina Edison Dining Room)

	Present	Absent
Dr. Denis G. Wright	X	
Dr. Lisa McGarity	X	
Dr. Laura Weir	X	
Jennifer Barreto	X	
Marius Coman	X	
Amanda Lehrian	X	
Michael McGowan		X
John Pelot	X	
Donald Ransford	X	
Elaine Schaeffer	X	
Martin Tawil	X	
Debra A. Kelly	X	

Meeting was called to order by Dr. Wright at 2:15 p.m.

### Faculty Senate Items

#### **I. Minutes from October 18, 2013**

- Correction to John Pelot's degree. He holds a MFA degree not a Ph.D.
- John Pelot was not the faculty member placed in the Nursing room. It was Jennifer Barreto not John Pelot who mentioned the room.

#### **II. Search Committees**

##### a. Membership updates

(Dean, Arts, Humanities, & Social Sciences and Associate Dean, Business and Technology)

- Dr. Wright mentioned that the department of AHSS had their first candidate here today. The interviews will be completed by December with an appointment in January 2014.

The School of Business and Technology committee search is over. The candidate has been identified and should be announced shortly.

- Dr. Wright will oversee the search committees. He is looking for diversity in the committee. Part of the diversity is campus diversity. Sometimes there are disciplines that are not represented at all locations because there are no full-time faculty members. There are faculty members that turn down the assignment too.

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### III. Ad-hoc Committees

#### a. Portfolio

- Dr. Wright mentioned that the committees are finally taking shape.
- Maria Cahill, Chair volunteer, School of Health Professions, Professor Raymond Lenius, Rebecca Gubitti, Munir Al-Suleh, Arenthia Herren, Joan Van Glabek
- Representation from most of the schools and disciplines.
- We will welcome other members and you do not have to be a continuing contract faculty member.
- How long is the term? One year to be done for future year. May reconstitute it in the future. John Pelot will speak to Jennifer Cohen regarding data base. Committee meetings will be public noticed.

#### b. Sabbatical Membership

- The other campuses declined to commit to the committee. Committee will likely meet no more than twice.
- Jamie Marecz, Dana Roes, Doug Nay, Kathleen Lanigan, and one representative from Collier.
- Give certain points to amount of time, reading the application, etc. Points will determine who will be awarded a sabbatical. Continuing contract faculty can only be on sabbatical.
- A maximum of three sabbaticals are awarded a year and the Board of Trustees approves the sabbatical. .
- Will sabbatical committee be a standing committee? No
- It is a one year commitment.

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- Dr. Myriam Mompont (Humanities) would like to serve. Need Pure and Applied Science representation. Dr. McGarity would like to serve on the committee. We have arts and humanities rep but would like Dr. McGarity to represent science/math.
- c. Benefits Ad-hoc Committee
  - Came up in negotiations this summer. The consortium negotiates what we have for benefits and how much it costs. Other places can increase/decrease co-pays, etc. Look at current plan for single employees who get whole package paid for. Some institutions even have the single people pay, but reduce the amount for those that have children or spouses.
  - Supportive of definition of spouse. Legally married people or can partners qualify for benefits? Some other schools in Florida include partners on their benefits plan. Dr. Wright has been assigned as the Chair. Other members will consist of representation from Payroll and Budget, Frank Dowd, Jill Hummel, Danessa Stevens. Union nominated Jill and Frank to serve on the committee. Tried to have different people (married/single, children/no children, etc) on the ad-hoc committee.
  - Dr. McGarity mentioned that Don Ransford was very interested in the committee.
  - Discuss recommendations with the President. Not much wiggle room (co-pays). Union negotiates for the faculty only and this will be for everyone.
  - Previous institution – benefits were based on salary amount. Time to have the conversation. Sick leave bank? Dr. McGarity would be interested in this.
  - Example - Donate 4 sick leave days and if you needed it, then you would get an automatic donation in your account.

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### **IV. Process of submitting/making recommendation re: General Education courses**

- Dr. McGarity had an interesting department meeting the other day. Tina Ottman is stepping down from Department Chair after this semester. At the meeting it was placed on the agenda. Tina came forward with information that was confusing regarding courses State approved in science to count toward General Education. We are supposed to forward everything to Tina. She also mentioned that the recommended class is only 3 credits and should have been a lab course. The 3 courses were on the list and they do not make sense. Gen Ed, non-majors need to take for their AA/AS degree. Physics with calculus should not be recommended. General Chemistry I –is there some list? Presented to the Curriculum Committee at their last meeting. Does not take effect until Fall 2015. State kept Gen Ed at minimum of 36 credits, we can have 38 credits and beyond that. Took 5 categories the same. These are the courses that every student has to take and defined those courses. Only defined 15 credits of the 36 credits. There are 5 to 6 courses. We have to mandate ENC1101 and Communication, there is only one choice. We could also say one of those two; we do not have to use all. Just one from that list and will identify the other courses.
- Continue the practice of having lab science courses at least one.
- General Ed with ENC1102 or a like course.
- Open meetings 3 – 4 months have conversation. Ultimately, we have to get something together from the faculty and recommend to the Curriculum Committee. Will approve what the CC approves. It is up to the faculty. There are a couple of courses listed that we do not teach. Do we want to develop this course? Chemistry is one that does not come with the lab. Conversations need to take place and ultimately a vote will be taken to determine which courses are offered. Too early to decide which courses will be offered.

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### V. Bylaws Committee progress

- John Pelot is the Chair and has all of the representatives. Bill Wilcox, Joan Van Glabek Sandra Seifert, Martin Tawil, FC Presidents, and VP's. Discussion is on Canvas with the discussion board opened on October 31. Laura took initiative to draft the documents. Further discussions will be held and a final decision will be made.
- Dr. McGarity - issue at Collier – doesn't have any support. Administrative area does not have Canvas. Outside of her normal duties and responsibilities. Sent email regarding funds.
- Parliamentarian training - \$100 per hour or less. It may be a worthwhile expense. Who has the final say over the faculty senate by-laws? Faculty Senate votes on it.
- Draft prepared prior to meeting. Does it come to Dr. Wright? How does it become official? The by-laws are created by the Faculty Senate; do the by-laws adopt the by-laws? Dr. Wright believes that the representatives should school structured not campus centered.
- Dr. Weir – faculty issues within school is still campus based. Understand what it is like to be on a campus with strong leadership. Cannot truly have if Faculty Senate is divided this way. Definite leadership that says it is through the school structure with a geographical structure. Vote in the schools. Two step process. Elect the representative and fill in with other members. We don't have Faculty Senate making any presentations at the school level.
- Page 4 section 5 – see proposed documentation. How they get formed with specific charges. All 4 geographic locations should have an equal number. Library is not an academic discipline and should be included. Locations and disciplines are important. Putting something formal into the institutional process. How do other schools address it?
- Dr. Tawil - Use Roberts Rules? Document references it. Fine for regular voting but need 2/3 votes.

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- Dr. Weir – amended every 5 years. Provision within Roberts Rules - do not get 2/3 attendance and can dissolve meeting, requires 50 + 1 that are present. Constitute a quorum. John Pelot and Dr. Wright's only concern is that we are professing one college structure and if we are doing that, the schools need to elect a rep. and Faculty Senate from each of their schools. Must have a number of geo reps. Dr. Weir – 4 leaders from geo locations. Senate info would go back to schools to reps.
- Dr. Wright – believes that this should be finalized. Suggested bringing back the consultant and find the means to get him paid.
- Hope to have it done before May 2014

### **VI. Spring courses and scheduling**

- John Pelot – continuation idea that adjuncts are getting loads before full-time members at Charlotte Campus. Dr. Rath was good about opening up classes. All classes are opened. Enrollment is low in some classes. Suggest that enrollment is lowered to increase enrollment. Look into that.
- Dr. Wright – remember that students do not have to take the placement test and advisors thought students would go directly into ENC1101. Advisors stating that students are staying in the development courses first, especially in Math. Dr. Wright will address with Dr. Rath.
- Collier – Advisors explained the financial aid repercussions to students; they are opting for developmental courses.
- In general scheduling, calendar is set up. Establish certain standards; all faculty will be provided a copy of their schedules. Faculty should review schedule before it gets published. Dr. Wright will take to the calendar committee and discuss with this group.

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- Academic Standards Committee – regarding drop discussion. Positive and negative aspects of drop period. No student can add a class after it begins. Ex. If class meets for the first time you cannot add it to your schedule. Open enrollment institution? Tight registration policy.
- Can we run some analysis reports for drop after attendance is verified? First three days of spring semester? One of the issues that we have is on-line classes. Students drop at the last minute and do not complete assignment in time. Financial aid can be an issue. Cannot make an informed decision without solid data. May have to go back to date rather than a 0 or 1 in the attendance verification.

### **VII. Continuing business from past meeting; follow-up**

Covered

### **VIII. College Website**

Amanda Lehrian - Edison Portal seems to go down during the first week of class. This seems to occur every semester where there is an update. New website will have to transition to new school name to meet need of school and staff. Will they revamp the college website? What functions should be offered? Make the pipe line bigger. We are going up 9 times as fast. New name will go in effect July 1<sup>st</sup>. Will a College-wide chat function be offered? Possibly add later on? Have input? Transactional or student friendly portal? Recommend an ad-hoc committee. Staff and student input? Possibly get recommendation from the Academic Technology committee to present to the President?

### **IX. Standing Committee Charges**

- Amanda Lehrian - report back standing committee charges. Took document to Charlotte and Hendry Glades and voted for approval. Haven't heard any negative feedback from Lee faculty. Haven't heard back from Collier yet. Busy time of year for faculty.
- Curriculum Committee – experimental courses have been removed from the curriculum committee charge. Should it be removed from page 3?

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- Dr. Wright – we use experimental course when it is a new for a year and experiment did not work.
- Reporting structure – curriculum is vastly different on the format. Section what to do with proposals. They will move forward supported items and post minutes. Report back to Faculty Senate or report to departments? Arts, Humanities, and Social Sciences have three people that can't cover all departments. There are departments that may not have reports. Faculty Senate standing reports. All of the other committees report back to Faculty Senate except Curriculum Committee.
- Easier to have curriculum committee to report back to Faculty Senate. Canvas page for Faculty Senate with updates to Curriculum Committee. Make things consistent on all COP's.

### **Dr. Wright's Items**

#### **X. Faculty Senate Executive Committee Composition**

- Does anyone else want to join Dr. McGarity on the calendar committee? Can't form committee without Dr. Wright. One year committee. 2015-2016 calendar will be discussed at January meeting. Dr. McGarity will send out the 2014-2015 calendar to Dr. Wright. Bonnie Etheridge worked on the duty days. This calendar has not gone out to the Board of Trustees yet. Dr. McGarity will discuss with Dr. Wright. Did full analysis.

#### **XI. Other**

- Amanda Lehrian– consistent and early dispersal of duty days and professional development days. Academic and operational calendar.
- Dr. Wright – Convocation in semester rather than on duty days? Campus orientation the first week? Duty days – when? The only thing that will be scheduled is the Great Teaching Seminar on January 2 – 3. Some Department Chairs will schedule some meetings, but they are meeting the following week.





## **Faculty Senate Executive Committee/VPAA Meeting**

- Faculty Senate meeting should be scheduled in January either Thursday or Friday. Whatever we schedule could be accomplished in one day. Duty days are Thursday and Friday.
- Faculty Senate meeting needs to be scheduled on a duty day. Thursday morning schedule. Possibly 10 – 11?

**Meeting adjourned at 4:00 p.m.**

Next meeting is Friday, January 17, 2014. Location to be determined.