



Faculty Senate Executive Committee/VPAA Meeting

Minutes

Friday, October 18, 2013 @ 2:10 p.m. in I-209E

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

Meeting was called to order by Dr. Wright at 2:20 p.m.

Dr. Wright made a motion to approve Debra Kelly as the official recorder for the meeting minutes. Approved unanimously.

Faculty Senate Items

I. TLC (a.k.a. Faculty Development)

- a. Presentation materials are often not sent to video conference campuses
 - i. Dr. Wright agreed that this is an issue and will try to improve the process of sending materials to other locations
 - ii. Dr. McGarity suggested when Power Points are used, faculty could bring a laptop to the workshop
 - iii. Dr. Wright will follow-up with Melissa Rizzuto, Director, Faculty Development and Training to assist with providing materials to participants prior to the workshop
 - iv. Martin Tawil mentioned that Webinars could help to resolve this issue. Faculty and/or staff could access the workshop from their office computer

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- b. Suggestion was made to have presenters that are not from Edison State College
 - i. Amanda Lehrian mentioned workshop titles and content description should be in discipline or field of expertise.

II. Faculty Professional Development Travel

- i. Dr. Pelot stated he was denied for travel
- ii. Dr. Wright indicated that travel funds are an issue. In his previous position, the travel committee made the decision to limit funds per faculty member to \$750, so more travel proposals could be funded. Also, a criteria rubric was used to determine who would receive travel funds.
- iii. Dr. McGarity said that faculty members had issues with the travel form. Under the meals category, it lists \$80 per day rather than \$36.00 (see below).

MEALS	Day 1	Day 2	Day 3	Day 4
Breakfast \$ 6.00				
Lunch \$ 11.00				
Dinner \$19.00				
\$80.00 per diem all day				

- iv. Dr. Wright mentioned that the form is created by the Office of Financial Services. He will address this issue with Gina Doeble, Vice President, Administrative Services.
- v. Dr. Wright is committed to professional development and would like to see the travel budget increased for this purpose.

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III. Search Committees/Postings

- a. How are members selected?
 - i. Dr. McGarity said that faculty complained about committee representation
 - ii. Dr. Wright selected and counseled committee chairs to determine committee membership
 - iii. Dr. Wright promised to reach out to others
- b. Is their representation from all campuses?
 - i. Representation from all campuses can be difficult at times to achieve
 - ii. A membership list will be provided for the current searches

IV. Schedules

- a. Adjuncts are receiving schedules before full-time faculty
 - i. Dr. Wright expressed that this is the time of year to receive concerns from faculty regarding their schedule
 - ii. Dr. Pelot stated that some adjuncts received their schedule before other full-time faculty at Charlotte
 - iii. Dr. Wright met with the Deans and informed them that they are responsible for building the class schedule
- b. Full-time faculty in the School of Business and Technology were “handed” a scheduled without feedback
 - i. Dean is ultimately responsible for the class schedule
 - ii. There have been some challenges with scheduling classes with the new School structure; one campus vs. multi-campus
 - iii. Dr. McGarity said that an email was sent to all faculty to request their classes
 - iv. Per Dr. McGarity, Dr. Meyer attempted to accommodate the faculty members and most of them got what they requested

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- c. Amanda Lehrian stated that the security guard at Hendry Glades received her class schedule before she was able to review it. There were some discrepancies on her schedule that needed to be addressed before it was published to students. The Portal currently shows that classes have been assigned, but do not provide any details. She would like faculty to receive their class schedule by a certain date so it can be reviewed before the schedule is published.
 - i. Dr. Weir said that as Department Chair, she was charged by the Dean to disseminate the Social Sciences schedule to all faculty to review and respond by a certain date with their concerns
 - ii. Dr. Wright agreed that the system needs to be reviewed
 - iii. Dr. Pelot discussed assignment of rooms and initially was placed in a nursing lab instead of a traditional classroom
 - iv. Rooms should be assigned by personnel that are familiar with the campus

V. Textbooks

- a. Ordered for professors – faculty are opposed to being responsible for ordering for all who teach the course
 - i. Faculty do not want the responsibility to order textbooks for all professors within discipline
 - ii. Dr. Pelot said that there was one person at Charlotte that would order textbooks for faculty. She is no longer ordering books due to the school reorganization
 - iii. Dr. McGarity expressed that due to staff illnesses, there is basically no support at the Collier Campus
 - iv. Recommend that a person at each School would be responsible for ordering textbooks

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- v. Dr. Tawil mentioned that the Staff Assistant in College and Career Readiness coordinates textbooks for all campuses. This system seems to work quite well for them.
- vi. Dr. Wright would like to streamline the textbook selection and ordering process with an electronic document
- vii. Dr. Wright will discuss this with the Deans at the next VPAA meeting

VI. Evaluation

- a. Faculty evaluating adjuncts – faculty do not want the responsibility/liability of evaluating peers, something they view as an administrative responsibility
 - i. Dr. Wright will develop a structured plan for adjunct faculty evaluation. Ideally, he would like a faculty member to evaluate an adjunct in the same discipline
 - ii. Adjunct faculty evaluation forms should be revised
 - iii. Dr. Wright is prepared to offer a stipend (\$100 to \$150) per faculty member. Up to a maximum of 5 evaluations
 - iv. Faculty members will be provided training
 - v. All evaluations will be reviewed and signed off by the Dean

VII. Standing Committee Charges/COP's

Amanda Lehrian discussed revisions to COP approvals

- i. Curriculum - Page 2 verbiage was removed. Page 3 - Dr. Grove listed same procedure twice. Seems redundant.
- ii. Who is regulating changes?
- iii. Dr. Wright expresses that learning objectives come from the Department not the Curriculum Committee
- iv. Dr. Wright has written 5 brand new COP's which have been reviewed and edited with the Faculty Senate Executive Committee.



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- v. Amanda Lehrian mentioned that Faculty Senate used to be represented on the Curriculum Committee

VIII. Committee Membership Volunteer Selection Process

- i. Amanda Lehrian created a Committee Membership Volunteer & Selection Process template and distributed to the group to review
- ii. At the end of the academic year, define the committee for next term
- iii. The VPAA's office will be required to contact all membership committees

IX. Ad-hoc Committee Formation

- i. Dr. Wright will establish a Faculty Sabbatical Committee & Portfolio Review Committee based on recommendations from the Faculty Senate Executive Committee

Dr. Wright's Items

X. Agenda formation and minutes distribution

- i. Requests for agenda items will be sent directly to Deb Kelly
- ii. Before the meeting, determine whether the agenda item should be listed as "all" or place the individual's name next to the item
- iii. Dr. Wright reserves the right to review and format the agenda

XI. Other Business

- i. Dr. Wright plans to send out a monthly announcement from the VPAA's office
- ii. Amanda Lehrian suggested that the announcement should be sent out after the first Faculty Senate meeting each month (1st Friday of the month)

Meeting adjourned at 3:40 p.m.

Next meeting is Friday, November 15, 2013. Location to be determined.