

March 1, 2013

The meeting was called to order at 1:00 p. m. by the district president Dr. Bill Wilcox. Eighteen members were present: Cynthia Chaussé, Jed Wolfson, George Manacheril, Bill Van Glabek, Christy Smith, Marilyn Herlin, Jennifer Cohen, Thomas Donaldson, Wanda Day, Rebecca Harris, John Pelot, Tonia East, Natala Orobelo, Janice Jaén, Bill Wilcox, and by PolyCom Amanda Lehrian, Sandra Seifert, and Arenthia Herren.

I. Announcements:

II. Approval of minutes:

The minutes from the February 1 meeting were unanimously approved.

III. Elections:

The nominations for Charlotte Campus Faculty Senate President, Vice-president, and Secretary are open from now until the next meeting on April 5, at which time the elections will be held.

IV. Standing Committees:

Dr. Wilcox listed the different Standing Committees for the 2013-2014 academic year: Academic Technology, Assessment, Standards, Curriculum, Professional Development, and the Committee for the Vice President of Academic Affairs.

A. A General Education Taskforce has been created.

B. The ByLaws of each Standing Committee are being revised. The number of members for each committee will be set down in the ByLaws.

C. Most of the assessment is now undertaken at the department level.

D. The March meetings will include nominations for chair positions.

E. New membership positions will soon be announced and made available to the general faculty as members cycle off. Anyone who wishes to be a member of a committee may submit a list of qualifications and current workload, plus supporting information as to why that position is being sought.

F. The Committee for the Vice President of Academic Affairs will make its recommendations in April.

G. Can anything be done to aid professors who start the semester a few days late because Human Resources is unable to process the proper papers in time? These new faculty members still have to prepare a Teaching Portfolio but their entire first year of teaching does not count as time served. Can newly hired professors teach one full year before they are required to present a Teaching Portfolio?

H. The standardized application of the requirements for school service needs to be clarified so that professors will be treated equally.

**Action item:** Why does community service need to be tied to what we teach?

p. 2

- I. In September, 2012, the Faculty Senate was given the responsibility for the Standing Committees. Prior to this date, Standing Committees reported directly to the VPAA. During the 2012-2013 academic year, the Faculty Senate carefully assessed the reasons for these committees and their work. Key administrative stakeholders in both curriculum and assessment were asked for feedback about the role of all committees regarding filling institutional needs. Given the current and proposed department (discipline) chair descriptions and the initiative to enhance transparency and shared government, much of the current functions of the Student Assessment Committee can be moved directly back to faculty within the respective departments.

After a careful assessment of these committees, the following changes are proposed:

1. The Student Assessment Committee should be dissolved as the original purpose/charge of its committee is complete.
2. Initial syllabi proposals or changes should be handled within departments, approved, and then sent to the Curriculum Committee.
3. Student assessments should also be crafted, administered, and reported from the departments.

There are three motions:

1. A motion to approve the dissolution of the Student Assessment Committee.
2. A motion to move initial syllabi proposals or syllabi change responsibilities to individual departments.
3. A motion to move student assessment responsibilities to the individual departments.

All three motions were unanimously approved.

- V. Four Documents for Review:

The drafts of the Academic Integrity Policy, the Grievance Procedure, the Misconduct Report, and the definition of Plagiarism were unanimously approved. There was, however, a request for a fuller explanation of the different kinds of plagiarism with examples and an explanation of how to fix the problem.

- VI. Technology requests:

1. There will be a meeting with Dr. Jeff Stewart in March to discuss the Charlotte Campus technology needs/requests.

3.

2. Bill Van Glabek, George Manacheril, and Jennifer Cohen will form a committee for this campus. We need more Poly-Com accessed rooms for meetings and more bandwidth. The WYFY access points on campus need to be upgraded. The tutors need Canvas training. Virtual computers will be investigated.
  3. Further complaints against Canvas were aired.
- VII. Unreasonable requests:
1. Too much time is being spent on Canvas training for new professors. It was the SACS Committee that decided that all new faculty must learn Canvas.
  2. Many faculty members have received too many last minute requests before and also after the semester begins. There are objections also about the Required Faculty Safety Training sessions on the computer, especially if similar training has recently already taken place.
  3. Hopefully the new Vice President of Academic Affairs will resolve this problem.
- VIII. Executive Committee meetings:  
Dr. Wilcox will continue to attend these meetings once in a while even after leaving the presidency for continuity's sake.
- IX. Scheduling classes on Monday-Wednesday and Tuesday-Thursday:
1. Many professors and students prefer longer two day a week classes rather than the three day a week ones.
  2. The Administration has stated that on this campus 23 more classes can be held per week following the MWF format. This is important to the Florida Legislature when requests are made for more classrooms. The inevitable question that arises is "How efficient is your current classroom scheduling?"
- X. New Business:  
The new ByLaws for the Faculty Senate will be distributed with an accompanying survey of critical items.
- XI. The meeting was adjourned at 2:05 p. m.

Secretary,  
Janice Jaén