FSW Faculty Senate Meeging Friday 4/17/2020 1:00 – 2:00 PM

Locations: Zoom Meeting; quorum of 55 at 1:00 PM

- i. Agenda Adoption: motion to accept by Ray Lenius, second by Beverly Hall; adopted.
- ii. Minutes Adoption
 - a. 1-17-2020 approval of the minutes: motion to accept by Rebecca Harris, second by Beverly Hall; adopted.
- iii. Action Items:
 - a. Approval of Curriculum Committee Chair Job Description: motion to accept by Martha Jenner; second by Ray Lenius; adopted.
 - b. Sheila Seelau, Curriculum Committee Chair gave a brief presentation but since the document had been previously discussed in the Union meeting, there was no discussion. Sheila Seelau abstained from voting.
 - c. Committee / College Updates: Don Ransford noted that the OBOC meeting on April 30 is going forward. Curriculum Committee Vice Chair Sheila Seelau reported that there are lots of updates to courses and that FSW will be offering 31 brand new courses. Learning Assessment Committee Chair Elijah Pritchett noted that things are on hold. OER Ad Hoc Committee Chair Arenthia Herren noted that the OER grant process is going forward. Academic Technology Committee Chair Ellie Bunting reported that they are compiling the results of a survey sent to faculty members with the intent of having the Faculty Senate pass a resolution that student fees dedicated to technology support be used for that purpose. IT needs more money for technology upgrades. Karen McGuire noted, and Bill Shuluk confirmed that FSW has received more than \$9 million from Federal stimulus money. Approximately half is to go toward student relief and the college needs to decide how to allocate the rest of the money. Shuluk cited an article in Inside Higher Education. OBOC Chair Mary Schultz reported on a Zoom meeting with over 100 participants and noted that they are planning a film festival for next year related to the book, 21 Lessons for the 21st Century. The selection process for Academic Year 2021-2022 is underway. Professional Development Committee Chair Sarah Lublink reported that travel money is cancelled for this year and that unspent money cannot be rolled into next year's funds. Don Ransford noted that the Professional Development

Committee and the TLC, especially Roz Jester's work, is greatly appreciated by all.

- iv. Information Items:
 - A. Student Opinion Survey Ad Hoc Committee: E-mail Martin Tawil if you are interested in serving on the committee to locate a replacement for the current instrument, which would be more oriented to online courses.
 - B. FSW Newspaper: Ron Feemster and Bill Shuluk spoke of the need to support the paper. Feemster reported that the staff is scattered and may not be able to follow up on articles they are working on now.
 - C. College Operating Procedures: The FS Executive Committee has completed part of the review process and will be working on the rest. Office hours are an issue as is E-Learning. Martin Tawil noted that he will report back anything major.
 - D. Climate Survey Results Senate Page: This is posted on the Senate page in the Document Manager but it is not directly accessible outside of the Portal. What is needed is an improvement action plan for a select few items. President Allbritten's meeting with the Senate will not take place until August.
- v. Faculty Updates: Martha Jenner reported that Marsha Weiner is to be the interim head for the online BN to RN program. There is to be a delay in filling this position. Amy Trogan will be the new Chair of the English Department. Arenthia Herren will be the first ever Library Department Chair. Martin Tawil noted that the QEP committee is working on narrowing down the proposed topic. There is one more meeting.
- vi. New Business: Don Ransford noted that the college should be notified by e-mail of upcoming Board of Trustees meetings and other major changes to college operating procedures. Yadab Paudel noted problems with scheduling of overloads, and it was suggested that he take these up with Peggy Romeo, Union President.

Motion to adjourn by Tim Bishop at 1:40 PM. The meeting was adjourned at 1:40 PM.

Minutes by Frank Dowd April 20, 2020 Attachment: Curriculum Committee Job Descriptions

Curriculum Committee

Duties of the Chair

Prior to monthly meetings:

- Call monthly committee meetings [with full membership and invited guests].
- Create agenda for monthly committee meetings including all proposals submitted prior to deadline grouped by school, purpose, and order of submission.
 - Curriculum and Catalog Systems Coordinator retrieves proposals from Dropbox, conducts preliminary review, and provides suggestions/questions to committee officers, proposers, and affiliated Deans.
 - CCSC forwards proposals to committee officers.
- Review CCSC questions and suggestions, and respond as necessary to CCSC, proposers, and Deans. Remind proposers of deadline for resubmission of corrections prior to meeting.
- Gather proposals and distribute to committee members for review, along with notes from preliminary reviewers.
- Accept modified proposals prior to pre-meeting deadline and substitute for originals.
- Append all proposals to agenda in original or modified state, and any notes received from reviewers.
- Distribute agenda to committee members and designated guests.
- Upload agenda to the Document Manager.
- Communicate date and time of meeting to proposers who met the submission deadline with reminder that at least one member of proposing team must attend meeting to present proposal and respond to questions and/or suggestions.

During CC meetings:

- Preside over monthly committee meetings, including proposal presentations, reviews, voting, and additional administrative business.
- Ensure that Roberts' Rule of Order are followed.
- Record suggested proposal changes that precede votes to "accept with minor revisions."
- Record questions and concerns that lead to tabling proposals for a second read at the next meeting.
- Communicate questions, concerns, and necessary changes to proposers.

Following monthly meetings:

- Create monthly summary report of business conducted in each committee meeting including:
 - List of all proposals and actions taken
 - Notes on adjustments made to accepted proposals
 - Notes on necessary changes to proposals accepted with minor modifications
 - List of questions and requested information for proposals tabled for a second read
 - Substitution of final modified proposals for originals with changes made and reviewed.
- Distribute Summary Report to the committee and involved parties.
- Deliver signed proposals to the Provost for review and signature.
- Upload the Summary Report to the Document Manager.
- Maintain communications with proposers making final adjustments to accepted proposals, and
- Maintain communications with those whose proposals are tabled for a second read at the next meeting, ensuring understanding of committee questions and suggestions.
- Direct proposers to appropriate resources to answer remaining questions.
- Review submitted modifications to ensure all changes are complete and accurate.

Additional assistance to faculty proposers

- Provide clear instructions for selection and completion of appropriate proposal forms.
- Maintain currency of proposal forms and make necessary corrections and updates.
- Submit all updated forms to Document Manager.
- Ensure assistance is provided to proposers when requested or as necessary:
 - o Answer questions about proposal format (e.g., placement of information in doc)
 - Provide instructions and/or links to information sources (e.g., FL DOE, SCNS)
 - Conduct personal meetings with proposers.

Duties to Committee

- Create calendar for the academic year's meetings.
- Ensure currency and availability of committee charge, handbook, and yearly meeting schedule.

- Provide Curriculum Committee Handbook to new members and review committee charge, member duties, and general expectations.
- Review committee roster and send requests for new members to Faculty Senate President.
- Update and distribute committee roster.
- Hold elections for chair/vice chair.
- Maintain accurate email lists for distribution.
- Maintain rotating list of committee members to assign proposals for review.

Curriculum Committee

Duties of the Vice Chair

Prior to monthly meetings:

- Confer with chair and complete actions assigned (meet with faculty, review proposals that are problematic, provide input).
- Review proposals for completeness and accuracy.
- Submit questions, concerns, and suggestions to Chair for distribution to proposers.

During CC meetings:

- Record attendance of members and check for voting quorum.
- Record suggested proposal changes that precede votes to "accept with minor revisions."
- Record all substantive comments and questions regarding proposals and their resolutions, including further actions to be taken.
- Assist Chair in responding to questions and concerns.

Following monthly meetings:

- Assist in preparation of summary report: meet with chair following meeting to review and combine notes.
- Make follow-up plan for second-read items. Divide duties and send updates.

Assistance to faculty proposers

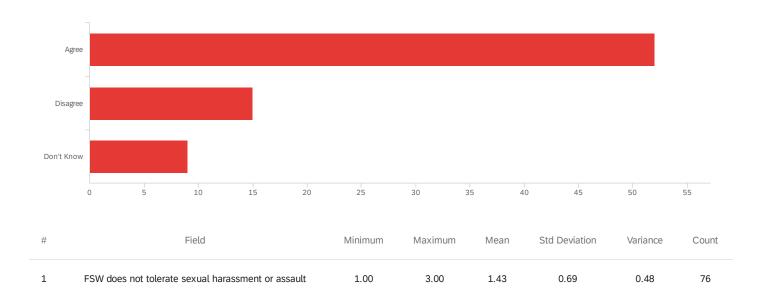
- Provide clear instructions for selection and completion of appropriate proposal forms.
- Maintain communications with those whose proposals are tabled for a second read at the next meeting, ensuring understanding of committee questions and suggestions, as directed by chair.
- Assist proposers with minor corrections.
- Ensure assistance is provided to proposers when requested or as necessary:
 - Answer questions about proposal format (e.g., placement of information in doc)
 - Provide instructions and/or links to information sources (e.g., FL DOE, SCNS)
 - Conduct personal meetings with proposer.

Compiled and submitted by Dr. Mary Myers and Dr. Sheila Seelau, 4/13/2020

Default Report

Climate Survey 2019-2020 April 17, 2020 7:22 AM MDT

Q1 - FSW does not tolerate sexual harassment or assault



#	Field	Choic Coun	
1	Agree	68.42%	52
2	Disagree	19.74%	15
3	Don't Know	11.84%	9
			76





Q3 - FSW is effectively educating students about sexual assault or sexual harassment

(e.g. what consent means, how to define sexual assault, how to look out for one another)



Q4 - FSW is effectively providing sufficient services to victims of sexual assault or sexual



harassment

Q30 - FSW students, staff, and faculty understand how to report sexual harassment or

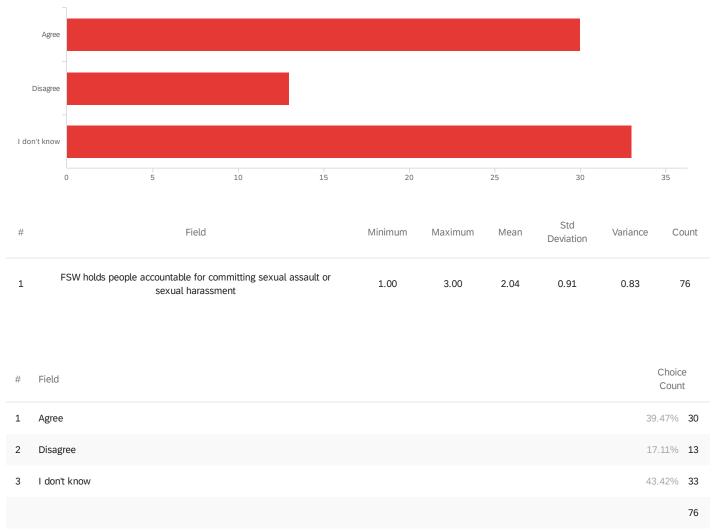


sexual assault

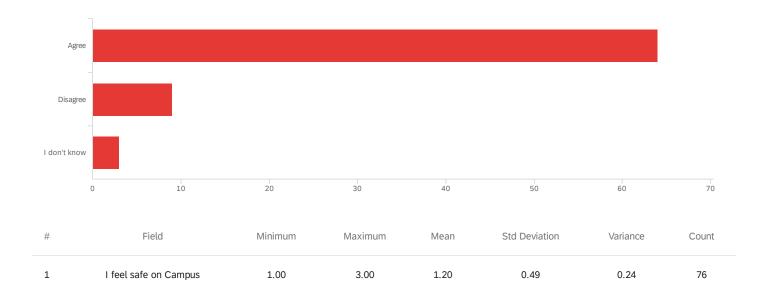




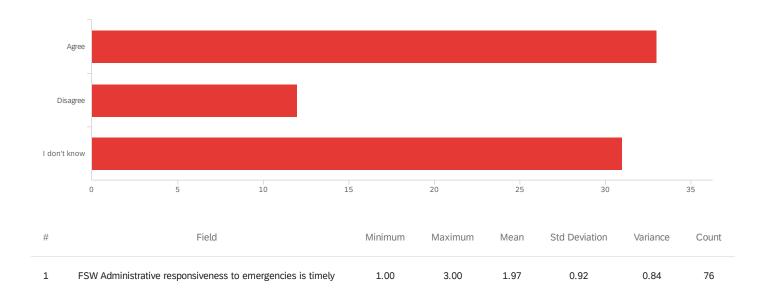




Q13 - I feel safe on Campus

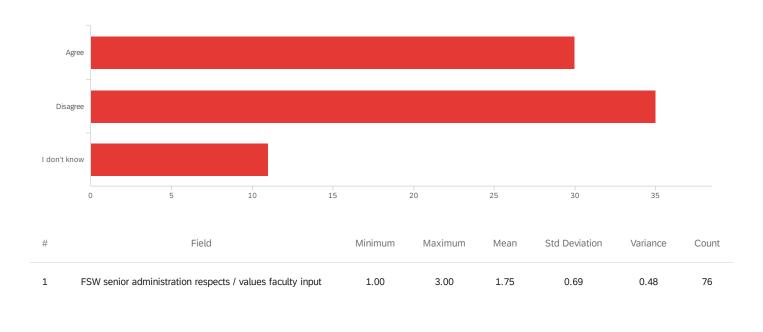


#	Field	Choice Coun	
1	Agree	84.21%	64
2	Disagree	11.84%	9
3	I don't know	3.95%	3
			76



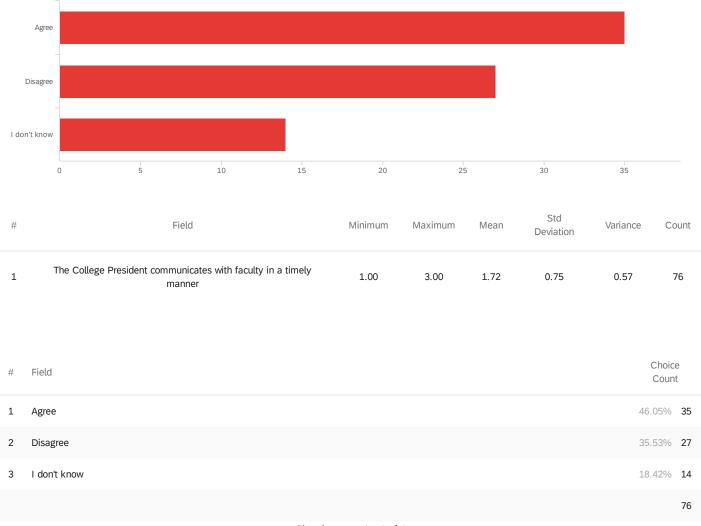
Q7 - FSW Administrative responsiveness to emergencies is timely

#	Field	Choice Count	
1	Agree	43.42%	33
2	Disagree	15.79%	12
3	I don't know	40.79%	31
			76

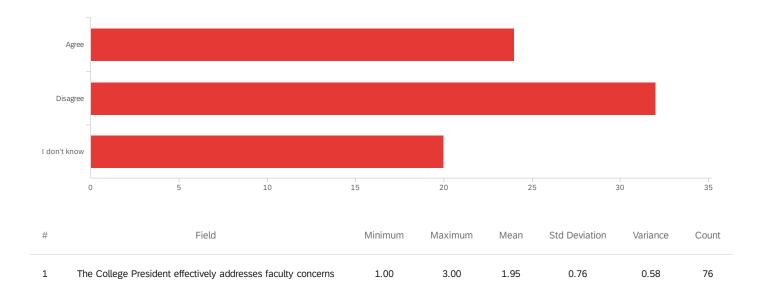


Q8 - FSW senior administration respects / values faculty input

#	Field	Choice Count	
1	Agree	39.47%	30
2	Disagree	46.05%	35
3	I don't know	14.47%	11
			76



Q9 - The College President communicates with faculty in a timely manner

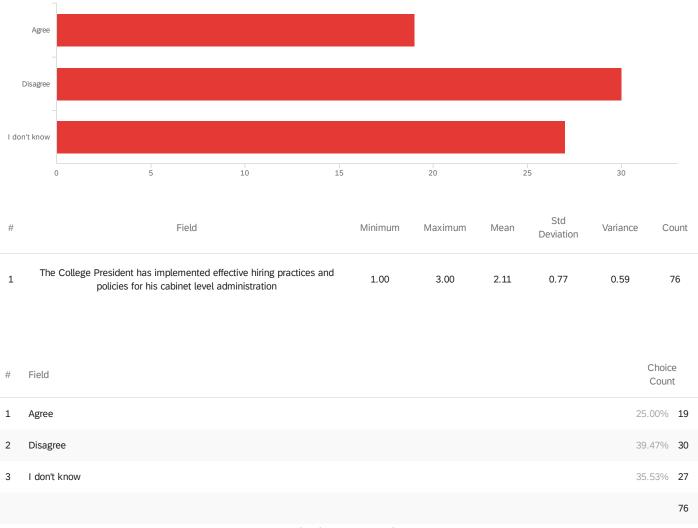


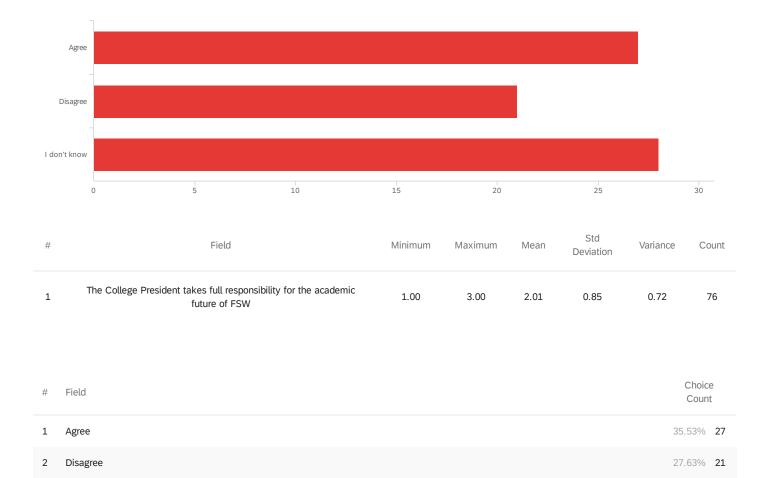
Q10 - The College President effectively addresses faculty concerns

#	Field	Choice Count	
1	Agree	31.58%	24
2	Disagree	42.11%	32
3	I don't know	26.32%	20
			76

Q11 - The College President has implemented effective hiring practices and policies for







Q12 - The College President takes full responsibility for the academic future of FSW

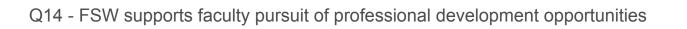
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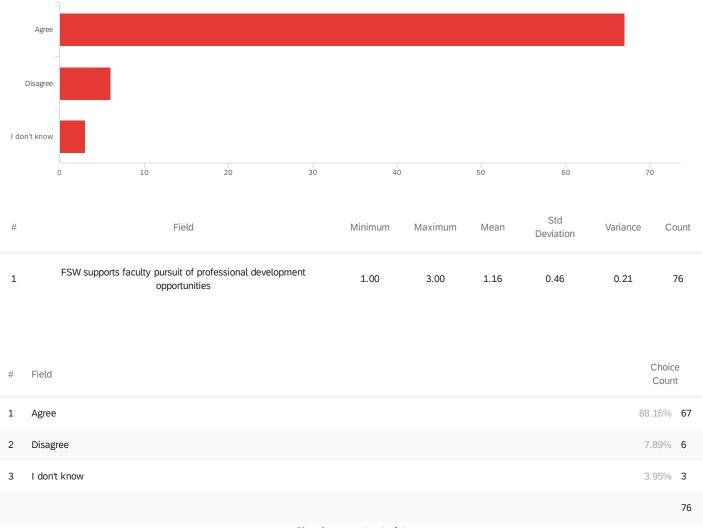
36.84% **28**

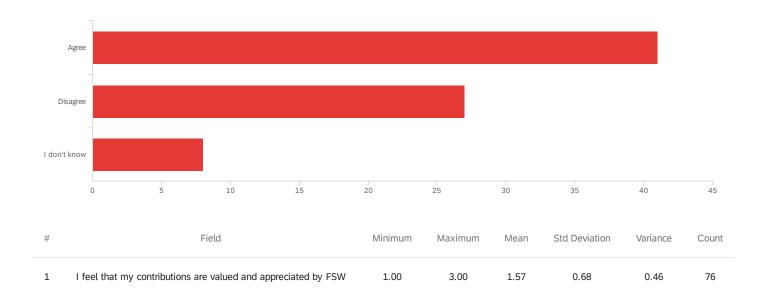
76

3

I don't know



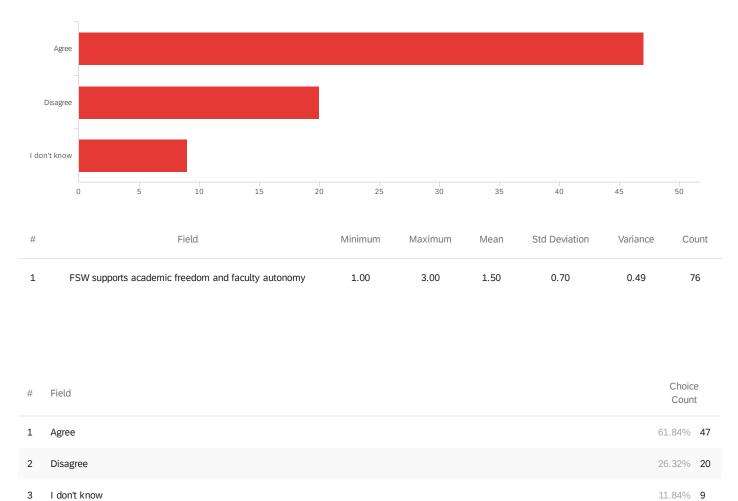




Q15 - I feel that my contributions are valued and appreciated by FSW

#	Field	Choice Count	
1	Agree	53.95%	41
2	Disagree	35.53%	27
3	I don't know	10.53%	8
			76





I don't know 3

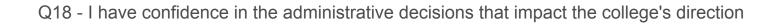
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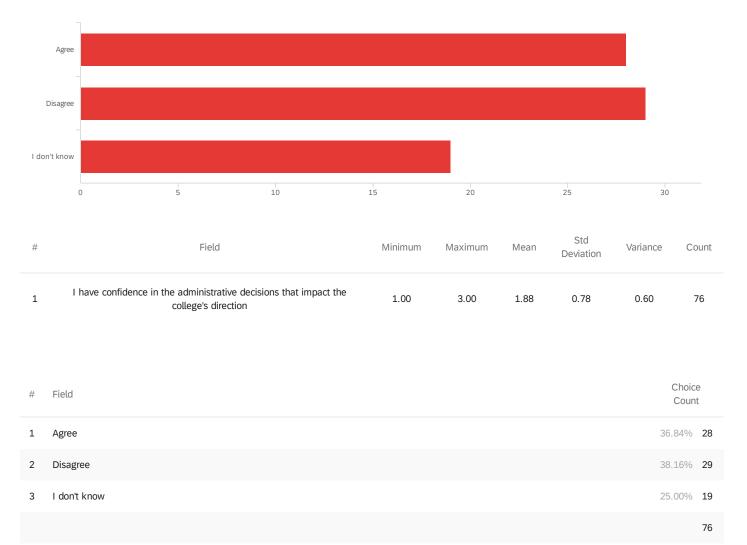
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Q17 - College senior administration promotes a higher level of collegiality and

	Agree									
	_ Disagree									
I do	n't know									
	0	5	10	15	20	25	3	80	35	
#		F	Field		Minimum	Maximum	Mean	Std Deviation	Variance	Count
1	College seni	or administration pro and prof	omotes a higher le essionalism	vel of collegiality	1.00	3.00	1.71	0.76	0.57	76
										Chaine
#	Field									Choice Count
1	Agree								47.	37% 36
2	Disagree								34.	21% 26
3	I don't know								18.	42% 14
										76
				Showing ro	ws 1 - 4 of 4					

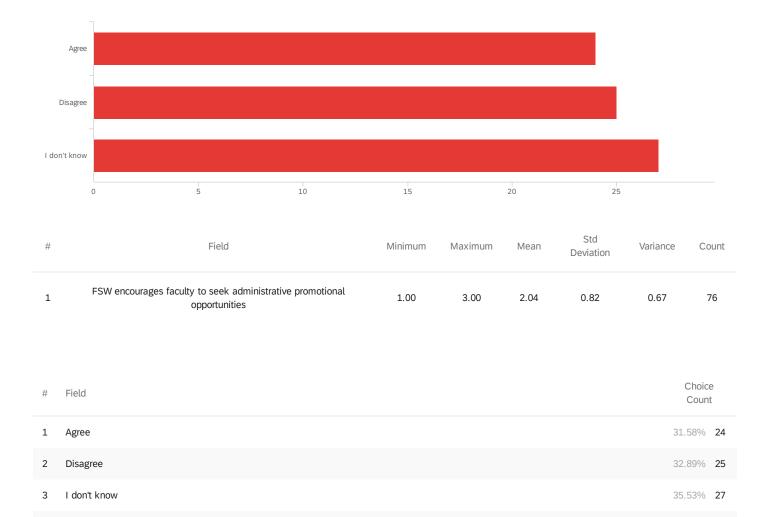
professionalism







Q19 - Salary increases at FSW align with comparable colleges

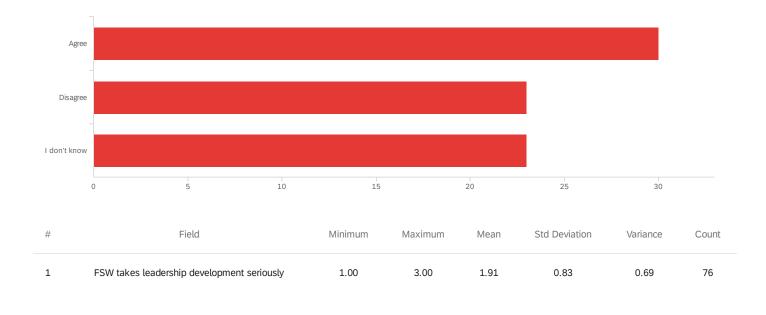


Q20 - FSW encourages faculty to seek administrative promotional opportunities

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76

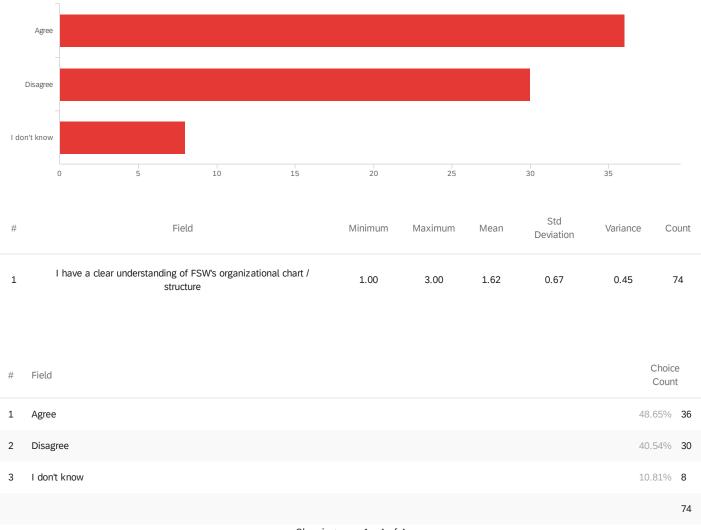
Q21 - FSW takes leadership development seriously



#	Field	Choic Coun	
1	Agree	39.47%	30
2	Disagree	30.26%	23
3	I don't know	30.26%	23
			76



Q23 - I feel that I can voice my opinion without the possibility of retaliation



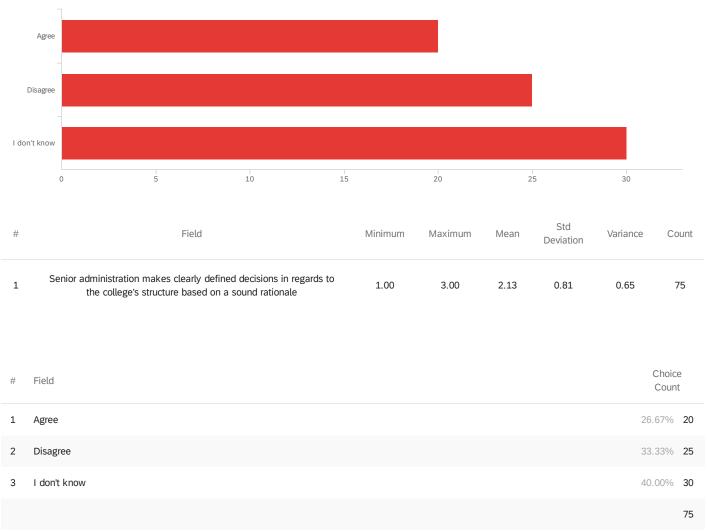
Q27 - I have a clear understanding of FSW's organizational chart / structure

Q28 - I feel that there are too many administrative changes that occur every summer

without adequate faculty input

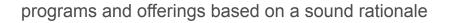


Q31 - Senior administration makes clearly defined decisions in regards to the college's



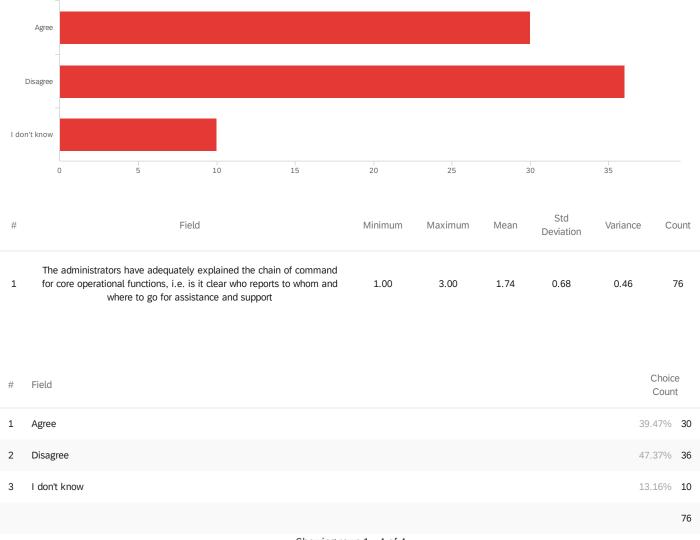
structure based on a sound rationale

Q32 - Senior administration makes clearly defined decisions in regards to the college's



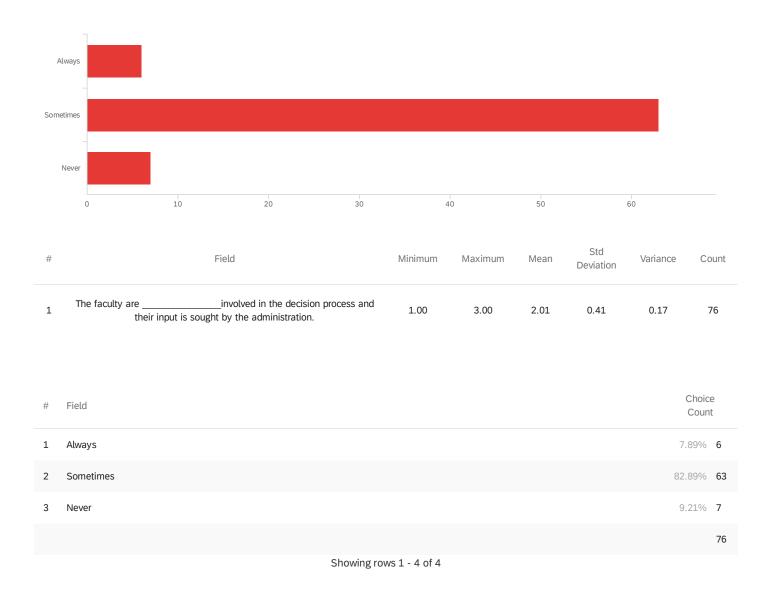


Q34 - The administrators have adequately explained the chain of command for core operational functions, i.e. is it clear who reports to whom and where to go for assistance



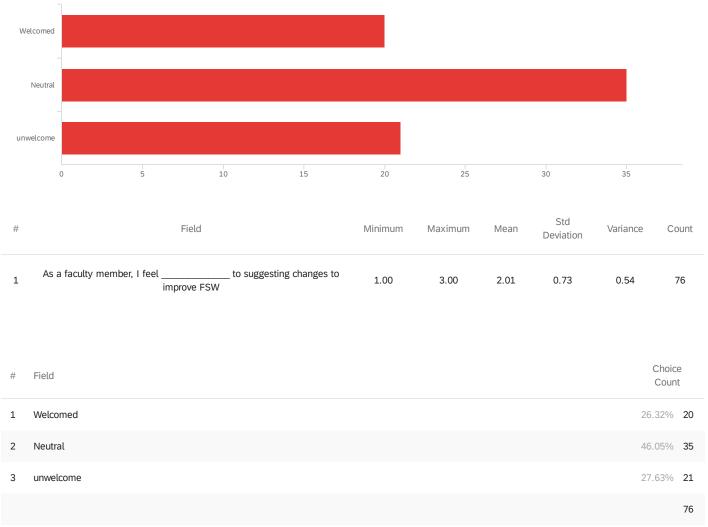
and support

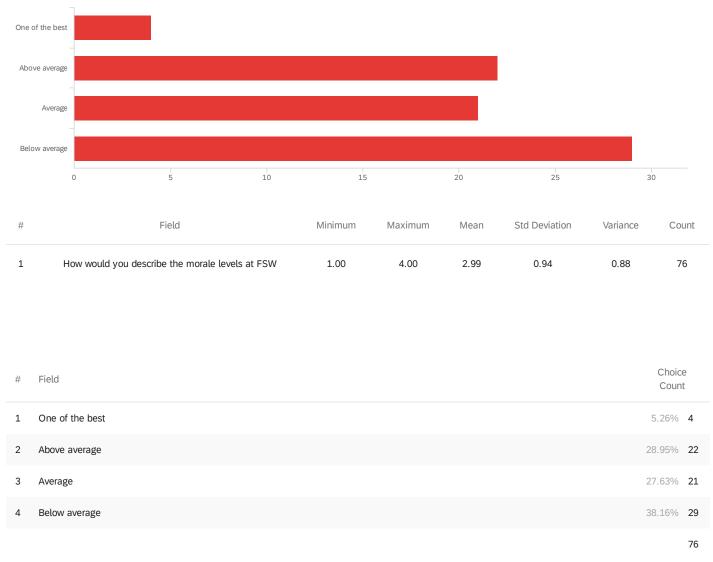
is sought by the administration.



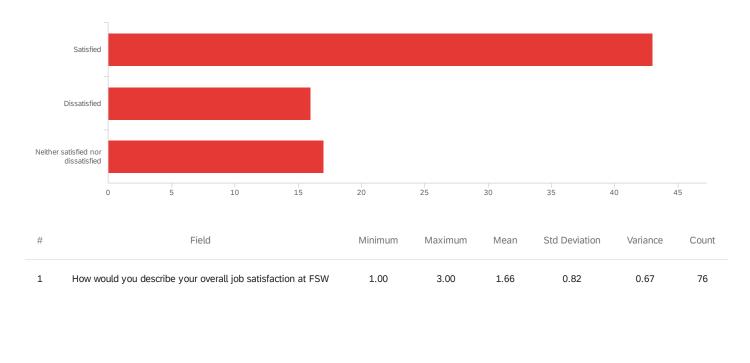
Q33 - As a faculty member, I feel ______ to suggesting changes to improve

FSW



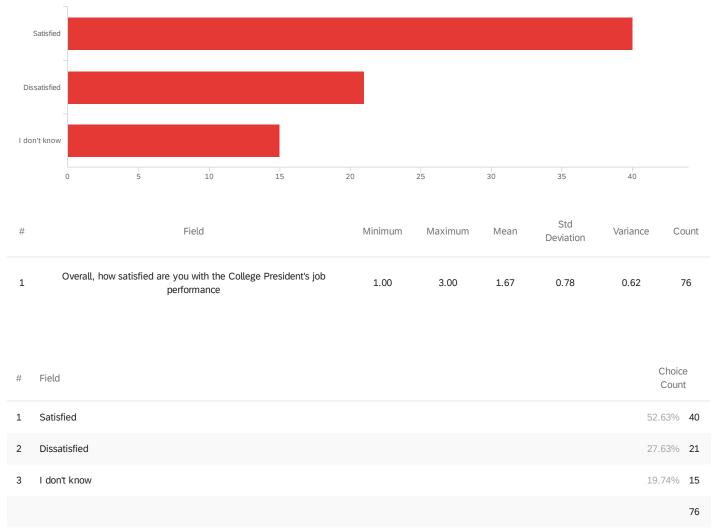


Q22 - How would you describe the morale levels at FSW



Q25 - How would you describe your overall job satisfaction at FSW

#	Field	Choice Count	
1	Satisfied	56.58%	43
2	Dissatisfied	21.05%	16
3	Neither satisfied nor dissatisfied	22.37%	17
			76



Q29 - Overall, how satisfied are you with the College President's job performance

Q26 - Comments:

Comments:

Class size for both ground and online courses should be reduced. Between 10 and 25 students per class would be ideal. There should be no meetings that faculty need to attend during finals week.

The President is more concerned with sports than he is with academics. Top administrators invite/assign themselves to the international courses; these should be for full time faculty only. Administrators have been know to tell faculty not to interfere in the hiring process for other administrators. Faculty are asked to attend candidate presentations, then are told point blank that their input is not welcome.... we've been told, "That's why we have a hiring committee." Administrators who commit crimes blame it on those who have already left (been fired!) making them the scapegoats.

I am discouraged by the Provost and Dean allowing one Department (English) to change their curriculum while also changing another Discipline's (Reading) curriculum without that Discipline's involvement, or even knowledge upfront, as the pilot was planned and implemented. This is a breach of professionalism and academic integrity in my opinion. When I as Department Chair and Professor found out totally inadvertently and went to the other Department Chair and Dean and others went to the Provost, nothing was done about the breach. The pilot continues with assumptions being accepted because no input was or is being asked for. This will be a severe injustice to our students going forward. I still don't know why this is being done, nor do I know what direction the college is actually going with all of this. If I did, I would professionally assist. Professionally, I and my Reading colleagues are being dismissed from this curriculum change. I hope this is never done to another discipline.

I feel like most of the questions on this survey needed to have more than 3 options for the answers, and more places to comment about particular questions. This survey feels designed to illicit a specific response in some areas.

FSW is a great place to work!

You could include questions on site director performance for next year.

The training of what sexual harassment is - that is adequate but reporting policy is not specifically clear. Also other issues that fall under Title IX and Civil Rights are not adequately addressed.

International Education needs to be dismantled before more scandals ruin our reputation and bleed the budget.

We need more lighting on the HG campus. Overall, I think senior administration do a great job. I am very impressed with Drs. Allbritton and DeLuca.

The college feels like a train running at high speed with no conductor and no clear direction. The college does too much and thus the institution, the faculty, staff, and administrators get spread too thinly and we don't do anything well. From the dorms to International Education, to Sports. We tried to grow too much too quickly and now we do a satisfactory (at best) job in most of our areas and we are sadly lacking in many others, particularly on the Student Affairs side of things. Financial Aid and Advising in particular routinely get terrible feedback on public forums (check the Google reviews) that consumers routinely refer to (whether we like it or not) when choosing an institution. We hire great people (Chiefs of Police, Directors of International Education) and then we bind them up with poor budgets, poor management, poor support, and poor organizational structure and they leave us, stay and become jaded, etc. This happens until someone unfit for the role stays in place. And it happens from the most important departments (Public Safety, International Ed., etc.) on both sides of the College. It has been a demoralizing few years. While we still hear SPORTS SPORTS SPORTS I do not see the benefits to the College. We have awesome student athletes who have helped to fill the dorms and are wonderful kids but I am not sure what our abysmal game attendance, expensive and underutilized arena, etc. have done for the College except put is in financial dire straits. When you have been here a long time, and are well connected to people in Academic Affairs, Student Affairs, faculty, staff, admin, libraries, cafeteria staff, etc. you can see the big picture and that is where I find myself making the run away train example. Budgets have been slashed College wide and continue to be cut. Salary is poor for nearly everyone, and inexplicably high for incompetent and combative administrative employees at the director and coordinator level. All of our salaries are public record and available for anyone inclined to search. The middle management of the institution, particularly on the Student Affairs side of the building runs roughshod over the staff beneath them. Morale is low at every level except perhaps for those middle managers who seem to have no accountability. Turnover in many departments is incredibly high but those middle managers remain in place. Ask yourself why? The problems here lie in incompetence in middle and upper management, not necessarily in I-Building, I-Building of course has responsibility, as they support these folks and keep them in place, but the core issue at the college is the cancer of middle management turning away great staff. When I say everyone is miserable I mean EVERYONE. Faculty are underpaid, overworked, and tired. Feel unsupported by the college admin (even this new one already) and like the college has no clear academic direction. Staff work for pitiful wages under middle managers out of control. Staff work outside of their pay grades and responsibilities routinely and in all departments and have no idea in many cases that what they are being asked (a non-exempt employee especially) is literally outside the bounds of law. If so, they could educate the middle management who SHOULD know these things but do not. Talk a walk around and try to find directors and coordinators in their offices. They're not around a lot. Where are they? Your guess is as good as mine, but it is not MY job to supervise, train, and support them. And therein likes another problem. No training network, no support network, etc. for new supervisors which is how we get many of these "fake it until you make it" supervisors who never actually make it because they have no one to mentor them or, worse, have someone as clueless as themselves mentoring them in the wrong direction. It truly is abysmal out here on the ground. Auxiliary Services are now run like a gangster operation; bullying and threatening departments into using our sub-par in house catering for student affairs events. Metz, the company that runs our concessions is terrible to the point that cafeteria staff have even turned over. Not only do they provide poor catering, they do not treat their employees (OUR employees, in spirit, if not on paper) well at all. I literally can not think of one area of the department that is content or has solid morale. I am hard pressed to come up with a shining example of a great middle manager on either side of the College. I can point you towards dozens of hard working staff assistants, faculty members, staff in all departments, who are trying their best to provide awesome service to our deserving students while getting hassled by undertrained, incompetent bosses allowed to run roughshod over them because they work for an organization so disorganized and unfocused that no one has any real sense of what is going on anywhere. Fear of retaliation (real or imagined) is strong. When an administrator sweeps through a department and interviews employees about how things are going, most stay neutral for fear of losing their job. Not everyone has backbone. So Admins walk away thinking everything is, at worst, 50/50 when in reality we are putting some of the worst people in positions of power and driving out future leaders by the dozen. College. Wide. For goodness sake, the Hendry Glades Curtis Center is two tiny buildings and has generated enough bad blood, ill feeling, transfers, terminations, employees voluntarily departing, etc. in the few years it has been under its current management to fill a book. And yet here we are. Climate survey after climate survey. Administrator after administrator. More of the same. The atmosphere at FSW won't change until someone in upper administration decides to be a human being and put our employees first for once, and fix the organizational disabilities we have. This would be an ideal QEP if it weren't so embarrassing. There is not one change that will work, but rather a systematic approach to our culture. That starts from the top down. I have hope that, once things settle, this new administration might be the one that leads us into this new culture but I have had hope before and been disappointed to see the institution I love drift aimlessly in our community, and treat its staff and faculty like equipment rather than the heart and soul of this learning community. That goes for every janitor right up through the highest level folks not living isolated in Building I. There are many talented leaders out here in the ranks if you look for them. Toiling away in various departments, divisions, and schools. Find them. Change the culture. Step back and look at our big picture for once and make changes that aren't reactionary, but long term, systematic, and smart. Leadership has changed at the top. It is time to push that change down through the ranks throughout the college. Do not be afraid to look at "low level" staff for ideas as some of our best minds are young, in entry level positions, and being beaten down by middle managers on power trips that don't serve anyone, especially our young (and aging) talent that have not been given their opportunity to shine. Stop promoting people who are obvious "climbers" that don't care bout anything but career advancement and start looking at non-obvious choices and folks with talent and vision who don't WANT the job. That is my best advice to you. You keep giving these positions to climbers, sycophants, and people who talk a good game but have self interest and self preservation at the center of their motivation. Find yourselves some folks with great ideas who are reluctant to lead and push them. Provide better training and better means of identifying these folks. Stop paying them to earn degrees and then leave us for institutions who treat them like human beings of value. I could keep going. I won't. If you have read this, I appreciate your time and consideration.

Bad

I think, given the overall chaotic approach to funding by the Florida Legislature, that the administration is coping fairly well with day-to-day funding and operations, but I do not see any overall clear direction forward for the college being plotted. What new programs will we be adding, and how are those decisions made? When should some things be sunset, if they are clearly not working? I do not think the faculty are very much involved in those decisions.

There is a lack of vision regarding current, let alone innovative, practices and issues. FSW operates in a parochial manner. Promotion or recognition is based on "popularity" within a small cadre of people and physical appearance, rather than merit. This eliminates any incentive for excellence. Systems to develop succession and leadership do not exist, unless you are a white man. A moral compass relative to treating colleagues as if they are valued is missing. Systems that have been broken for extensive periods of time, e.g. Admissions and Advising, remain barriers to increased enrollment and completion.

There are too few opportunities for faculty to rise to administrative positions. We need more (carefully considered) middle level administrators to allow for more institutionally grown effective leaders for the college. There is a lot of merit in having administrators who were former faculty. Currently there are too few opportunities for that to happen. Pay is a concern. The cost of living in SWFL is steadily rising and salary is not keeping up with that. Comparing our faculty pay to schools in areas where the cost of living is not so high is not fair. Once you figure in the new insurance premium costs, my raise shakes out to about \$800 this year and I've been asked as a faculty member to take on more and more responsibility. I love my job and I love a lot about the FSW community but without the opportunity to advance into administration or a leadership position and no substantial pay increase to keep up with the skyrocketing cost of housing, I can't see myself staying here too much longer and I hate that.

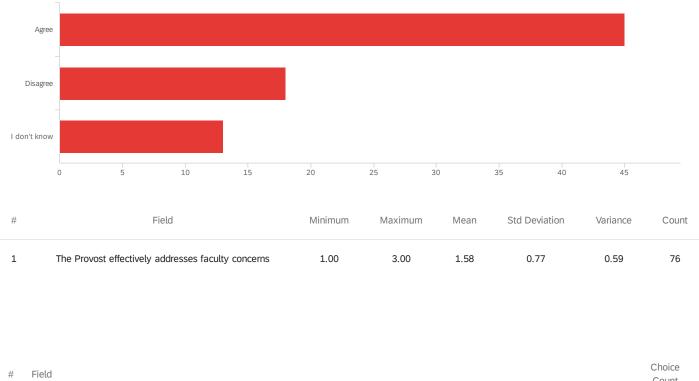
I responded to many questions pertaining to the President and some college issues with "I don't know" because I am a new full-time faculty member. However, having taught as an adjunct at two institutions out-of-state before accepting this position, I must say that I have never been in a more collegially welcoming and professionally rewarding position. I am very happy at FSW Charlotte and I am very grateful for my job.

Nursing program directors have not followed state/FSW hiring procedures. Many staff do not work 40 hour weeks and take many days off (1st year of hire). A summer staff person was hired without a sufficient work load (two staff for one job). Several "executive decisions" were made without including faculty when it directly effected faculty. I was retaliated against for speaking up for both students and faculty by a bogus vote to be replaced as a Lead Instructor. Pitiful unprofessional antics. At times seniority is honored, other times, "well we have to make an exception".

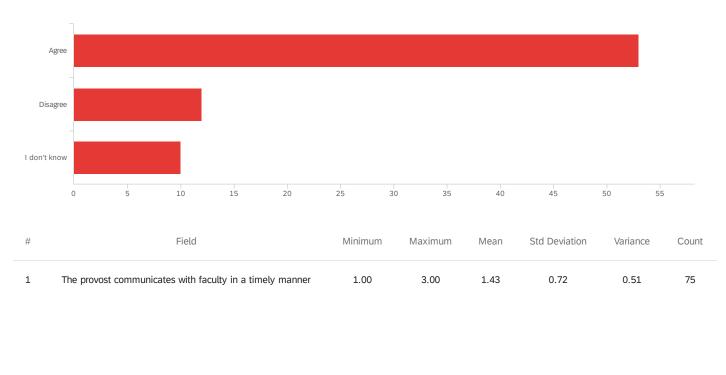
Grades: President: C Provost: A + Assoc. Provost: A Dean, AHSS: A + Assoc. Dean, AHSS: A Chief of Staff: A Adaptive Services: A Student Services: B Campus Security: B Facilities: B eLearning: B Financial Aid: B Student Engagement: C Advising: C V.P. Finance: C V.P. / H.R. : C - FSW Legal Counsel: C - I.T. : D -

There are many areas that I am not informed about. I have a very heavy workload. My students come first. I can only respond to what I see. I see a great deal of upset and angst with the current leadership here at FSW. I do not feel we are informed about the goings-on. Serious lack of communication. Many emails extended to faculty and staff when there is a need to ask us for money. There is a definite lack of transparency. Convocation should be offered more than one time a year.



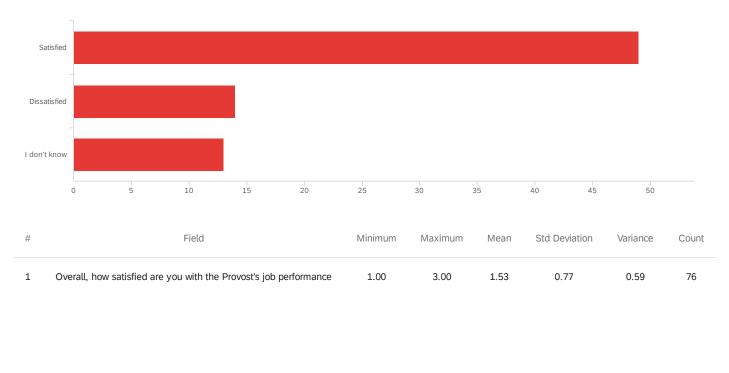


		Coun	IL
1	Agree	59.21%	45
2	Disagree	23.68%	18
3	I don't know	17.11%	13
			76



Q39 - The provost communicates with faculty in a timely manner

#	Field	Choic Coun	
1	Agree	70.67%	53
2	Disagree	16.00%	12
3	I don't know	13.33%	10
			75

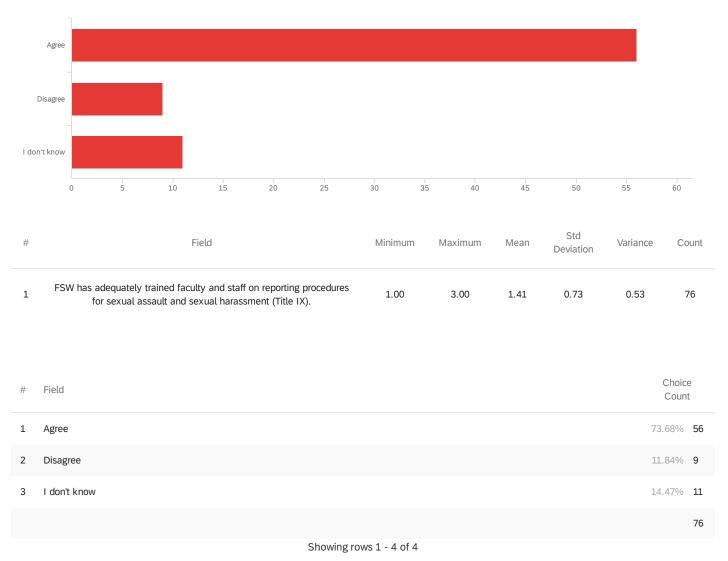


Q37 - Overall, how satisfied are you with the Provost's job performance

#	Field	Choic Coun	
1	Satisfied	64.47%	49
2	Dissatisfied	18.42%	14
3	I don't know	17.11%	13
			76

Q35 - FSW has adequately trained faculty and staff on reporting procedures for sexual

assault and sexual harassment (Title IX).



End of Report