

Agenda & Minutes: Faculty Council - Full Council

Date: 8/29/2017

Time: 4:00 – 6:00 PM

Location: ICC Board Room

Agenda

- 1) Roll Call:
 - a. **Present:** Zizwe Poe, James Wadley, James Gallagher, Ozzie Richards, Nicole Files-Thompson, Sophia Sotilleo, Emmanuel Babatunde, Dana Flint, Monica Gray, James Deboy, Marilyn Button
 - b. **Absent:** None
 - c. **Excused:** N/A
- 2) Review of conference discussions around FC
- 3) Review of priorities discussed in the summer
- 4) Report from Chair of resource allocation discussion with the President and Provost
- 5) FC semester calendar
- 6) New Business

Minutes of Discussion Items

- 1) **Review of Faculty Conference's discussions around Faculty Council (FC):**
 - a. Discussion of what occurred during breakout sessions
 - i. Key questions included: how labor will be divided and with regards to shared governance, how will power be balanced among various faculty groups?
 - ii. Key reflection item: while faculty members voted for the FC, individuals seemed unclear on its roles, responsibilities and functions. This needs to be addressed
 - b. Suggestions and discussion for presenting FC to the campus
 - i. There has not been an official announcement of the Faculty Council
 - ii. Dr. Files-Thompson suggested that any such announcement be concise
 - iii. Dr. Files – Thompson's presentation on the FC at the September 5, 2017 Faculty Meeting will constitute a step in the right direction
 - iv. Faculty Council's webpage needs to go up ASAP with at least some initial content – such as Bios of FC's members, FAQ, etc. Files-Thompson suggested a Survey Monkey link so faculty can provide feedback to FC
 - c. Dr. Wadley initiated discussion of the need to survey faculty again
 - i. Dr. Wadley pointed out that multiple such surveys have been conducted - most recently; SWOT analysis by Interim President Richard Green, the concern that there might be survey fatigue especially if it is perceived that nothing was done with the issues already presented
 - ii. Over summer – FC members discussed high frequency issues such as large enrollment vs. faculty reduction, funding and budget; these items indeed address some of the most pressing needs of the faculty

2) Review of priorities discussed in the summer:

- a. Discussion of the 5 identified urgent and essential challenges facing the university, also will be addressed in Files-Thompson's presentation to faculty
- b. Roll call of faculty council liaison to standing and other ad hoc committees (see Table 1 below)

3) Report from Chair of resource allocation discussion with the President and Provost:

- a. Dr. Poe met with Provost Ramsey and President Allen last Thursday, August 24, 2017 to discuss resources for the FC
 - i. Request for clerical support: Dr. Poe needs to send Dr. Ramsey a list of duties and subsequent cost for the requested support, Dr. Ramsey's office is open to funding such a position
 - ii. One important duty would include streamlining the process to archive documents and recorded minutes from various departmental, collegiate, faculty, standing and ad hoc committee meetings. Dr. Ramsey mentioned that list of attendees with signatures must also be included.
 - iii. Dr. Deboy proposed the need to therefore train chairs of committees and departments. The question was also posed, if there isn't a policy already in place for submission of meeting minutes to VPAA's office. Dr. Ramsey's office is not currently in receipt of such minutes.
 - iv. Dr. Richards motioned for a FC liaison to the Middle States Self Study committee. Motion was seconded and approved – Dr. Richard will be FC liaison to Middle States Self Study committee
- b. Led to a discussion on a budget for FC:
 - i. Proposed that budget needs to be itemized
 - ii. Dr. Poe and Dr. Richards will collaborate on crafting an itemized budget with a 1 – week deadline

4) FC semester calendar

- a. Discussion postponed to 9/12/17 meeting – generally monthly meeting; every 2nd Tuesday and Executive Committee may call additional meetings on the 4th Tuesdays on an ad hoc basis (*reference: By-Laws – Article IV: Section 4.08 (g)*)

5) New Business: Floor opened to gallery

- a. How will FC be evaluated:
 - i. Question: how will the FC track its process in meeting its goals? What instrument that will be used was debated
 - ii. VPAA mentioned that the genesis of the Council is an important show cause artifact during Middle States review visit
 - iii. Dr. Button point to the list of priorities that were developed over the summer – these can be an important metric of the effectiveness of the FC

- iv. Dr. Richards cautioned that the FC does not become another standing committee
 - v. An instrument will need to be developed
 - b. Prof. Capp requested clarification on FC's request for proposal summary to present before the faculty and what that process will look like
 - i. Clarity included the need for committees bringing proposals before the faculty for consideration complete the FC's executive summary form, possible issues and challenges are addressed before presentation on faculty floor, committee chairs retain full control of their proposal before the faculty, prior review by the FC will only ensure increased gravitas of the submission
 - ii. Dr. Button reiterated that the FC serves as a resource
 - c. FC at Extended Cabinet meetings:
 - i. Dr. Poe mentioned that the request to have FC members included in Cabinet meetings resulted in a proposed attendance at an Extended Cabinet once per month
 - d. Writing Portfolio
 - i. Dean Joseph suggested that the writing committee proposal is a perfect test run of the faculty council
 - ii. Dr. Button seems to believe speed of getting approved might be an issue. However, it has been deemed it would be possible to complete.
 - iii. Dr. Button discussed the concerns of the writing committee, and specifically, getting faculty in general involved
 - iv. Proposal will be handed out to the FC prior to the next meeting (9/12)
 - e. Presentation at Faculty meeting
 - i. Approach of the presentation was discussed. Goals, structure, priorities for the report.
 - ii. Robust discussion around the urgent challenges

Next Steps/Deliverables

- 1) On next agenda: Juridical Review committee – currently consists predominantly Mathematics faculty, this may be voting issue when Math-related issues are presented
- 2) FC presentation to the full faculty at meeting on September 5, 2017, including Dr. Files-Thompson's presentation
- 3) FC webpage – Dr. Gray will coordinate with Communications Department. Bios from FC members are required for initial set up
- 4) Itemized budget for FC – Dr. Poe & Dr. Richards
- 5) Dr. Button – Writing Committee proposal to FC prior to 9/12/17's meeting
- 6) Dr. Files-Thompson will create a digitized version of FC executive summary form

Table 1: FC Liaison to Campus Committees

Committee Names	FC Members on Committee	FC Liaison(s)	2017-8 Chair
01- Admissions, Academic Standing and Financial Aid		Poe	Hilton
02-Assessment and Evaluation	Sotilleo	Sotilleo	Donohue
03-Athletics	Flint	Flint	
04-Curriculum		Richards	Chapp
05-Technology	Files-Thompson	Files-Thompson	
06-Educational Policies	Richards	Richards	Ramsey
07-Faculty By-Laws	DeBoy	Gallagher	
08-Honorary Degrees		Poe	
09-Honors and Awards	Poe, Gray	Gray	
10-Judicial Review		DeBoy	Tameze
11-Juridical Review		Gallagher	
12-Lectures and Recitals	Sotellio	Sotilleo	
13-Library		Sotilleo	
14-Nominations	Gallagher	Gallagher	Gallagher
15-Post-Tenure Review	Richards, Babatunde	Button	
16-Promotion, Tenure and Severance	Poe	Babatunde	Poe
17-Religious Activities		Button	
18-Research and Publications		Files-Thompson	Carla Gallagher
19-Student Health and Welfare		Gallagher	
20-Faculty Development	Sotellio	Sotellio	Siddique
21-Writing	Button, Sotellio	Button	
22-Graduate Studies	Richards, Wadley	Wadley	
23-General Education	Flint	Flint	
24-Distance Learning	Wadley	Wadley	
25-Study Abroad	Gray, Poe, Richards	Gray	Maazaoui
26-Pre-Tenure Committee		Poe	Gaither-Hardy
Middle States Self Study Committee		Richards	

