

A Process for Obtaining Focused Input Regarding Positioning and Alignment of Academic Instructional Units

The purpose of this document is to outline a process for obtaining focused input regarding the positioning and alignment of instructional units within and across colleges at Florida Gulf Coast University.

GUIDING PRINCIPLES AND ASSUMPTIONS:

- FGCU will become an institution of 20,000 students by about 2018.
- A series of conversations will take place during fall 2010 for the purpose of discussing positioning and alignment of instructional units within and across colleges.
- No existing academic/degree programs or associated faculty or staff positions will be eliminated as a result of alignment changes that may result from this process.
- Disciplinary accreditations will not be adversely impacted as a result of alignment changes that may result from this process.
- Conversations on positioning and alignment should foster community building.
- Positioning and alignment of academic units should be congruent with and supportive of the mission and vision statements of the University.
- Positioning and alignment of academic units should contribute to student success.
- Positioning and alignment of academic units should contribute to institutional effectiveness.
- Conversations on positioning and alignment should seek additional operational synergies that support continuous improvement.
- The relative youth of our institution, coupled with its rapid growth, provide an opportunity for many newer faculty and staff to engage with more senior colleagues in discussions of positioning and alignment of instructional academic units.

TIMELINE OF ACTIVITIES:

July 12th – 16th – The Provost engages in conversations and meets with Faculty Senate (FS) President Chuck Lindsey and Staff Advisory Council (SAC) President Raymond Rodrigues for initial feedback on the process. (COMPLETED)

July 16th – The Office of the Provost provides to the presidents of FS and SAC a revised DRAFT of this document for them to provide to a team of members representing the Summer Faculty Senate and Staff Advisory Council leadership groups. (COMPLETED)

July 21st – The Provost meets with a team of members representing the summer FS and SAC, collectively, for preliminary input to this document (feedback loop #1 – process). (COMPLETED)

August 6th (Fri) – Council of Deans retreat. Agenda includes process of receiving input on positioning and alignment of academic instructional units. (COMPLETED)

August 10th – The Provost holds second combined meeting with summer FS and SAC for additional feedback regarding this document and process (feedback loop #2 – process). (COMPLETED)

August 16th (Mon. 10:00AM, SUB) – The Provost delivers an address on the process of obtaining focused input regarding positioning and alignment of academic instructional units (historical context, drivers, expectations, timeline of events). All faculty and staff in the division of Academic Affairs (AA) are invited to attend. The text of the address is also posted on the website immediately following the presentation for those unable to attend.

August 16th (Mon) – Activate website dedicated to conversations regarding academic instructional unit alignment. Website provides information, updates on the process and an additional opportunity for AA faculty and staff to provide constructive feedback. (No identities will be connected to individual responses. In lieu, anonymous input in hard copy may be sent to the Chair of the PATF; see below).

August 16th - 20th – Individual College Retreats (Library meets earlier)
Deans will be asked to include positioning and alignment as an agenda item for conversation and input. If the various college retreats do not normally include staff members within that college/unit, the dean will be asked to hold a college meeting for the staff in order to facilitate a conversation and collect input regarding academic unit positioning and alignment.

August 17th (Tues) – Campus Welcome Back Celebration hosted by President Bradshaw.

by August 23 – The Provost appoints and provides a charge to an *ad-hoc* Positioning and Alignment Task Force (Task Force/PATF) that includes individuals from Faculty Senate, Staff Advisory Council, the Council of Deans, and the Office of the Provost. The chair of the Task Force is appointed by the Provost from among the Task Force membership. All initial input and follow-up feedback regarding academic alignment matters is directed to the Task Force. The Task Force will organize a series of open conversations to gather feedback regarding positioning and alignment of instructional units.

September 7th to 24th (3 business weeks) – The Task Force hosts a series of open, drop-in style conversations to gather feedback regarding positioning and alignment. The conversations are held at different times on different days of the week to permit ease of attendance. The conversations include discussion questions and interactive exercises. It is anticipated that these sessions will include opportunities for smaller break-out group discussions. No specific input or responses provided by the participants are connected to individual identities (feedback loop #3 - content)

September 21st (Tues) – The FGCU Board of Trustees will be informed of the process for conversations regarding academic unit positioning and alignment (information item)

only). Also, the President's Cabinet will be provided with updates, at regular intervals, throughout the process.

by September 24th – Feedback from academic units (faculty and staff) will be communicated to the Chair of the Task Force via reports from facilitators present at the multiple Drop-in meetings and use of the dedicated website (feedback loop #4 – content)

by September 24th – Representative(s) from the Office of the Provost will meet with UFF leadership to invite input regarding potential implications of possible changes in academic unit alignment, independent of specific unit considerations, with regard to the current version of the CBA as of that date.

September 27th to October 22nd (4 business weeks) – – The Task Force engages in a qualitative analytical process and fact checking to develop and present a report to major stakeholders including Faculty Senate, Staff Advisory Council, Division of Academic Affairs, Council of Deans and Student Government. Additional input will be solicited (feedback loop #5 – content).

October 25th – 29th – The Task Force meets with the Provost to provide an update on its activities and present preliminary findings.

November 1st – 12th (2 business weeks) – The Task Force presents an overview and analysis of input received thus far at meetings with major stakeholder groups. Additional input is sought from stakeholders. The Provost attends as observer (feedback loop #6 – content)

November 15th – 23rd - The Task Force meets with the Provost to present findings.

November 29th - end of semester – The Provost reviews the findings and makes a final decision.

December 11th (Sat) – Last day of semester.

January 10th, 2011 – Spring semester classes begin.

January 10th -14th, 2011 - Announcement from the Office of the Provost regarding decisions on alignment of instructional units within and across colleges.

by January 21st – Provost appoints an alignment implementation task force comprised of representatives from faculty and administrative offices to be charged with implementation of any changes regarding alignment and organization of instructional units. Implementation to be completed prior to the start of the fall semester, 2011.