

**Florida Gulf Coast University
Faculty Senate Meeting Minutes
Friday, April 15, 2016; 9:30-11:30am; Cohen Center, Room 213**

In Attendance:

Dr. Shawn Felton – President	Dr. Arie van Duijn – Parliamentarian	Dr. Sandra Pavelka – Vice-President	Dr. Tom Felke – Secretary	
Mary Krome	Daniel Acheampong	Kazuo Nakatani	Fan Zhao	Jo Stecher
Brendan Bevins	Trent Brown	Dean Croshaw	Alex Sakharuk	Win Everham
Melissa Lingle-Martin	Patrick Niner	Sulekha Coticone	Martha Rosenthal	Mike McDonald
Eric Strahorn	Jamie MacDonald	Steve Rokusek	Olivia Hung-Simons	Jorge Torres
Claude Villiers	Dawn Martelli			

Absent (without Alternate/Proxy):

--	--	--	--	--

Guests:

Dr. Sean Kelly	Dr. Halcyon St. Hill			
----------------	----------------------	--	--	--

Media:

--	--	--	--	--

Summary:

Agenda Item	Responsible	Discussion	Action/Vote	Follow-Up
1) Gathering	Dr. Shawn Felton	<ul style="list-style-type: none"> Meeting called to order at 9:33am 		
2) Approval of March 18, 2016 Agenda	Dr. Shawn Felton	<ul style="list-style-type: none"> No comments 	Motion to Approve: Rosenthal; Second: Niner	
3) Approval of February 26, 2016 Minutes	Dr. Shawn Felton	<ul style="list-style-type: none"> No comments 	Motion to approve: Rosenthal; Second: MacDonald	
4) Guests: Dr. Sean Kelly	Dr. Sean Kelly	<ul style="list-style-type: none"> Proposal out to Milestones for consideration to continue in major; will go into effect in AY 16-17 for several majors then it needs to be examined 		

		<ul style="list-style-type: none">• Everham – Sounds like programs will create own milestones?• Kelly – Yes, the programs will select their own milestones after counseling on plan of study• Looking at other SUS for guidance regarding a policy on withdrawals• Looking to create an IDS major for students who are unsure on a specific academic path• Consider using ‘C-’• Degree Works planner will be in place to allow students to see if they are still on track• Consider publishing of schedule of course offerings so that students• Everham – Agree this needs to be done but difficult due to enrollment growth and faculty turnover• Kelly – Understand the constraints• Policy for timeframe of adding majors being considered• Transitional advising - looking to develop a ‘one stop shop’ for students looking to change majors• Considering pre-registering FTICs to determine unmet course needs		
--	--	--	--	--

		<ul style="list-style-type: none">• Would like to see early term grading so intervention with students can happen sooner rather than later• Service learning milestones and consideration of having students complete hours earlier in their career as well as moving to an electronic system versus paper• Strahorn – Seems labor intensive; are there enough advisors at FGCU?• Kelly – It is labor intensive but DegreeWorks could help and there will be shifts in labor among advising• Villiers – Need to be aware of the amount of involvement involved in moving this forward; suggest getting students involved in process as soon as possible – maybe involve SGA in process; need to consider workload on faculty who are not really advisors• Kelly – Looking at options to limit the potential workload on faculty• Bevins – Current process does not	<p>Motion to extend time 5 minutes: McDonald; Second: MacDonald</p>	
--	--	--	--	--

		<p>allow for moving students into programs where they might be more successful; this process would assist in that effort</p> <ul style="list-style-type: none"> • Kelly – Have seen students from class of 2019 having difficulty but not moving into a different major where they could be more successful • Bevins – Fine line between persistence and unrealistic expectations • MacDonald – • Kelly – BOG has a new view on milestones after seeing success at other SUS institutions; now need to look to get this through FGCU BOT • Snyder – Pretty sure this will go through BOT based on repackaging • McDonald – • Felton – Last effort was in education whereas this CIPP code change will be different • Kelly – Initially thinking about 100 students per year in IDS major 		
<p>4) Faculty Senate President's Report</p>	<p>Dr. Shawn Felton</p>	<ul style="list-style-type: none"> • Dean/Chair survey results will be out next week; low response rate this year; moving forward with the advisors 		

		<p>survey; FAT will look at this for next year</p> <ul style="list-style-type: none">• PDFG process is completed - thank you to Provost Office and thank you to Alexis Arnow for working to get out letters• Service letters will be out shortly• Celebration of excellence is Friday, April 22nd• Commencement will take place on Sunday, May 1st; today is last day to RSVP• Thank you to Emma Green and SGA President Thieldens Elneus for sending a certificate of appreciation to the Faculty Senate• 6th Annual Community Engagement Day being held today in Alico Arena• Fantastic program at Art Hall last night for juried exposition• BOT meeting at 8:30am next Thursday; One item will be CIPP code change• Fulbright Experience on April 26th• End of Year luncheon on May 4th• Presidential search website has been created and released; Email went out to all faculty; Will next		
--	--	--	--	--

		<p>meet on Thursday, April 28th followed by a meeting of the Position Announcement subcommittee; projected timeline will be voted on at BOT meeting</p> <ul style="list-style-type: none">• Friday April 29th is next meeting of Presidential Delegation of Authority committee• Snyder – HB 7019 was signed into law regarding textbook affordability; requires BOT to examine cost of textbooks on semester by semester basis; report must be submitted by 9/30 of each year for courses where textbook orders have not been provided at least 45 days from start of term• Whitney Knight drafted 15th overall by LA Sparks of the WNBA• Everham – Should more faculty be attending BOT subcommittee meetings?• Felton – Rooms are smaller but meetings are still open• Everham – Found out about plan to reach out to Lee County to revisit 25 year old through newspaper and County		
--	--	---	--	--

		<p>Commissioner; concerned that it was not communicated internally</p> <ul style="list-style-type: none"> • Felton – Dually noted in the minutes; no action currently on this plan • Toll – Do not know all ins and outs; do not believe the university was ping-pong on the county but that this was being driven on the part of the county and was sprung on university; no intent by university to start a conversation with the county in some secretive way; will be looking at property but it is not changing hands immediately • Pavelka – Any input with regard to university policies can be brought forward by Vice-President of Faculty Senate 		
<p>5a) Syllabus Guidelines (Action Item)</p>	<p>Dr. Halcyon St. Hill</p>	<ul style="list-style-type: none"> • Purpose was to get all of the applicable items for individual courses into the guidelines • Strahorn – Due dates appear in Do we need to have due dates in two places in guidelines? • St. Hill – Yes, #1 and #18 should be merged • MacDonald - #9 related to QEP will need to be revised based on coming 		

		<p>updated QEP; would a more general statement make more sense?</p> <ul style="list-style-type: none">• St. Hill – Considered this but felt it was okay for now• Felton – Can make an amendment to change if wanted?• MacDonald – Not at this time• Sakharuk – Why was attendance verification removed?• Felton – Thought was that this is not appropriate for the syllabus guidelines• Elliott – Had an issue last semester with this so need to have something in place for this• Sakharuk – Is it possible to have something set for faculty to use for this process?• Felton – Idea was to allow flexibility for instructors but it is the choice of the faculty if they want to have something added• Niner – Is there a percentage failure rate in regard to this?• Toll – It is tracked• Niner – Trying to determine to scope of the problem• Toll – Had over 95% that worked		
--	--	---	--	--

		<ul style="list-style-type: none"> • Linge-Martin – would prefer that it not be pre-fabricated • Van Dujin – Might be a process issue as well even when seemingly done correctly • Stecher – Used a discussion forum for this and thought it was for first week attendance but was told it should have remained open until a much later date • Everham – Could we ask IT to come in at one of the first Senate meetings of Fall 2016 to discuss? • Felton – Will look into this 	<p>Vote to approve guidelines with amendment: 28 for; 0 oppose; 1 abstain</p>	
<p>5b) FPED Updates (Action Item)</p>	<p>Dr. Halcyon St. Hill</p>	<ul style="list-style-type: none"> • Clarification of language of ‘one year’ meaning calendar year versus academic year; was not taken up in last meeting so would need to be brought forward today if necessary • Everham – Trying to understand level of representation based on vote; perception is to decide to do nothing, vote and accept all today, break a apart and vote, or make it a referendum • Van Dujin – That is correct, those are the options on the table; 		

		<p>nothing in the bylaws preventing the Senate</p> <ul style="list-style-type: none">• MacDonald – How would we call for vote on each section?• Van Dujin – Do not have to. Can amend the document in pieces without a vote on the entire piece• St. Hill – Did not make major changes but re-organized document and ensured it was in line with the CBA• Everham – If we vote to accept changes, going to vote against as have not had a chance to review carefully or receive feedback from constituents; feel that language forwarded was not included and no explanation was provided as to why it was not included• St. Hill – Language that came up in the revisions was based on feedback received from all parties and what the members of the FAT felt was appropriate for the process• MacDonald – Difficult for advisor to understand what ranked faculty do and vice versa but there is not equity on the committees currently• Elliott – Language appears on page 27 of the document		
--	--	---	--	--

		<ul style="list-style-type: none">• Everham – Point is that what was presented on the floor and sent to FAT is not what appears in the revised document• Rosenthal – Is there any reason this needs to be done now?• Felton – Items 9, 10, and 14 need to be done due to CBA otherwise language goes back to CBA only; 14 has already been taken up• St. Hill – Can wait on PRC section but other must go forward• Bevins – We did talk about this issue of instructors and advisors last year• Villiers – Do not see how this document prevents colleges from devising own processes/decisions <ul style="list-style-type: none">• Triscari – Point of clarification: Possible to make motion to call for a vote?• Felton – Members may call for a vote if they wish	<p>Motion to extend 10 minutes: Rosenthal; Second: MacDonald</p> <p>Motion to call the question: Triscari; Second:</p> <p>Vote to call the question: Triscari; Second:</p>	
--	--	--	---	--

		<ul style="list-style-type: none"> • Everham – Was going to see if we can move through each item that needs to be taken up • Lingle-Martin – Can we make an amendment to add instructors and move forward? • Felton – It is possible to make amendments to the language • Bevins – Including the language would allow instructors to serve on PRC committees but would not address work load concern • Villiers – Need to consider the effect these decision will have; are we doing this due to size or to examine processes? • Everham – Would like to make amendments <ul style="list-style-type: none"> ○ Striking 1 for each college/unit ○ Amend language regarding makeup of membership of PRCs 	<p>Vote: No votes – motion ends</p>
		<ul style="list-style-type: none"> • MacDonald – Add the phrase ‘and/or’ to allow colleges • Bevins – If we make the change then 	<p>Motion to amend Everham; Second: Lingle-Martin</p>

		<p>delete the last paragraph as it would not be needed</p> <ul style="list-style-type: none"> • Everham – Not currently part of the FPED but added to address concern • Bevins – Retract amendment • Krome – If we make this amendment, does it mean lecturers/instructors would be part of PRCs? • Everham – Yes, but your unit would make the decision <ul style="list-style-type: none"> • Van Dujin – If we say ‘and/or’ • Elliott – Can we change ‘will’ to ‘may’ be created • Everham – Just looking to provide an opportunity for units to create two PRCs if they so wish • Felton – Just approved language on page 27; Need to move back to the full FPED • Bevins – Is the rest of language needing to be looked at is to align FPED with CBA? • Felton – Yes, and if not approved then guided by the CBA for one year 	<p>Motion to extend 10 minutes: Brown; Second: Bevins</p> <p>Vote to approve amendment: 21 for; 4 oppose; 6 abstain</p>	
--	--	---	--	--

		<ul style="list-style-type: none"> Felton – Thank you to the FAT members and everyone for their work and consideration on this effort. 	<p>Vote for full FPED: 23 for; 6 against; 1 abstain</p>	
5c) Election of Faculty Senate President for 2016-2017 (Action Item)	Dr. Arie van Dujin	<ul style="list-style-type: none"> One nomination received for President – Dr. Felton No additional nominations; ballot is closed; Dr. Felton has opportunity to provide to-minute statement Statement provided by Dr. Felton 	<p>Vote for Dr. Felton as Faculty Senate President: 27 for; 0 against; 2 abstain</p>	
6a) Election of Senate Vice President, Secretary, Parliamentarian 2016-17 (Action Item)	Dr. Arie van Dujin	<ul style="list-style-type: none"> Nominations for office of Vice President Kakareka – Pavelka; Second: Everham No other nominations; slate is closed <ul style="list-style-type: none"> Nominations for office of Secretary Self-Nomination: Dawn Martelli No other nominations; slate is closed 	<p>Vote for Dr. Pavelka as Faculty Senate Vice President: 28 for; 0 against; 0 abstain</p>	

		<ul style="list-style-type: none"> • Nominations for office of Parliamentarian • Pavelka – Want to acknowledge the service of Dr. Arie van Dujin and also nominate Patrick Niner • Nomination accepted by Niner • No other nominations; slate is closed <ul style="list-style-type: none"> • Everham – Thank you to Dr. van Dujin for your service and ensuring that people had their voice heard. • Felton – Extend appreciation to Dr. van Dujin for support and service; Great job by Senate in electing officers. 	<p>Vote for Dr. Martelli as Faculty Senate Vice President: 28 for; 0 against; 0 abstain</p> <p>Vote for Dr. Niner as Faculty Senate Vice President: 28 for; 0 against; 0 abstain</p>	
<p>6b) Faculty Assignment Form and PDP Template (Information Item)</p>	<p>Dr. Shawn Felton</p>	<ul style="list-style-type: none"> • St. Hill – One change was made to the assignment form • Elliott – Please make change to first page for correct, legal name of UFF • Everham – Only one signature line so wondering if this covers through summer • St. Hill – Covers 12 month faculty but will 		

		<p>make no change for 9-month faculty</p> <ul style="list-style-type: none">• Everham – Will I be getting one assignment at start of Fall that covers all three semesters• Baker – No• Triscari – will this have any change• Baker – No, wanted to provide flexibility and have mechanism to provide assignments uniformly across the university• Elliott – Important to let people know as soon as possible in order to meet deadlines and legislative mandates• Strahorn – Form seems to be doing new things but not well; going down to exact percentages in July may be more work than it needs to be – requires that form be re-done based on changing assignments; does not outline who needs to review if changed more than 5%; seems to require more paperwork• Bevins – May be a difference between colleges but CHPSW does this already• Baker – Created consistent one document process based on most		
--	--	---	--	--

		<p>common practices across units; this is a way to document conversations related to changes in assignments</p> <ul style="list-style-type: none"> • Sakaharuk – What relationship does first week verification of attendance and ordering of books have to do with professional development? • Felton – This was considered and was moved from PDP to faculty assignment form • Barringer – This is in line with item 9 of the CBA and why it was moved to the assignment form versus PDP • Niner – Curious as to why FTE no longer appears • Baker – We can add that • Strahorn – Why asked annually to uphold a few laws but not all of them? • MacDonald – We are discussing both documents, correct? • Felton – Yes, we are • MacDonald – Need to be careful that opening paragraph of PDP is in accordance with language in FPED 		
6c) Summer Senate Signup (Action Item)	Dr. Shawn Felton	<ul style="list-style-type: none"> • Bylaws call for Senators to sign up for summer service 		

		<ul style="list-style-type: none"> • Everham – Consider this seriously as to achieve quorum • Van Dujin – Bylaw allow for business to take place electronically • Toll – This has been used so appreciate taking it seriously 		
7a) Provost Report	Provost Toll	<ul style="list-style-type: none"> • Received official transmission of all Dean/Chair reviews; response rate was lowest ever – gives pause as to whether responses are reflective but they are taken seriously and discussed with Deans over summer • Special committee of BOT about to be formed to take over management of strategic plan process; Encourage faculty to review university workplan • Continuing to work on follow-up on performance-based metrics; still in the money • BOT meeting coming up on Tuesday, April 19th; encourage faculty to attend if possible • Presented panel discussion in NYC with co-authors and it was well received; approached about converting into a journal article 		

		<ul style="list-style-type: none"> • Reviewing portfolios (46) and understand the conversations about PRC workload commitments • Special meeting of the BOG at FGCU in May regarding online learning; proposed goal to provide up to 40% of the entire inventory of courses in the SUS; encourage faculty to participate in meeting if possible • Thank you to everyone on Senate and the outgoing officers for their work throughout the academic year; meetings were held with officers and conversations were respectful, courteous, and collegial. Look forward to working with incoming members of the administrative team. 		
8b) SAC Report	Teri Bigos & Lauren Strunk	<ul style="list-style-type: none"> • Will have first ex-officio seat at next BOT meeting • SAC will move meetings from Mondays to Fridays; held once a month • Electing new representatives on April 27th and new officers at retreat on June 20th • Felton – Any update on policy resolution regarding family leave? 		

		<ul style="list-style-type: none"> • Bigos – Sent on to Dr. Rollo and some miscommunication on amount of feedback provided so will be going back to review once again 		
8c) SGA Report	Emma Green	<ul style="list-style-type: none"> • Would be happy to host faculty to talk with students to gain their perspectives • Meetings held every Tuesday at 6:30pm • Leadership positions almost fully filled • Looking to establish a homecoming event this year 		
8d) UFF Report	Dr. Beth Elliott	<ul style="list-style-type: none"> • Echo Provost on perception of conference held in NYC; FGCU work was extremely well received; invited back to conference next year by Executive Director of hosting center • Start back on bargaining on May 15th 		
9) For the Good of the Order		<ul style="list-style-type: none"> • Heather Snapp has sent out call for PBC and related committees; Appointments Committee also has a dedicated email address 		
10) Announcements		<ul style="list-style-type: none"> • Meeting ended at 12:02pm 	Motion to adjourn: MacDonald	

Next Senate Meeting: Fall 2016
Next Senate Leadership Team: Fall 2016

DRAFT