

**TEAM NAME: FACULTY AFFAIRS TEAM      CHAIR: Dr. Halcyon St. Hill**

| <b>Goal/Agenda/Task</b><br>To what end?                                                                          | <b>Action Steps</b><br>How will we make it happen?                                                                                                                                                                                                                                              | <b>Time</b><br>What is the timeline for implementation? What will be done by year-end? | <b>Committee Members</b><br><b>Roles/ Responsibilities</b> | <b>End-of Year Progress/Status /Accomplishment Report</b> |
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| Review Faculty Affairs Team Bylaws.                                                                              | Team review and vote/consensus                                                                                                                                                                                                                                                                  | Goal completion to occur October 2015                                                  |                                                            |                                                           |
| Review new CBA and make necessary changes to the FPED.                                                           | Team review and vote/consensus                                                                                                                                                                                                                                                                  | Goal completion expected November 2015                                                 |                                                            |                                                           |
| Finalize FPED to ensure congruency with new CBA.                                                                 | Team review and vote/consensus                                                                                                                                                                                                                                                                  | Goal completion aimed for December 2015                                                |                                                            |                                                           |
| Examine 4 years of Chairs/Dean Survey data– Examine and make recommendations for the instrument as appropriate.  | Examination will occur by the team, input from stakeholders and specifically Chairs and Deans will be sought. Data gathered will be carefully examined, analyzed and discussed. Team will make recommendation gained through vote/consensus                                                     | Goal completion aimed for Spring Semester - April 2016                                 |                                                            |                                                           |
| Examine PDP and FAF forms across units / colleges in the context of current annual review process, FPED, and CBA | Team review and vote /consensus on recommendations                                                                                                                                                                                                                                              | Goal completion aimed for Spring semester – February 2016                              |                                                            |                                                           |
| Student Complaints Against Faculty – make recommendations for a process for student complaints against faculty.  | A review of existing FGCU practices and processes, and relevant policies in the student handbook and faculty handbook will be examined. Processes from other reputable sources will also be examined. Team will study/examine information collected and make recommendations by vote/consensus. | Goal completion aimed for Spring Semester - April 2016                                 |                                                            |                                                           |
| Address matters brought forward that are congruent with the Faculty Affairs Team Bylaws.                         | Examine the information provided and use appropriate mechanisms to make recommendations.                                                                                                                                                                                                        | Ongoing                                                                                |                                                            |                                                           |

**TEAM NAME: INSTITUTIONAL AFFAIRS TEAM CHAIR: Dr. Dorothy Rea**

| <b>Goal/Agenda/Task</b><br>To what end?                                              | <b>Action Steps</b><br>How will we make it happen?                                                                                                           | <b>Time</b><br>What is the timeline for implementation? What will be done by year-end? | <b>Committee Members Roles/ Responsibilities</b>                       | <b>End-of Year Progress/Status /Accomplishment Report</b> |
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| Academic calendar development – 1 additional year                                    | <b>Sub Committee will present to IAT</b>                                                                                                                     | Fall 2016 - Senate Approval                                                            | Sub Committee and then approval by IAT                                 |                                                           |
| Suggest updates to Faculty Handbook, in consultation with FAT                        | <b>IAT will redesign and meet with Dave Jaeger's people</b>                                                                                                  | Fall 2016                                                                              | Steve Rokusek leader; Adrian Valencia, recorder; IAT Team              |                                                           |
| Confer with Space Utilization Committee on space analysis plan as needed             | <b>Address needs for older buildings on campus.</b>                                                                                                          | On-going                                                                               | IAT Team                                                               |                                                           |
| Collaborate with Senate's SPBAC and PBC committees related to institutional concerns | <b>Email PBC about concerns with capital budget - addressing needs of older buildings on campus. Student representative will discuss with Student Senate</b> | ongoing                                                                                | Chair, Dorothy Rea<br>Student Representative<br>Laura Mazzoleni<br>IAT |                                                           |
| TBD by Team                                                                          |                                                                                                                                                              |                                                                                        |                                                                        |                                                           |

**TEAM NAME: Graduate Curriculum Team 2015-2016**

| <b>Goal/Agenda/Task</b>           | <b>Action Steps</b>                                                                   | <b>Time</b>                                                               | <b>Committee Members Roles/ Responsibilities</b>                                                                                                                                                                                   | <b>End-of Year Progress/Status /Accomplishment Report Programs Reviewed:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| Review graduate program proposals | Program proposals are presented to and reviewed by the Graduate Curriculum Team (GCT) | Proposals need approval by the GCT for inclusion in the 2016-2017 Catalog | Graduate Curriculum Team<br>Chair: Daniel Rottig;<br><br>Members:<br>Abbe Finn<br>Tanya Kunberger<br>Michele Stork<br>Steve Rokusek<br>Daniel Kern<br>Ex-Officio Members:<br>Cathy Duff,<br>Francisco Marquez,<br>Sherrie Amundsen | CHPSOW:<br>Transition to Clinical Mental Health Counseling new certificate proposal<br>Health Science M.S. revision proposal<br>Clinical Laboratory Science Certificate revision proposal<br>Primary Health Care Nurse Practitioner (M.S.N.) revision proposal<br>BSN to DNP (D.N.P.) revision proposal<br>MSN to DNP (D.N.P.) revision proposal<br>Nurse Educator (M.S.N.) revision proposal<br>Nurse Educator Certificate revision proposal<br>Physician’s Assistant Studies (M.P.A.S.)<br><br>Arts and Sciences:<br>Public Administration (M.P.A.) revision proposal<br>Mathematics (M.S.) revision proposal<br>English (M.A.) revision proposal<br>Environmental Studies (M.A.) revision proposal<br><br>Education:<br>Curriculum & Instruction Educational Technology (M.A.) revision proposal<br>Educational Technology Certificate revision proposal<br>Curriculum and Instruction (MEd) revision proposal<br>Disability Services new certificate proposal<br><br>Engineering:<br>Master of Science in Engineering (M.S.E.) |

**TEAM NAME: STUDENT AFFAIRS TEAM      CHAIR: Barb Hess**

| <b>Goal/Agenda/Task</b><br>To what end?                                                                 | <b>Action Steps</b><br>How will we make it happen?                                                                   | <b>Time</b><br>What is the timeline for implementation? What will be done by year-end?                                           | <b>Committee Members Roles/ Responsibilities</b> | <b>End-of Year Progress/Status /Accomplishment Report</b>                                                                                                                                                                                                                                                  |
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| Continue to provide Colleges and AA assistance related to SOTY.                                         | Representatives will continue to support their respective colleges in the SOTY process                               | SOTY for each college will be chosen by April 4. The students will be honored at the Celebration of Excellence.                  | <b>Support by all members</b>                    | SOTYs have been chosen for all colleges. Barb informed Whitney Cardenas, Executive Assistant to the Provost so awards can be ordered.                                                                                                                                                                      |
| Review/provide recommendations to Senate related to new policies/procedures relating to student affairs | <ul style="list-style-type: none"> <li>• Academic Dishonesty Process</li> <li>• Academic Integrity Policy</li> </ul> | <ul style="list-style-type: none"> <li>• Mid-spring semester for updated catalogue publication</li> <li>• End of year</li> </ul> | <b>All</b>                                       | <ul style="list-style-type: none"> <li>• Recommended changes to the Flow Chart for Academic Dishonesty; new chart was published in catalogue in February.</li> <li>• Discussed ways to improve Academic Integrity; Solicited information from college members and shared with Dean of Students.</li> </ul> |
| Review of SAT Bylaws                                                                                    | Discuss bylaws in first meeting                                                                                      | Fall semester                                                                                                                    | <b>All</b>                                       | Bylaw update (change of words) was recommended in October 2015                                                                                                                                                                                                                                             |

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| Campus-wide alcohol policy | This is a future action item and will be brought forward by the Dean of Students as they continue to work on the policy | future | <b>All</b> | Informational for group to look at in the future.                                                                                    |
| Undergraduate Studies      | This is a future action item brought forward in March 2016 by Dean of Undergraduate Studies.                            | future | <b>All</b> | Will be charged with working with Undergraduate studies as they continue to work with the metrics and look to serve students better. |

**TEAM NAME: LIBRARY      CHAIR: Fan Zhao      LIAISON: Fan Zhao**

| <b>Goal/Agenda/Task</b><br>To what end?                                                       | <b>Action Steps</b><br>How will we make it happen?                                                                          | <b>Time</b><br>What is the timeline for implementation?<br>What will be done by year-end? | <b>Committee Members Roles/ Responsibilities</b>                                               | <b>End-of Year Progress/Status /Accomplishment Report</b>                                                                                               |
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| Continue to act as liaison between Library and faculty for faculty resource requests          | Team members to report faculty questions/concerns to library team and to Dean Miller as they arise                          | Ongoing function of the team. No specific timeline                                        | All members to participate as questions/needs arise from faculty within respective colleges    | Continue to act as liaison between Library and faculty for faculty resource requests.                                                                   |
| Continue to Monitor and work with Library to ensure smooth integration of Library into Canvas | Team members should remind faculty in their colleges that the Library website is located under the Resources tab in Canvas. | End of Spring 2016                                                                        | All members participate in discussion and suggestion                                           | The Library links with the study guides will be rolled out when the new version of Canvas in summer of 2016.                                            |
| Monitor and work with Library to ensure the completion of implementing ORCiD                  | Team members brainstormed ways to communicate ORCiD to faculty in each college                                              | End of Spring 2016                                                                        | All members participate in sharing the information with faculty members in respective colleges | The implementation of ORCiD has been a slight setback because more time needed to embed the system onto IslandDora, a platform for digital collections. |
| Collaborate with committees related to Library services concerns                              | Team members suggested several committees to work with including faculty affairs, student affairs, and technology.          | Ongoing function of the team. No specific timeline                                        | All members participate in discussion and suggestion                                           | Our committee worked successfully with technology committee on the project of integration of Library into Canvas.                                       |
| TBD by Team                                                                                   |                                                                                                                             |                                                                                           |                                                                                                |                                                                                                                                                         |

**TEAM NAME: GRANTS AND RESEARCH TEAM CHAIR: DR. JOE CUDJOE**

| <b>Goal/Agenda/Task</b><br>To what end?                                   | <b>Action Steps</b><br>How will we make it happen?                                                                                    | <b>Time</b><br>What is the timeline for implementation? What will be done by year-end?  | <b>Committee Members Roles/ Responsibilities</b>                                                 | <b>End-of Year Progress/Status /Accomplishment Report</b> |
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| Peer review FGCU Centers and Institutes                                   | Review annual reports for existing Centers and Institutes and make recommendations to AVP ORGS. Review new center proposals as needed | As determined by schedule of review during academic year, typically Fall & early Spring | All representatives review and provide feedback and assist in the writing of letter to AVP, ORGS | Ongoing                                                   |
| Review policies pertaining to research and grants and suggest changes     | Review MDRI and make suggestions for changes and improvements                                                                         | Fall 2016                                                                               | All representatives review and provide feedback                                                  | Small Grant for Preliminary Study (SGPS) replaced MDRI    |
| Support faculty and advance research at FGCU                              | Review grant (SGPS) proposals and make recommendations for funding to AVP ORGS                                                        | Schedule determined by OSRP funding cycles                                              | All                                                                                              |                                                           |
| Peer review for Graduate Research Assistantships                          | Not Applicable                                                                                                                        |                                                                                         |                                                                                                  |                                                           |
| Provide support to University-wide research related activities            | Review guidelines and coordinate faculty judges for FGCU's Research Day                                                               | Spring 2016                                                                             | All                                                                                              | Ongoing                                                   |
| Provide faculty input and guidance to Office of Associate VP for Research | Advise and collaborate with AVP for Research and Dean of Grad Studies                                                                 | As needed. Research Day Abstract Form Research Day 2016                                 | All                                                                                              | Ongoing                                                   |

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| and Dean of Graduate Studies |                                                                                                           |                                    |  |  |
| Review of GRT Bylaws         | Review bylaw related to whether the team facilitator must be at the rank of Associate Professor or higher | To be discussed after Research Day |  |  |
| TBD by Team                  |                                                                                                           |                                    |  |  |

**TEAM NAME: PROGRAM REVIEW CHAIR: Beth Murray**

| <b>Goal/Agenda/Task</b><br>To what end?                                                                             | <b>Action Steps</b><br>How will we make it happen?                           | <b>Time</b><br>What is the timeline for implementation? What will be done by year-end? | <b>Committee Members Roles/ Responsibilities</b>                                                                                                                                                                                                                                                   | <b>Reviews Completed</b>                                                                                                                                                                              |
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| Conduct Program Reviews:<br>Review CVs of potential external reviewers and make recommendations (Process Step 1)    | Vet External Reviewers submitted by Program Leaders and make recommendations | As CVs are submitted by Program Leaders.                                               | All PRT members review CVs of potential External Reviewers. Two PRT members take the lead in drafting a preliminary recommendation which is then presented at a PRT meeting, reviewed by the entire team, and approved. Recommendation is entered into Sharepoint for the Program Leader's review. | English BA<br>Marine Sciences                                                                                                                                                                         |
| Conduct Program Reviews:<br>Review/comment on self-study, external reviews, and program's response (Process Step 5) | Review/comment on self-study, external reviews, and program's response       | When steps 2-4 are complete and materials are available for review.                    | All PRT members review program documents Two PRT members take the lead in drafting preliminary responses in Sharepoint. Preliminary responses are presented at a PRT meeting, subjected to a line-by-line analysis by the entire team, and approved after appropriate revisions are made.          | Legal Studies BS<br>Biology BA                                                                                                                                                                        |
| Conduct Program Reviews:<br>Review/comment on follow-up report to Provost's recommendations (Process Step 8)        | Review/comment on follow-up report to Provost's recommendations              | When steps 6-7 are complete and materials are available for review in Spring.          | All PRT members review program documents Two PRT members take the lead in drafting a preliminary responses in Sharepoint. Preliminary responses are presented at a PRT meeting, subjected to a line-by-line analysis by the entire team, and approved after appropriate revisions are made.        | Criminal Justice BS<br>Forensics Studies MS<br>Philosophy BA<br>Criminal Justice MS<br>Communication BA<br>Sociology BA<br>Biology BS<br>History MA<br>Environmental Studies BA<br>Health Sciences BS |

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| Implement and provide feedback related to implementation of online (Sharepoint) program review process.                        | Attend presentation on use of Sharepoint. Attend training sessions on use of Sharepoint. Begin using Sharepoint for all PRT reviews. | Fall – presentation and training<br>Fall – begin using<br><br>Complete conversion to Sharepoint by end of year. | All PRT members attended presentation.<br>All PRT members attended Sharepoint training.<br><br>All PRT reviews entered into Sharepoint for entire AY 2015-2016 | N/A                                                          |
| Review the process for External Reviewers on campus and provide recommendations.                                               | In progress.                                                                                                                         | Spring - Summer                                                                                                 | Reviewed CVs and made recommendations for visiting reviewers.                                                                                                  | English BA<br>Marine Sciences BS                             |
| Provide information and impact to Senate how current program review procedures conform to current and proposed BOG regulations | Discuss changes to BOG regulation and implications for change or improvement.                                                        | Ongoing – monthly reports to Senate                                                                             | PRT members reviewed BOG regulation 8.015 to ensure they are accurately reflected in PRT Bylaws.                                                               | Bylaws accurately reflect BOG regulations – no changes made. |
| Review of PRT Bylaws                                                                                                           | Reviewed Bylaws based on BOG regulation 8.015.                                                                                       | Spring                                                                                                          | No changes necessary.                                                                                                                                          | Bylaws submitted to Faculty Senate for review in Spring.     |

**TEAM NAME: UNIVERSITY APPOINTMENTS TEAM    FACILITATOR: Heather Snapp**

| <b>Goal/Agenda/Task<br/>To what end?</b>                                                                                    | <b>Action Steps<br/>How will we make it happen?</b>                                                                                                                   | <b>Time<br/>What is timeline for implementation?<br/>What will be done by year-end?</b> | <b>Committee Members<br/>Roles/Responsibilities</b>                                                                                                 | <b>End-of-Year Progress/Status/Accomplishment Report</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| Review Bylaws                                                                                                               | Team review and discussion/consensus                                                                                                                                  | Submit changes by end of year                                                           | Team members to provide feedback and help write/edit bylaws; Chair to submit to SLT                                                                 | Bylaws reviewed; no changes at this time. It was decided that making the process more transparent can better be done with modifications to the Procedural Guidelines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Review Appointment Process and Enhance Transparency                                                                         | Team review and discussion/consensus                                                                                                                                  | Submit changes by end of year                                                           | Team members to provide feedback and help write/edit bylaws; Chair to submit to SLT                                                                 | The team discussed the Procedural Guidelines, and several recommendations such as having a dedicated Appointments email address and online nominee submission process are being explored before changes made in procedures. Work to continue during FY 2016-17. Email address established 4/2016.                                                                                                                                                                                                                                                                                                                                                                                                            |
| Solicit Names, review candidates and communicate faculty names as needed in addition of tracking the work of the committee. | -Send out calls for nominees as requested by Faculty Senate President<br>-Solicit and rank nominees<br>-Send requested number of nominees to Faculty Senate President | Ongoing; fill all committees requested with faculty representatives                     | Chair: send call to faculty and nominee names to team; compile results and send nominees to president<br>Team members: Solicit and vote on nominees | Faculty representatives were solicited and filled for 16 full or partial committees, teams, etc.: <ul style="list-style-type: none"> <li>• ADA Advisory Committee</li> <li>• 20<sup>th</sup> Anniversary Committee</li> <li>• Intercollegiate Athletic Committee</li> <li>• University Colloquium Reaffirmation Committee</li> <li>• Title IX Committee</li> <li>• Mentor Excellence Awards Committee</li> <li>• Presidential Search Advisory Committee</li> <li>• Diversity and Inclusion Committee</li> <li>• Competency Assessment Advisory Team</li> <li>• Planning and Budget Council (PBC)</li> <li>• Budget Committee (BC)</li> <li>• Enrollment and Retention Management Committee (ERMC)</li> </ul> |

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|  |  |  |  | <ul style="list-style-type: none"><li>• Safety and Facilities Committee (SFC)</li><li>• Environmental Sustainability Committee (ESC)</li><li>• Information Resources Committee (IRC)</li><li>• Strategic Planning and Institutional Effectiveness Committee (SPIEC)</li></ul> |
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**TEAM NAME: SENATE PLANNING AND BUDGET ADVISORY COMMITTEE      FACILITATOR: Megan McShane**

| <b>Goal/Agenda/Task</b><br>To what end?                                                                                          | <b>Action Steps</b><br>How will we make it happen?                                                                                               | <b>Time</b><br>What is the timeline for implementation? What will be done by year-end?                                                           | <b>Committee Members Roles/ Responsibilities</b>                                                                                                  | <b>End-of Year Progress/Status /Accomplishment Report</b>                                                                                                                                                                                          |
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| Provide strategic leadership in communication of PBC related issues to Faculty through SLT and vice versa                        | Team provides reports for the minutes to be posted to Senate Website<br>Chair attends Senate Leadership Team                                     | Reports of SPBAC uploaded to Senate Website by time of next meeting of SPBAC, after approval                                                     | Secretary is a revolving duty among members<br>McShane coordinates with Angela Baerwalde                                                          |                                                                                                                                                                                                                                                    |
| Provide guidance and direction to FGCU's 2015-2020 Strategic plan.                                                               | Coticone and McShane Solicited revisions as did entire SPIEC Team, administration, Faculty Senate Leadership and Faculty Senate Representatives. | By the internal PBC and SPIEC deadlines for adopting SP. Deadline extended for further Faculty feedback. Revisions and suggestions incorporated. | Coticone and McShane responded to faculty e-mails, disseminated draft Strategic Plan in all variants, and corresponded with Paul Snyder directly. | SP was edited, revised and included more Humanities, as per faculty requests. SP deadline extended for more input.<br>QEP will detail individual programs and provide pathway for STEAM. Strategic Plan was revised according to faculty feedback. |
| Design regularized ways to communicate to entire faculty issues related to PBC and Senate Teams and receive appropriate feedback | SPBAC will discuss more efficient ways, if necessary, other than Senate existing pathways.                                                       | By end of Spring 2016, SPBAC will have decided whether to create more pathways or retain existing structure.                                     | Team will vote and make decision by January 2016. Implementation of changes, if any, will be by May 2016.                                         |                                                                                                                                                                                                                                                    |
| Review of SPBAC bylaws                                                                                                           | Done October 2015. No revisions required.                                                                                                        |                                                                                                                                                  |                                                                                                                                                   | No revisions.                                                                                                                                                                                                                                      |
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