

Minutes
Faculty Advisory Council
January 16, 2004
Texas State University – ASB South, Room 332

Members in Attendance:

Steve Awoniyi, Nathan Bond, Christopher Brown, Deborah Buswell, Sharon O’Neal, Jovita Ross-Gordon, Greg Soukup, Jo Webber

Members Absent:

Jennifer Battle, Brenda Beatty, Marilyn Goodwin, Michelle Hamilton, Marla McGhee, Bobby Patton, Alicia Paredes-Scribner

Guest:

Russ Hodges

Chair Webber began the meeting at 2:27 p.m. There was no quorum.

- I. Attendance at FAC Meetings:** The FAC members discussed informally the issue of attendance, since several members will take professional leave for the entire semester and others will attend conferences, causing them to miss meetings periodically. Under the section entitled “Meetings,” the FAC Constitution states that there must be a simple quorum to conduct meetings and call a vote. Eight FAC members must attend the meetings to constitute a quorum. To resolve the issue, several ideas were discussed.
- The FAC Constitution could be amended to specifically address the issue, although typically the constitutions of professional groups are written in a general way and state the group’s philosophy. Policy manuals or bylaws are usually added to deal with specifics.
 - A policy or bylaw could be written to define the word *quorum* to include three groups: regular FAC members, substitutes who would attend in a member’s absence, and proxies. The FAC also discussed proxies whereby FAC members could give their votes to another member, if they knew in advance the motion to be discussed and decided.

Another FAC member arrived, and Chair Webber officially called the meeting to order at 2:37 p.m.

- The discussion about proxies and substitutes continued. To resolve the issue of attendance, an alternate from each department in the College of Education could be chosen. The substitute would attend the meeting in place of the absent FAC member. However, this would have to be a Constitutional change since it would require an election.

- Occasionally, the FAC could utilize the IT equipment and meet online, rather than face-to-face. The Instruction Technology Department has a dedicated line to the Round Rock campus.

Greg Soukup proposed the following motion. Christopher Brown seconded the motion. The motion passed.

When FAC members are absent, either long term such as semester leave or short term, the FAC members are responsible for assigning a substitute from their department to attend the meeting or asking FAC members from the same department to assign a substitute from the same department to attend the meeting. The FAC members are also responsible for informing the substitute.

II. Approval of the minutes

Deborah Buswell motioned that the minutes from October 10, 2003 be approved. Greg Soukup seconded the motion. The motion passed.

Greg Soukup motioned that the minutes from October 24, 2003 be approved. Jovita Ross-Gordon seconded the motion. The motion passed.

Deborah Buswell motioned that the minutes from November 7, 2003 be approved. Sharon O'Neal seconded the motion. The motion passed.

III. FAC Elections (Vice Chair)

Greg Soukup motioned that the nominations for FAC Vice Chair be closed. Sharon O'Neal seconded the motion. The motion passed. Jovita Ross-Gordon was elected Vice Chair of the FAC for 2003 – 2004.

IV. Appointment of the Constitutional Review Committee: In the next few weeks, the Constitution Review Committee, chaired by Jovita Ross-Gordon, will begin to propose revisions to the FAC Constitution. The committee hopes to have their work completed by May so that the College of Education can vote on the changes before the summer semester begins. This committee will also consider developing bylaws.

V. Committee Survey Report: Chair Webber and Deborah Buswell reported that many COE faculty members completed and returned the surveys that measured the number of committees on which faculty were serving. The

return rate was between 40 to 50%. It seems that professors responded positively to the survey; they were made more aware of their level of service.

- VI. Policy and Procedures Manual:** Chair Webber asked Nathan Bond to create a policy and procedures manual from the motions that were passed during previous FAC meetings. The motions will be grouped thematically. The manual will be added at the end of the FAC Constitution.
- VII. Meeting with Dean Beck:** The FAC discussed several issues related to Dean Beck.
- Dean Beck would like to recognize faculty members more often. Currently, he and Vickie Morris publish the TEXAS STATEment, which lists faculty members' accomplishments. Also, he sends personal notes to specific professors.
 - Dean Beck may want to remind department chairs about scheduling meetings on Friday during FAC meetings.
 - The FAC members expressed their thanks to Dean Beck for helping to secure the recent faculty pay raises.
 - The FAC members also want to commend Dean Beck for engaging faculty in the Strategic Planning Process.
- VIII. Strategies for Getting Faculty Feedback to the FAC:** The FAC discussed ways to improve the communication between the FAC and faculty members. The committee may want to consider a weekly newsletter, like the one published by the HPER Department. Also, Chair Webber asked members to review the FAC website and offer suggestions for improving it. FAC Webmaster Christopher Brown stated that the website could be used for different functions, such as a discussion forum for COE faculty.
- IX. Code of Ethics:** Chair Webber suggested that the FAC may want to inform COE faculty members about the Code of Ethics. There are staff members at Texas State, such as Vincent Morton, who could conduct workshops that focus on relationships between 'professor and student,' 'professor and professor,' and 'professor and chair.'
- X. FAC Priority Statements:** Chair Webber tabled the discussion about FAC priorities until the next meeting. She encouraged FAC members to review the priority statements that were previously sent. The statements were generated last fall when the FAC worked with Marla McGhee. The FAC will need to revise and prioritize the statements, since they can guide the FAC's future work and help to inform the COE faculty.
- XI. Future Meetings with Dean Beck:** The FAC would like Dean Beck to address the issues of shared governance in Round Rock. Dean Beck wants the FAC to address the policies governing indirect costs and the LBJ account. Money in these accounts comes from the grants that the COE is awarded. The

money is supposed to be used to produce other grants or generate more external funds. The Dean and FAC will either discuss how those funds will be used or endorse the way they are currently being used.

Deborah Buswell motioned that the meeting be adjourned. Steve Awoniyi seconded the motion. The motion passed.

Chair Webber adjourned the meeting at 3:57 p.m.

Respectfully submitted,

Nathan Bond
FAC Secretary