

Minutes
Faculty Advisory Council (FAC) Meeting
11/19/04
Texas State University—HPER, Room

Members in Attendance: : Steve Gordon, Michael Boone, Jo Webber, Jennifer Battle, Marilyn Goodwin, Maria de la Colina, Steve Awoniyi, Bobby Patton, Deborah Buswell, Sarah Nelson, Greg Soukup, Moe Johnson, Colleen Connolly, Shana Pate-Moulton

Members Absent: Drema Albin

Steve Gordon called the meeting to order at 2:15 p.m.

I. Approval of the Minutes

Bobby Patton moved that the minutes from November 5th be approved. Greg Soukup seconded the motion. The motion passed.

Steve explained that we want to go through a prioritization process of the FAC initiatives. Current FAC Initiatives were handed out. Members were given an opportunity to clarify any points.

The initiatives were as follows:

- Revise Constitution (election; other areas)
- Review, revise Procedural Manual (election procedures, other areas)
- Develop FAC Website
- Complete work on committee survey; reorganize college committee system
- Address budget issues
- Address issues concerning LBJ/indirect costs/college grants
- Work with Dean, College Committee on College P & T guidelines
- Address issues concerning LiveText
- Address issues concerning mini session, summer session
- Address issues of shared governance at Round Rock

A question about mini session and summer session was raised. Steve just found out that the summer session is proposed to be an 8-week session instead of a 10-week session. A concern was raised about the pay. John Beck proposed the 8-weeks session.

The following Initiatives were added:

- Archives
- Strategic Planning/SACS
- Salary
- Administrative Evaluation
- Certification
- Dean Search

- Steve reported that the Dean Search committee's goal would be to have the candidates meet with the FAC. Steve assumes there will be a public meeting of the candidates with the faculty as a whole and then a private meeting with the FAC. The FAC would have separate questions for the candidate prepared for that meeting.
- Chairs
- New Faculty
- Forums
 - FAC work with new faculty to help them get through their first year. Perhaps one of those goals would be mentorship. Steve explained that at his previous university, the FAC invited new faculty to a lunch—a *nice* lunch. “we’re here for you, to support you; contact us if you have problems.” One person spoke briefly about the tenure/promotion process. Other aspects of the college were presented at the luncheon.
- Create faculty archives
- Strategic Planning/SACS
- Dean Search
- Faculty Salary adjustment process
- Inclusion of department chairs

Steve reviewed the initiatives and we put them on sentence strips

Sentence Strips were spread across the room. Steve gave each member an envelope. In each envelope there were stickers with numbers on them. Reds say 4: highest priority. Greens—3: second highest priority. Yellow—2: third highest priority. Blue—1: lowest priority. Each FAC member ranked 8 things.

Steve had noticed that issues keep coming up again and again and again. So, let's put some things on the top of the list. Moe explained that he has served on a similar committee and explained that if we can address (solve) one or two problems at a time and then we'll probably get all of the issues solved.

Numbers were added up and the results are as follows:

- Tenure and Promotion 42
- Salary adjustment 37
- New faculty 28
- College Committees 23
- Dean and Search Questions 19
- Mini and Summer Sessions 19
- Website 14
- Live Text 14
- Constitution 14
- Budget 13
- Certification 12
- Round Rock 10
- Forums 8

- Archives 7
- Chairs 6
- Strategic Planning/SACS 4
- Administrative Evaluation 4
- Procedures 2
- Indirect Costs 1

Steve reported that he talked to the Dean about meeting with us. The Dean also seemed very amenable to a college wide structure of committees. FAC would be responsible for some committees and Dean would be responsible for other committees. Use university as model: curriculum committee is run by the Faculty Senate, the research committee is run by the Faculty Senate. Once the report is completed, maybe a subcommittee could sit down with the Dean and organize the committees to answer to FAC and some to answer to Dean. We can discuss this with the Dean the next time he comes in.

II. Old Business:

- a. **Update on Dean Search**—Jo reported that at this point the ad has gone out. They did change the affirmative action piece. The number is 200 (combination of full-time/part-time). Steve added that at the latest meeting there was a rubric developed, and the committee is weighing the items. The items on the rubric are taken directly from the ad. Steve will email rubric to FAC and get feedback. Dates for search committee: screen applicants from January 31-February 4. Meeting on February 4 to cut it down to a lower number. Reference checks on those people February 7-10. Another meeting on the 11th. Decide on 9 or 10 airport interviews. Airport interviews March 8-10. Invite 3-4 finalists. Those interviews: March 28-April 1. That's when the finalist would meet with the FAC. Jo and Steve will press the search committee to allow time for each candidate to meet with the FAC.
- b. **Appointing a non-tenure track faculty member as FAC liaison.** The constitution says it's a liaison to part-time faculty. The liaison shall not be a voting member of the council. Steve will ask Betty who all the part-time people are and send an email, asking if anyone *wants* to be the liaison. It was decided to not invite the doctoral students. Steve Awoniyi will add information about the liaison's job to the FAC website.
- c. **Constitution subcommittee:** we want to have elections in the spring. The subcommittee had some other amendments to be approved by the FAC. Elections need to be held before Spring Break. The constitution needs to read, "Starting in the Spring 2005, elections will be every Spring."
 - a. A new subcommittee needs to be formed. Steve A agreed to continue to serve but not to head it up. Steve asked for volunteers: Jenny Battle and Mike Boone volunteered. Sarah moved that Jenny and Mike be added to the committee. Greg Soukup seconded the motion. The motion passed, and Jenny and Mike will be added to the constitutional subcommittee.
 - b. Election subcommittee (Bobby Patton, HPER, Chair; colleen Connolly, EAPS; Marilyn Goodwin and Maria de la Colina, C & I; Jenny Battle,

RRHEC coordinator. Jo asked the committee to look at the policy and procedures manual that was approved on September 24, 2004.

- d. **FAC website update** Steve Awoniyi reported. He will be putting the website back on the COE server. He will collect the missing minutes from Nathan Bond. He will also add the current constitution and the previous FAC member.

III. New Business:

a. **Planning for December 10**--Dean Beck cannot come until 3:00. Moe Johnson moved to have a social gathering (luncheon to be catered and paid for by the National Center for School Improvement) from 1:00-2:00, a business meeting from 2:00-3:00, and our meeting with Dean Beck from 3:00-4:00. Greg Soukup seconded the motion. The motion passed.

Last time Jo met with Dean Beck, the following items were bulleted:

- COE plan.
- Faculty salary adjustments
- LBJ committee
- LiveText
- Discussions about the Provost model.

Steve will plan the agenda around the following items:

- Salary adjustments
- P & T
- LiveText
- Summer sessions

Meeting Adjournment: Bobby Patton made a motion to adjourn the meeting. Moe Johnson seconded the motion, the motion passed.

Chair Gordon adjourned the meeting at 4:00 p.m.

Respectfully Submitted,

Shana Pate-Moulton
FAC Secretary