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## College of Arts & Sciences Council Meeting : 2010 : 09 : 02

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# Faculty Council Meeting – September 2, 2010

**Members present** - Susan Allen-Chair, Martine Fernandes-Vice Chair, Barnali Dixon, Ella Schmidt, Armando Hoare, Joseph Dorsey, Mark Durand, Kathy Arthur, Seth McKee.

## **Discussion of Tasks for the coming year:**

### **Rewriting By-Laws/ College T & P Committee:**

- Ella Schmidt and Martine Fernandes will be the ad hoc committee for recommendations to the bylaws. By the next meeting they will have recommendations for what types of changes need to be made.
- The By-laws specify two year staggered terms for the College T & P Committee. The Council agreed that some members should stay on for a second year and others could resign to allow others to start two year terms. Also, there need to be three members on the committee from the Council. Ella, Mark, and Barnali agreed to join with their two years starting this year. The group decided that it should be made clear with the years next to their name denoting the years their term starts and ends. It was agreed that the new committee list needs to be updated and sent out as soon as possible by the Nominations Committee.

**Clarify Code of Conduct:** Frank Biafora has been in contact with Kent Kelso about continuing concerns about faculty vs. student rights in the case of specific student conduct issues in person and in electronic communication. The current plan is to hold a training session for the faculty in October to discuss the code of conduct and current changes. The committee felt that there are ongoing issues for instructors/faculty as to whom they should speak and specific procedures when a problem with a difficult student arises. They agreed that there have been increased issues of student conduct for electronic communication in online classes. The faculty would like to have effective means of handling these situations. The committee discussed developing a survey to follow up on the previous work done by Rebecca, Sheramy, and Jackie a couple of years ago. This survey would gather in-depth information from CAS faculty/instructors regarding past problems with students, who assisted them in handling the situation, how was it resolved, and what faculty/instructors understand to be their rights in such situations. The committee discussed that in the past there was person who dealt specifically with faculty concerns, but that does not seem to be the case at this time. Timeline: Barnali agreed to draft a survey to present at our October meeting. Susan and Martine will schedule a meeting with Kent Kelso to discuss faculty concerns and needs in anticipation of the faculty meeting with him and other appropriate staff in November. The survey will go out after the next meeting so the results will be available at the time of the November training session.

**Dispersion of Travel/Research Monies to Chairs:** This year travel/research money is being distributed according to head counts of faculty with research assignments who are not endowed chairs. Letters have gone out with amounts to the Chairs and departments are deciding how to divide the monies. The Council decided that any faculty requests for part of the \$3,000 reserved by the Faculty Council should go through the Chairs to the Chair of the Council.

**Plans for Fall Faculty meeting:** The original date was changed due to a religious holiday; it will also have a changed room number that will be announced at a later date [Davis 105]. Adjuncts will be invited to attend the meeting, in addition to full-time instructors/faculty. Susan has asked Margaret to speak briefly at the beginning of the meeting about her vision for the USFSP and CASs part in that. The committee thought the faculty should be involved in the direction of which the university is headed. Norine will address faculty about current plans and procedures for the use of distance learning monies. The rest of the meeting will focus on introducing new & adjunct faculty, announcements from departments, and updates from committees. Lunch will be served afterwards.

**Old Business:**

- Faculty has not been formally apprised of the outcome of the evaluations of administrators last spring and are wondering what the process will be for this. Susan and Martine will discuss this with Frank.
- The Council realized that the Senate representatives should be invited to these meetings or some other form of communication arranged. Susan will contact Melanie and Mark (Walters) to invite them to future meetings.

**New Business:** The committee agreed that there should be better communication with the adjuncts to keep them well informed. The committee wants to work with Department chairs and CAS staff to ensure that adjuncts are well oriented to the CAS, similar to the efforts that are made for new faculty. The committee will keep this as an ongoing topic.

**The next meeting is at 11:00am on Thurs., October 7<sup>th</sup>, 2010 in the Davis 100 conference room. The following two meetings will be on November 4<sup>th</sup> and December 2<sup>nd</sup>.**