

## MINUTES

### Faculty Senate

Friday, March 28, 2014 9:30-11:30 am

Cohen Center 214

**In Attendance:** Anstadt, Bacigalupi, Benford, Brazzeal, Brooks, Buzasi, Carlin, Carothers, Condori, Croshaw, Epple (Foote, proxy), Erdman, Felton, Finley, Foote, Gilbert, Gunnels, Hung-Simons, Kakareka, Nguyen, Paine, Pavelka, Perretti, Renard, Rosenthal, Stecher (Daramola, alternate), Torres, Urakawa, van Duijn, Venglar, Villiers, Zhao.

**Absent (without Alternate/Proxy):** None.

**Guests:** Jena Padilla (AA), Jennifer Baker (AA), Tony Barringer (AA), Jim Wohlpart (Undergrad Studies), Paul Snyder (PIP), Beth Elliott (UFF-FGCU), Ronald Toll (Provost).

**Media:** None.

**Summary:** An academic amnesty policy was adopted by Senate. The report from the ad hoc Future Directions of Quality Education team was adopted. A motion encouraging the purchase of more seating furniture for public areas was passed. Dr. Jim Wohlpart presented an informational update on the QEP planning process. Nominations for Faculty Senate president were received and all officers will be elected on April 11. A Shared Governance recommendation for policy and procedure was shared by the Shared Governance Ad Hoc Team. Two resolutions, one in support of tuition equity for undocumented students and one in support of the QEP and Gen Ed revisions processes were introduced. Two drafts of an academic calendar for 2015-16 were introduced. Standing reports were given.

Agenda Item	Responsible	Discussion	Action/Vote	Follow-up
1) Gathering and 2) Approval of March 28, 2014 Agenda	Shawn Felton	Agenda changes: Susan Evans cancelled due to illness. Change to item 7e: Correct wording to read "Resolution in support of FGCU's Quality Enhancement Plan and General Education Revisions." The IAT calendar subcommittee also has an alternate calendar to present that was not sent in the packet. Felton recognized the work in AA office (Jena Padilla, Jennifer Baker, Erika Hart) to help get Senate business done at the end of the year.	Agenda adopted with no objections.	None.
3) Approval of Minutes of March 14, 2014	Anna Carlin	No corrections.	Minutes were approved without objection.	None.
Agenda items 4) & 5) cancelled. 6) Old Business a)	Student Affairs Team, Carothers representing.	Carothers introduced the policy. The Registrar, director of admissions and Academic Standards committee had input on this policy.  CAS was the only college that had some questions and issues with the policy: questions about why only students	Motion to adopt the policy (Venglar/Bacigalupi).	None.

Revision of Academic Amnesty Policy		<p>with really bad grades get this, amongst others.</p> <p>Brooks suggested two friendly amendments: "due to" sentence should be moved to last paragraph to make sense and remove #5 and make it "d" under #4.</p>	Vote: 1 opposed, 32 in favor. Motion passed.	
6) b) Action Item: Future Directions of Quality Education Team Report	Shawn Felton	<p>Toll: I appreciate the time and effort and skill that this document reflects. From my experience lobbying in Tallahassee, this document says what we want to say in the right way to make the right impression and impact with those you are trying to influence. I will be carrying this document with me in Tallahassee when I return. Thanks and kudos.</p> <p>Gunnels: I would like to agree with Provost. I would encourage the university to use this as a model in the future as we engage in the conversations about performance based funding.</p>	<p>Motion to adopt (Venglar, Foote second.)</p> <p>Vote: all in favor, none opposed. Motion carried.</p>	Felton will forward to President
6)c) Action Item: Institutional Affairs Team Motion regarding campus furniture	Shawn Felton	<p>The motion is back for a vote, with the amendments proposed last time.</p> <p>Venglar: Pointed out that amended sentence should be at the bottom of the last paragraph. Also, add a statement that additional seating should be provided outdoors as well.</p> <p>Brooks: where does this go after we vote on it? Felton: we would send it on to the president's cabinet, facilities. Brooks: is there money for this initiative? Toll: I support these kinds of informal gathering spaces. You have my commitment to try to follow up this resolution.</p>	<p>Motion to adopt the motion (Bacigalupi, Erdman second.)</p> <p>Vote: all in favor, none opposed.</p>	Felton will forward the resolution to stakeholders.
6)d) Information: QEP Update	Jim Wohlpart, Undergraduate Studies	<p>Wohlpart gave background on the QEP, what has been done over the last two years: topic selection process, the QEP steering committee was formed, did background research and sent that out to the university, drafted implementation plans and held faculty forums for feedback.</p> <p>The focus for the plan is on writing, critical thinking and information literacy in all of the disciplines, focusing on scholarship. Will be focused on the capstone projects for assessment. A survey was sent out to program leaders to find out what level of support already exists in the programs for the QEP. Two primary points of assessment: Comp II and Capstone courses or other senior level course with scholarly products. Using rubric to evaluate student work. Will be engaging in cross-disciplinary scoring.</p>	Motion to extend time 10 minutes: Condori, Krome second.	Updated QEP plans will be shared with university community soon.

		<p>A new office (Office of Undergraduate Scholarship) is being proposed to coordinate implementation and assessment efforts. The office would have a director and work with 9 “Faculty Scholars” representing the colleges and Library. The Faculty Scholars would be primary liaisons between QEP and colleges.</p> <p>Elliott: asked to clarify the assessment program. It will only be happening in those two places? Wohlpart: no, those are the primary points, if programs choose to participate in these other points, we would do that. We know that some programs have their own rubrics and tools for assessment and we don't want to double that work. There are other places (gateway courses, other courses in the major) where assessment could happen, but they are not the primary points of external assessment. Office of Undergraduate Scholarship could be the coordinating office for QEP.</p> <p>Elliott: are you asking people to add additional assessments or rubrics to what they are doing? Wohlpart: no.</p> <p>Paine: the Faculty Scholars in the plan, are those course releases or full time positions? Wohlpart: we are currently talking about course releases and a summer stipend since they are coordinating, not doing the work.</p> <p>Carothers: is it possible for a program to select one of the topics (writing, critical thinking, information literacy) to focus on? Wohlpart: that boat has sailed, no one has brought option up to this point.</p> <p>Carothers: what do we know about these AACU rubrics? Is there any reliability data? Wohlpart: yes, there has been a lot of work and research on these rubrics. Carothers: will there be any inter-rater reliability? Wohlpart: yes, we have already worked on that in previous use of these rubrics here at FGCU.</p> <p>Foote: will programs be asked to provide syllabus changes, etc.? Wohlpart: yes, there will be a great deal of follow-up.</p> <p>Krome: do we have a common definition of critical thinking? In our college we have our own definition. Wohlpart: we have come up with one that puts it in context of written scholarly products. We will be sharing the current plan very soon where you can see those</p>		
--	--	---	--	--

		<p>definitions.</p> <p>Elliott: will you provide a template for syllabus language for QEP? Wohlpart: that's a great idea. We don't want to be heavy handed, but we could provide that if people want to use it.</p> <p>Snyder: suggested that a similar presentation be given to the Student Government so that they are aware and know where we are going. Wohlpart: great idea. Students have been a part of QEP steering committee meetings as well and a student has written a couple of articles in about the QEP Eagle News.</p> <p>Paine: raised a general education issue. If you select a gateway course for a QEP effort that is also general education, we are doing those things for people who are not our majors. Wohlpart: we could extrapolate that data for the art majors for the program.</p>		
<p>7) New Business</p> <p>a) Action Item: Nominations for Faculty Senate President</p>	Arie van Duijn	<p>van Duijn explained the parliamentary process for nomination of officers.</p> <p>Bacigalupi nominated Shawn Felton. No other nominations were received.</p> <p>Nominations for other officers will happen and be voted on at the next meeting. Please start thinking and perhaps talk to those people before the meeting.</p>	Bacigalupi nominated Shawn Felton. No other nominations were received.	Vote on the nomination will occur at April 11 meeting.
<p>7) b) Action Item: By-laws changes</p>	Arie van Duijn	<p>First is to allow advisors to serve as officers of Senate. Second is ACFS representation. ACFS asks that each senate has language in their bylaws to indicate who will attend the meetings. Third change comes from Undergraduate Curriculum Team.</p> <p>Erdman: question about allowing faculty after their first year to be elected to an officers position. Carothers: it doesn't even seem possible that someone would be able to be elected as an officer after just their first year at FGCU.</p> <p>Motion: to amend to change 2014.1 that an officer must have completed an academic year of service to faculty senate before the start of the term of service.</p> <p>Paine: question regarding change 2014.3, about whether our curriculum should be dictated by the state</p>	<p>Motion: to amend change 2014.1 that an officer must have completed an academic year of service to faculty senate before the start of the term of service (Bacigalupi, seconded by Erdman.) Vote on the amendment: all in favor none opposed.</p>	Bylaw changes with amendments will be voted on next meeting.

		<p>regulations/guidelines. Carlin responded background of discussion in the team.</p> <p>Krome: this new change narrows it too much to state regulation, we also have other parties we are accountable to.</p> <p>Carlin: move that we amend 2014.3 to say "ensure public accountability by the university". Second, Krome. Vote on amendment: 26 for, 1 opposed, 2 abstentions. The amendment passed.</p>	<p>Motion to extend discussion 5 minutes. No objections.</p> <p>Motion: amend 2014.3 to say "ensure public accountability by the university" (Carlin, second, Krome.)</p> <p>Vote on amendment: 26 for, 1 opposed, 2 abstentions. The amendment passed.</p>	
<p>7) c) Shared Governance Policy and Team Report</p>	<p>Eric Strahorn</p>	<p>Strahorn: SACS requires that we have a policy on shared governance. We took a draft from Academic Affairs and added some material to it. These are our recommendations, we don't expect that all will be followed.</p> <p>van Duijn: clarified that we can only make recommendations on the policy.</p> <p>Rosenthal: when looking through examples of failures of shared governance, they all have to deal with communication, is that all your team talked about? Strahorn: much of it was related to communication. Provost suggests having a from the provost's desk communication to address some of those problems. Rosenthal: was this just about email? Strahorn: there is a certain expectation that faculty members have to read communications that are sent to them.</p> <p>Foote: we talked about different spaces and methods of</p>	<p>None.</p>	<p>Senate will vote on this on April 11.</p>

		<p>collecting and sharing information so that faculty members know what is being discussed where, this could include shared the agendas and work of the standing teams.</p> <p>Renard: noted that the standing teams report to senate leadership those minutes could be shared with faculty senate.</p> <p>Gunnels: what exactly is coming up for approval? The policy and the report? Felton: both. The policy will still need to go to be approved by the president's cabinet. Strahorn: section 4 is suggestions on how to improve shared governance. Section 5 is suggestions to continue shared governance, Section 6 is policy. Suggest that Faculty Senate consider those sections separately.</p> <p>Gunnels: consider whether we want to see the policy be detailed and procedural or more conceptual. Anstadt: that points out the difference between policy and procedure. This will come back at the next meeting.</p>		
7) d) Resolution on Tuition Equity	Nicola Foote and Allison Bacigalupi	<p>Foote: The student proposal did pass through student government. We are proposing that we make a sister motion in support. There has also been a bill that went through the Florida House, but we have heard that there may be more trouble getting it through the Senate, so we would like to lend support from the university. UF passed a resolution in support for tuition equity for undocumented student.</p> <p>Brooks: mentioned that the part in the resolution about other schools doing the same makes it sound like we just want to do it, too. Foote: we wanted to show that we are not outliers and that there is support across the state.</p>	None.	Senate will vote on this on April 11.
7) e) Resolution supporting the QEP and Gen Ed Revisions	Nicola Foote and Allison Bacigalupi	<p>Foote: we wanted to show support for all of the work that is being done on these teams. We have shown leadership in the process in the General Education revision process in the state.</p>		
7) f) Action item: Academic	Elizabeth Elliott (IAT) and Susan Byars	<p>Elliott: I am the COE rep to IAT, I am not speaking on behalf of the union. Calendar #1 based on what the other schools do. Calendar #2 is what was sent out to you this week. IAT collected all of the information from various</p>	Motion to extend time 5 minutes (Bacigalupi/Ros)	IAT will send out the draft calendar

<p>Calendar 2015-16</p>		<p>departments and agencies to write up a set of guidelines for creating a calendar. The calendar was created based on these guidelines. People have asked why our calendar is so different than other schools, so IAT gathered the information from other schools. We are looking primarily at Fall- if we approve, Spring would follow the same rules.</p> <p>Benford: it says that night classes on the Wednesday before Thanksgiving are cancelled, but not the day classes. How does that meet the contact hours rules? Byars: there are not many night classes so it has a smaller impact.</p> <p>Bacigalupi: what is the difference between the two calendars being presented? One shows Saturdays being counted and one ends a week earlier. There are only 4 Saturday classes this semester.</p> <p>Villiers: do both calendars meet requirements? Byars: both meet the number of days but one is a bit shy on minutes. Villiers: one calendar has reading days mixed in to class days and it doesn't look like it makes sense. Elliott: there are reasons for that but it does look strange.</p> <p>Benford: why does the calendar change every year?</p> <p>Bacigalupi: starting later on the one calendar would create a crunch at the end of the semester.</p> <p>Renard: In the past, people didn't give exams during exam week and the calendar was extended in instructional days to account for that. Does this calendar incorporate that? Toll: yes.</p> <p>Toll: all of the points that you have raised are important and valid. This has been a faculty driven process. I think the point about the changing calendar is important. I would like to see (the tradition or the calendar changing every year) change and would like to have 4 years of calendars available in advance. It sounds like one calendar does not meet the statutory requirements for minutes. Elliott: it does meet the requirements if you meet during all of those times and offer exams during exam week.</p> <p>Toll: I want to protect your academic freedom to assign what you want. If we choose the shorter calendar, I don't believe will stand to audit. I will have to send you a form that says you met during this time, and I don't want to do that. On the Thanksgiving Wed: we had it off this year, and I heard that students were still taking off the day</p>	<p>enthal) passed.  Motion to extend time 10 minutes passed.  Motion to extend time 10 minutes passed with 1 objection.</p>	<p>that was previously unavailable to Senate.</p>
-----------------------------	--	---	---	---

	<p>before. You can control what happens in you classes- offer an exam on that day if you want to. All of these individual issues need to be able to be fit into a matrix where we can create calendars for years to come. We can't have perfection.</p> <p>Gunnels: the calendar where we end on Dec 20 creates a problem for faculty because we won't have any time to plan for spring. If we have to start spring later, maybe we do that. Or we need to have an auditing system.</p> <p>Krome: we also need that time (between semesters) for research and scholarship during that winter period.</p> <p>Felton: clarified that this short calendar was not ready on Tuesday for distribution to senators.</p> <p>Hickox explained that the other schools are including final exams in the 15 weeks, with exception of UF who has a week off for homecoming. The others also include Saturdays (Byars).</p> <p>Villiers: as a committee which one do you suggest? Elliot voted to endorse calendar #1 (the shorter semester).</p> <p>Renard: If we have a 3 hour class, do I have to give a 3 hour exam? Krome: what constitutes a contact hour? If we give a take home exam does that count? Byars: couldn't say. I will say that Senate voted to create a 2:45 exam period.</p> <p>Erdman: have any of the universities made known to BOG the issues with the calendar? Toll: the BOG acts from state regulations.</p> <p>Is there is a regulation for the start date of the semester? Yes must be within 3 calendar days for Aug 21.</p> <p>Toll: is there a count on MWF and TR classes on this calnedar? Yes. 42 and 29 on calendar #1. 44 and 29 for calendar #2.</p> <p>Toll: gunnels raised an issue of quality, and I'll raise it as well on the side of instruction. You'll miss 2 days of meeting with the shorter calendar. If we get the exemption from the state and start a week earlier and will that solve the problems. I don't want to have to send our forms for auditing exam period.</p> <p>Venglar: would like to suggest that the IAT consider the suggestion from the Provost and possibly send out new</p>		
--	---	--	--

		draft in time for Senate to share with constituents so that we can vote at next meeting.		
6) Standing Reports a) Provost Report	Provost Ron Toll	<p>The Chairs and Deans survey is out, please fill it out.</p> <p>Performance Based Funding: We got 2.25 last year and we were under the understanding that it was recurring. The new Senate budget came out with the removal of that money. President and I are working on a response now.</p> <p>BOG will have a committee meeting here on May 8 about distance learning. Come to the meeting if you can.</p> <p>At the last meeting we talked about the 70/30 split for full time and adjuncts. This showed up in the paper today. A faculty member was misquoted or misrepresented. In previous year's summer courses, 84% were taught by full-time and 16% adjuncts in one year, then 91% fulltime/9% adjunct, and 87% fulltime/13% adjunct. We have adjuncts that have taught for us for many years, we have adjuncts that are highly-qualified professionals in their fields. We are doing what we can to train and nurture our adjuncts. What we are doing in the summer is not a departure from prior years. We have to be cautious about how information gets out to the public and that we don't accidentally potentially hurt our reputation.</p> <p>Renard: I was told that we would not have as much money to fund summer teaching for full time professors this year. What is going on there?</p> <p>Toll: I have tried to move decision making out to the units, including budgets. All units had increased budgets this year. I think that better communication, faster communication and truth seeking could help prevent mistruths from being attributed to the wrong people. 70/30 does not apply to the summer semester (only) it is a budget target for the whole year.</p> <p>Paine: You don't consider a change from 9% to 30% adjunct taught courses to be significant? I was told by my director that the dean is requiring that 30% have to be taught by adjuncts in CAS. That is a departure for the CAS for summer teaching. Toll: not across the university.</p> <p>Snyder: there is no ratio required by SACS, we established a guideline to ensure quality.</p>	None.	None.
b) Student Government		None.	None.	None.

Report				
c) UFF Report	Elizabeth Elliott	<p>Bargaining is continuing. UFF t-shirts are now available.</p> <p>Carothers: what does that mean that bargaining continues? What do you talk about? If it is about money can't they just say there is money or there isn't? Elliott: Nothing is happening right now. We hope to send something on this soon.</p>	None.	None.
d) Senate President's Report	Shawn Felton	<p>Pointed out that the academic degree policy has been shared early with Senate in the interest of shared governance. Feedback from various parties has been sent on that policy.</p> <p>Tallahassee update. Attend BOG meetings if you can- new college presented a substantial change to their mission and the vote was 8/7 which made for an exciting meeting.</p> <p>Professional Development Fund Grant committee is wrapping up work.</p> <p>Senate service letters are being worked on, won't be out by March 31, but soon.</p> <p>The chairs and deans survey is out, BTS has done a lot of work to get it up.</p> <p>VP Rollo will be at the next meeting; please send Carlin questions if you have them.</p>	None.	None.
Announcements		None.		

**Next Senate Meeting:** April 11, 2014 9:30-12:00 pm. Cohen Center 214

**Next Senate Leadership Team Meeting:** Fall 2014