

February 12, 2014

TO: Faculty Senate

FROM: Institutional Affairs Team, FGCU Faculty Senate

RE: Work plan assignments update

Here is a brief update of items we have been assigned:

1. **Faculty handbook** The Electronic Faculty Resource Guide (EFRG) was published in 2013, and can be found on the Faculty and Staff page from the FGCU home page. We continue to work with Tony Barringer and Dave Jaeger's group to help to make it a more helpful resource for faculty to do their jobs (such as by including FAQ and/or a how-to guide). *They would appreciate ongoing input from the Faculty about the challenges and frustrations they face so that those items can be incorporated in revisions of the EFRG.*
2. **Furniture-** we contacted Mike Salmond and Ruth Rodriguez of the Safety and Facilities Committee of the PBC. They are drafting proposed strategies to address furniture needs for FGCU. We provided background information on the IAT progress to date, including proposed locations for hallway furniture in the older buildings (Whitaker, Ben Hill Griffin and Reed). *If the Senate would like to make a resolution in support of acquiring furniture for hallways in academic buildings that do not have them, that might be a way to complete the Senate ability to address this assignment.*
3. **Summer A, B & C last day to add drop** has been discussed and considered since 2011-2012 when we were assigned this task as something the Faculty supported occurring. We postponed from 2011-2012 until the new LMS (Canvas) was in place. We have worked collaboratively with offices including Financial Aid, Registrar, that would be affected (including Title IX) to consider the logistics of implementation. As best as we can tell, this is feasible and all parties agree that it would be beneficial to the students. *The next step would be to make a catalog change.*
4. **First Day of class attendance policy-** has been discussed and considered since 2011-2012 when we were assigned this task as something the Faculty supported occurring. We worked with Canvas/E-learning, Finance and the Registrar, who are also supportive of the proposal, and believe that it can be (of course, faculty would always be able work with students on extenuating circumstances). **The student representative** to the committee confirmed that this policy would be beneficial for student's success. **His concern, however was that all classes needed to follow the procedure (otherwise some students might think they had been dropped from the class for not attending).** *The next step would be to make a catalog change.*
5. **Calendar-** we began looking at a 2015/16 proposed calendar in 12/13.
 - a. Since that time, the calendar subcommittee, working with the Registrar's office, has developed a spreadsheet set up to automatically calculate the calendar.
 - b. **A draft Academic calendar for these years will be provided to the Senate Leadership by Friday March 7th so that the drafts can be distributed with the Senate material on Tuesday March 11th, 2014.**

- c. **On Wed March 12 at 2 PM in WH227 the IAT Calendar subcommittee will hold an open forum to share the 15/16, 16/17, and 17/18 academic calendars.**
- d. **The IAT intends to ask the Leadership Team to bring the calendars forward for Faculty Senate to consider at the March 14th Senate meeting. The IAT subcommittee and Registrar will be available at the March 14th Senate meeting to try to address any questions that may remain.**
- e. We prepared a table that shows the criteria, laws and rules that govern the calendar preparation that will be posted on the calendar webpage, in addition to being shared with the Senate directly.
- f. We intend to also post this link <http://www.interfaithcalendar.org/> that shows an interfaith calendar that can be consulted when syllabi are prepared, to try to prevent conflicts.

Thank you,

On behalf of the IAT,

Nora Demers