



Faculty Governance Council

January 12, 2009

1:00PM to 3:00PM

Dean's Conference Room (4307, HPNP)

Members: Dr. Renee Rose (Chair, DCEE), Dr. Michael Meldrum (Senator, PD), Dr. Sven Normann (Senator, DCEE), Dr. Richard Segal (Senator, POP), Dr. Michael Katovich (PD), Dr. Ken Sloan (MC), Dr. Jeffrey Hughes (PC), Dr. Earlene Lipowski (POP), Mr. Tom Munyer (PP), Dr. William Millard (Dean's Office), Ms. Deborah Bambarola

AGENDA TOPICS

- + Accept minutes from the October 28th, 2008 meeting. There were no meetings in November or December.
- + Minus Grades
- + Committees
 - o How often to repopulate?
 - o Voluntary vs. Assignment
 - o Impaired Professionals Committee
 - o Admissions Committee
- + Policy Manual, Sections 7 and 8
- + Policy Manual, Appendix A and B
- + Faculty meetings and retreat agenda



Faculty Governance Council

Minutes from January 12th, 2009

Members: Dr. Renee Rose (Chair, DCEE), Dr. Mike Meldrum (Senator, PD), Dr. Sven Normann (Senator, DCEE), Dr. Richard Segal (Senator, POP), Dr. Mike Katovich (PD), Dr. Ken Sloan (MC), Dr. Jeffrey Hughes (PC), Dr. Earlene Lipowski (POP), Mr. Tom Munyer (PP), Dr. William Millard (Dean's Office), Ms. Deborah Bambarola

Absent: Dr. Sven Normann, Dr. Michael Katovich, Ms. Deborah Bambarola

- ✚ **Accept Minutes:** Meeting was opened at 2:10pm in room 4307. The minutes from the October 28th, 2008 meeting still need to be accepted. There were no meetings in November and December.
- ✚ **Minus Grades:** Minus grades were discussed and the group felt that more feedback from the departments were needed. The discussion included concerns about the variability that could occur in the use of minus grades within the college. Members of the FGC will bring the minus grade topic to their department meetings to elicit feedback on how the minus grades will or will not be utilized. This information will be reported back to FGC at the March meeting.
- ✚ **Committees:** FGC populated committees in fall 2008. Questions that remained to be discussed at a later meeting were discussed at this meeting. FGC will repopulate committees every 3 years where applicable. It will be a voluntary assignment in which the Department Chairs will request that their faculty members report to them what committees they are interested in serving on. Members of FGC will meet with Committee Chairs and Department Chairs to gather information to utilize in populating committees. The FGC members will also request information on how successful the committee is. The council also expressed the need for feedback from the Committee Chairs about member performance. It was discussed that the Department Chairs should request this feedback from the Committee Chair. Renee will develop a simple checklist/form with a short communication that Department Chairs can utilize to request this feedback. Absenteeism was also addressed. Members were asking if attendance at committee meetings were a problem. It was stated there were problems in the past but no one was sure of the depth of the problem now.

The Impaired Professionals Committee has Dr. Mike McKenzie as an *ex-officio* member. Questions were asked if it was appropriate for Dr. McKenzie to hold this capacity on the committee and attend the meetings. Members discussed that the

committee has played a small role in the more recent past years and Dr. McKenzie was facilitating the process. Depending on the timing of the incident and the role of campus police Dr. McKenzie may be notified of events that would lead to a recommendation of a student to the Impaired Professionals Committee. Other ways students are recommended to the committee are: self reporting, student or faculty reporting. Dr. Segal recommended that Dr. McKenzie not be a member of the committee but be invited only when there is a reason for his presence. Dr. Segal received feedback from Dr. McKenzie that he felt this would also be appropriate. Discussion also occurred about the need for education to the students and faculty about the committee. FGC felt that there is an awareness problem and with education there could be increase opportunities to help students. FGC is requesting that Dr. Sven Normann, chair of the Impaired Professionals Committee, set a meeting for the committee to discuss the purpose of the committee and whether Dr. Mike McKenzie should be a member of the committee.

Dr. Renee Rose reported back to FGC information from Dr. Karen Whalen about how the Admissions Committee at Nova was able to perform their committee business with distant faculty. This included the availability of spreadsheets of the candidates, electronic files of student applications, utilizing at FTP site with a password and then conducting the meeting via phone or video-conference. The distance faculty would like an opportunity to be assigned to the committee and fully participate. The discussion was that a process change may take time and needed to be fully explored with Dr. Mike McKenzie, the chair of the Admissions committee. Dr. Renee Rose will discuss with Dr. Sven Normann about the possibility of meeting with Dr. Mike McKenzie to discuss potential changes in the process for the future.

- ✚ **Policy Manual, Sections 7 and 8:** Tabled until February meeting
- ✚ **Policy Manual, Appendix A and B:** Tabled until February meeting
- ✚ **Faculty meetings and retreat agenda:** Tabled due to time
- ✚ Previous sections of the policy manual were readdressed. The question was brought up about whether in section 5 the student matching information really was appropriate for the policy manual. Dr. Renee Rose will discuss with Dr. William Millard. Dr. Renee Rose will also discuss with Dr. Sven Normann the discrepancies in the computer policy specifically stating that Pharm.D. Students must have a laptop and WPPD students do not have the same requirement. FGC was inquiring if this could be a more consistent policy.
- ✚ The topic of E-portfolios was brought up by Dr. Earlene Lipowski. She was inquiring about the need for software that allowed easy sharing of documents between faculty. It was discussed that Dr. Diane Beck has worked with such programs to implement in the WPPD program. Dr. Rich Segal also discussed the COPShare file that David developed to allow graduate students to share documents. Dr. Segal stated they require certain items to be on the COPShare file for each graduate student. E-

portfolios may require large amounts of space and programs may be costly. Dr. Segal said the COPShare is working well and would be willing to assist David in discussing with other departments interested in the same file sharing. The group felt it was not necessary to invite Dr. Diane Beck to talk about E-portfolios.

✚ Next meeting is scheduled for February 16 from 12-2pm.

Meeting adjourned at 3:00pm.