



Faculty Governance Council

February 24, 2010

2:00PM to 4:00PM

POP's Conference Room (2309, HPNP)

Members: Dr. Richard Segal (Chair and Senator, POP), Dr. Michael Meldrum (Senator, PD), Dr. Michael Katovich (Senator, PD), Dr. Ken Sloan (MC), Dr. Veronika Butterweck (PC), Dr. Earlene Lipowski (POP), Mr. Tom Munyer (PTR), Dr. Dorette Ellis (PD), Dr. Renee Rose (DCEE), Dr. William Millard (Dean's Office)

A decorative banner graphic consisting of a central rectangular box with the text "AGENDA TOPICS" in blue, flanked by two pointed, ribbon-like shapes extending outwards.

AGENDA TOPICS

- ✚ Accept minutes from the December 14th meeting. There was no meeting in January.
- ✚ Social Networking Sites Policy
- ✚ UF&Shands Forward Together Website
- ✚ Staff Needs Assessment
- ✚ Faculty Retreat
- ✚ Tenure and Promotion – packet criteria
- ✚ Conflict of Interest Policy
- ✚ Policy manual:
 - contemplate policy about posting materials on timely basis on course site
 - consider adding policy on re-use of classroom video



Faculty Governance Council

Minutes from February 24, 2010

Attendees: Dr. Richard Segal (Chair and Senator, POP), Dr. Mike Meldrum (Senator, PD), Dr. Michael Katovich (Senator, PD), Dr. Ken Sloan (MC), Dr. Veronika Butterweck (PC), Mr. Tom Munyer (PTR), Dr. Earlene Lipowski (POP), Dr. Dorette Ellis (PD), Dr. Renee Rose (DCEE), Dr. William Millard (Dean's Office)

Absent:

Guests: Dr. Diane Beck, Ms. Linda Homewood

- ✚ **Accept Minutes:** Meeting was opened at 2:00pm in room 4307 with the minutes from the December 14th, 2009 FGC meeting being approved as recorded. There was no meeting in January.
- ✚ **Sakai:** Diane Beck briefly reported on the status of Sakai, the new courseware that will be in use beginning in Fall 2010. She reported that Andy Kellenberger will take the lead in developing a training program for faculty, graduate students and staff.
- ✚ **Faculty Retreat:** Diane Beck led a discussion about the upcoming faculty retreat which will be held May 11-12 at the Gainesville Best Western. Based on input received from the faculty by survey, the focus of the upcoming retreat will be on "*what are our next steps for maintaining excellence, distinction and innovation.*" Diane suggested that perhaps as long as 1.5 days should be given to this topic.
- ✚ Council noted that the 2007 faculty retreat focused on strategic planning, which was initiated at least in part to follow-up on the findings by ACPE on accreditation of the College. For the upcoming retreat, the Council recommended that a brief review of the 2007 strategic planning effort be presented along with its results, including actions taken by Administration and faculty, noting which goals have been accomplished and which goals have not yet been accomplished along with the present status toward goal accomplishment. Some Council members suggested the 2010 retreat should wrestle with the question of (1) what else should we accomplish that had not already been addressed through the 2007 strategic planning process and (2) do we need to revise the action steps on any items from the 2007 effort that are still underway.
- ✚ Diane also asked the Council to provide her with feedback about social events that should be held during the retreat, particularly for the evening of May 11. There was

some interest in using the social event to permit the formation of small groups of faculty to talk about common interests, whether in the areas of instruction or research.

- ✚ Dean Millard introduced a related topic relevant to the faculty retreat with his report from a recently held HSC/Shands Cabinet Meeting. He reported that the HSC Vice President's office has asked each unit to prepare a strategic planning document by July, which would include a (1) a one page summary which aligns the unit's goals with those of the HSC/Shands integration goals and (2) no more than a five-page strategic planning document identifying about five major goals of the unit, along with strategies and tactics necessary for accomplishing those goals and a timeline for reaching the goals. Segal, Beck and Millard will schedule a follow-up meeting with Russ Armistead to clarify expectations for this document. Millard also noted that the Vice president recommended that the Units not bring in external facilitators for assisting them in conducting strategic planning.

- ✚ **UF&Shands Forward Together Website:** Linda Homewood updated the committee that the UF&Shands website is up and running. This website includes all six Health Science Center colleges and from their website a link goes back to each of the colleges.

- ✚ **Social Networking Sites Policy:** Linda Homewood presented to the Committee potential issues that could arise when students use social networking sites such as Facebook, MySpace, and Twitter. The Council reviewed and discussed a policy implemented by the College of Medicine on this topic and agreed that the College of Pharmacy should develop a policy on this topic as well. A concern raised was whether UF's general counsel's office reviewed the COM policy and a suggestion was made that the general counsel's office be asked to review any policy that may be developed by COP. A sub-committee comprised of Renee Rose, Michael McKenzie, and Linda Homewood was constituted to develop a policy and will report back about their progress at the next Council meeting. We also noted that the Counsel should ask the Office of Student Affairs to include such a policy in its Student Handbook.

- ✚ **Tenure and Promotion-Packet Criteria:** The Council discussed the language prepared by the T&P Committee for Section 8 of tenure and promotion packets. The Council expressed concerns about how customized the language in the document should be to the College of Pharmacy. The Council decided to refer the language back to the T&P Committee for further review and clarification.

- ✚ **Policy Manual:**
 - A student expressed a concern to Dean McKenzie about professors who post handouts on the web within 24 hours of class. Dean McKenzie raised the question of whether a general policy should be adopted that says course coordinators should work to make sure handouts intended to help students take notes are available no later than 10PM in the evening prior to a lecture the next

day so that students may have the lecture slides in class. The Council decided not to adopt the proposed policy as it might discourage professors from posting handouts if they are bound by a timeframe.

- The issue of reusing classroom videos was addressed about the current policy stating that videos more than two years old cannot be used. A question was raised whether this policy applies to videos of faculty who are no longer employed. Segal will clarify the policy.

✚ Staff Needs Assessment and Conflict of Interest Policy were not discussed due to lack of time. They will appear on the March agenda.

Meeting adjourned at 4:00pm.