



Faculty Governance Council

September 28, 2009

2:00PM to 4:00PM

Dean's Conference Room (4307, 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)

Guests:

None

AGENDA TOPICS

- + **Accept minutes** – from the August 3rd meeting
- + **Procedure and Policy Manual:** determine what is left to do
 - a. finalize DCEE section; decide on title for the section (e.g., Distance Programs); and decide on placement within larger document
 - b. review of section on development
 - c. remove detailed language related in the student section about applying for funding
 - d. Remove names of specific people (e.g., Lane)
 - e. Next step will be to bring the P&P Manual to the Executive Council for approval to be followed by asking faculty to approve the manual
- + **Assoc/Asst deans and Chair evaluations**
- + **Peer review of teaching:** Keep or change the current policy and develop strategy to ensure compliance.
 - a. Next Action: Segal will meet with department chairs on this issue and report back to the FGC.
- + **Electronic exams**

+ Evaluation Process for Committee Chairs and Committee Members

- a. Member Evaluations: data will be provided to FGC, summary for each committee member will be forwarded to Department Chair and to Committee Chair
- b. Chair Evaluations: data will be provided to FGC, summary for each committee chair will be forwarded to department chair and deans office (?)

+ Discussion about future projects which should/could be undertaken by the FGC

- a. Strategic planning
- b. Participation in financial decision-making within the College
- c. Retreat planning (Nov/Dec)
- d. Review assessment data

+ Next meeting is scheduled for October 26th from 2-4pm.



Faculty Governance Council

Minutes from September 28, 2009

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)

Absent: Dr. Earlene Lipowski (POP), Dr. Mike Meldrum (PD), Dr. Renee Rose (DCEE), Dr. Ken Sloan (MC)

Guest(s): None

✚ **Accept Minutes:** Meeting was opened at 2:00pm in room 4307 with the minutes from the August 3, 2009 FGC meeting being approved as recorded.

✚ **Policy Manual:** Several remaining items will need to be addressed before asking the Executive Council to approve the P&P Manual, which will be followed by asking the faculty to approve the document. Rich Segal will handle these activities.

- a. Finalize the title and location of the DCEE section in the P&P Manual. The Council agreed to place the policies and procedures for the distance programs as an appendix to the manual. The title of this section will be "Policies and Procedures for Distance Programs for First Professional Degree Program."
- b. Seek signoff by Kelly on the part of Section II of the document concerning development.
- c. Remove detailed language in the student section about the procedures for applying for funding student organizations and refer the reader to a separate document issued by the COP Office of Student Affairs.
- d. Remove specific names of individuals from the manual to the extent possible.

✚ **Associate/Assistant Deans and Chair Evaluations:** Mike Katovich provided an overview of the evaluation process used in other UF colleges and the role of their FGCs. He pointed out that in those units, the FGC administers the evaluation and summarizes the findings before the results are distributed to the person who was evaluated and to their supervisor. Another point brought out in the discussion was that some faculty members in COP do not necessarily need to evaluate every Asst/Assoc Dean because of the role of some of the deans are not directly viewed or understood by the faculty. Mike Katovich will develop a proposal for the FGC describing the evaluation procedures including (a) who should evaluate each administrator; and (b) how frequently evaluations shall occur.

- ✚ **Peer review of teaching:** Keep or change the current policy and develop strategy to ensure compliance. Dr. Segal will meet with the department chairs to discuss and will bring their recommendations back to the FGC for further consideration.
- ✚ **Electronic Exams:** The committee discussed the possibility of having exams given electronically. The council discussed the reason for pursuing the electronic administration of examinations, but also noted concerns about security and a number of logistical issues such as (1) whether students' personal laptops should be used or whether only college owned computers should be used. Lane, Scott and Andy will be invited to an upcoming meeting to discuss this matter further.
- ✚ **Evaluation process for committee chairs and committee members:** For the evaluation of committee members, committee chairs will be asked to evaluate each member and provide those results to the FGC, who in turn will forward the results to the committee member's Department Chair. The evaluations of each chair will be completed by all members of the committee and the results will be made available to the FGC. The Council will summarize the findings and provide the chair with the opportunity to respond to the summary before distributing the summary of the results to the department chair/supervisor of the person who had been evaluated and also to the College administration.
- ✚ **Future Projects:** Segal asked the Council to consider which issues the council might examine over the upcoming year. Possible issues might include (1) college-wide strategic planning; (2) participation in financial decision-making within the College; (3) Retreat planning (Nov/Dec timeframe); and (4) reviewing assessment data. These were some of Dr. Segal's ideas and asked the members to come up with any other items they might wish to add to this list.
- ✚ **Next meeting is scheduled for October 26 from 2-4pm.**

Meeting adjourned at 3:10pm.