



Faculty Governance Council

October 24th, 2012

12:00-2:00pm

Dean's Conference Room (4307, HPNP)

Members: Dr. Richard Segal (Chair and Senator, PD), Dr. Mike Katovich (Senator, PD), Dr. Karen Whalen (Senator, PTR), Dr. Ken Sloan (MC), Dr. Veronika Butterweck (PC), Dr. Earlene Lipowski (POP), Mr. Tom Munyer (PTR), Dr. Dorette Ellis (PD), Dr. Carinda Feild (Distance Learning – St. Pete), Dr. William Millard (Dean's Office)

AGENDA TOPICS

- ✚ **Accept minutes from the June 27th meeting**
- ✚ **Per Council vote, Dr. Diane Beck added to FGC**
- ✚ **Self-Study for Accreditation**
 - Discussion of final ratings and areas of improvement – implications to strategic plan (Beck)
 - Discussion of area of concern raised on faculty survey about adequacy of support for teaching courses (eg, TAs). Discuss formation of a Task Force to address the Strategic Plan tactic related to improving facilitator roles, responsibilities, and faculty evaluations and possibly broadening scope to address TAs (Beck/Segal)
 - Discussion about progress of the Program Evaluation Committee and implications to strategic plan (Beck)
 - Process for Further Faculty Input to the Self-Study Report (Beck)
- ✚ **Faculty Retreat Planning (Beck)**
- ✚ **Discussion about e-portfolios, hiring of faculty mentors, and interplay between mentors and faculty advisors (Beck)**
- ✚ **Discussion of recommendation from self-study committee on Faculty and Staff: Encourage faculty to share what they learned when attending national meetings (Sakai site on Faculty Development) (Katovich/Beck)**

✚ **Grade points for Vitamin donations (see attached memo for background)**

✚ **Information item about COP policy concerning storage and dissemination of course videos approved by E-Council (Segal)**

✚ **Loose Ends:**

- Peer review of teaching policies and procedures (sub-committee report on progress)
- Strategic plan update reports (specifically progress on accomplishing annual goals for 2012-13)



Faculty Governance Council

Minutes from June 27, 2012

Members: Dr. Richard Segal (Chair and Senator, POP), Dr. Mike Katovich (Senator, PD), Dr. Karen Whalen (Senator, PTR), Dr. Ken Sloan (MC), Dr. Veronika Butterweck (PC), Dr. Earlene Lipowski (POP), Mr. Tom Munyer (PTR), Dr. Dorette Ellis (PD), Dr. Carinda Feild (Distance Learning – St. Pete), Dr. William Millard (Dean's Office)

Absent: Dr. Lipowski (POP), Mr. Munyer (PTR), Dr. Millard (Dean's Office)

Guest(s): Dr. Diane Beck

- + **Accept Minutes:** Meeting began at 11:09am with the minutes from the January 25th meeting being accepted.
- + **Departmental level organizational charts:** Charts were discussed, including the process to create charts and archival placement
- + **Discuss peer review of teaching policy and procedures:** FGC reviewed the results of a past analysis of compliance with the current formative/summative peer review of teaching policy. Deviations with the current policy were evident. Council discussed modifications to the current policy. Issues discussed included: (a) evaluations and varying frequency based on years of service in the academy; (c) developing a checklist to assist the review panel in organizing the review; (d) more clearly describe the key faculty reviewer biases in evaluating teachers; (f) develop a faculty development workshop on conducting peer reviews of teachings.

The FGC composed a subcommittee (Palmieri and Feild) to develop one or more proposals/recommendations for further consideration by the Council for September meeting.

- + **Update from Dr. Whalen about course review process:** Dr. Whalen and Dr. Beck discussed the course review process, including the timeline. A suggestion was made that the subcommittee on peer review of teaching take note of the information to be collected as part of the course review process and consider incorporating that source of data into the review process.
- + **Election of new chair:** Segal noted that there were no nominations for chair of the Council for 2012-13. No nominations from the floor. Segal will ask absent members about their interest and will put one more call to all members for nominations.

✚ Strategic Planning Updates: Lead representatives (Whalen; Segal; Ellis) for each goal/strategy discussed key objectives for progressing toward tactic completion based, in part, on feedback received at the faculty retreat.

Discussion of these items revealed suggestions for further refinements.

Meeting adjourned at 1:06pm.