



Faculty Governance Council

April 23rd, 2014

12:00pm-2:00pm

HPNP Dean's Conference Room

Members: Dr. Mike Meldrum (Chair, PD), Dr. Richard Segal (POP), Dr. Mike Katovich (Senator, PD), Dr. Karen Whalen (Senator, PTR), Dr. Ken Sloan (MC), Dr. Tony Palmieri (PC), Dr. Earlene Lipowski (POP), Mr. Tom Munyer (PTR), Dr. Carinda Feild (Distance Learning – St. Pete), Dr. William Millard (Dean's Office), Dr. Diane Beck (Ex Officio)

A decorative banner graphic consisting of a central rectangular box with the text "AGENDA TOPICS" inside. The box is flanked by two pointed, ribbon-like shapes that extend outwards, creating a banner effect.

AGENDA TOPICS

- ✚ **Accept minutes from the March 12th meeting**

- ✚ **Policy and Procedures Manual Updates**

- ✚ **New Faculty Orientation Policy**



Faculty Governance Council

Minutes from March 12th, 2014

Members: Dr. Mike Meldrum (Chair and Senator, PD), Dr. Richard Segal (POP), Dr. Mike Katovich (Senator, PD), Dr. Karen Whalen (Senator, PTR), Dr. Ken Sloan (MC), Dr. Tony Palmieri (PC), Dr. Earlene Lipowski (POP), Mr. Tom Munyer (PTR), Dr. Carinda Feild (Distance Learning – St. Pete), Dr. William Millard (Dean's Office), Dr. Diane Beck (Ex Officio)

Absent: Dr. Ken Sloan, Dr. Mike Meldrum, Dr. Rich Segal, Dr. Karen Whalen, Dr. Diane Beck

Guest(s): Gailine McCaslin, Michael Fanus, Joei Zeng, Mallory Burns

- ✚ **Accept Minutes from the March 12th meeting:** The meeting began at 12:05pm with the approval of the minutes from the March meeting.

- ✚ **Policy and Procedures Manual:** Professor Munyer served as the chair for this meeting in Dr. Meldrum's absence. Gailine McCaslin (COP Chief of Staff) was invited to this meeting in order to give an update on the current status of the Policy and Procedures manual. The procedure for approval and the duties of each member of the committee were revisited. The process for updating the final version and the my.cop version of the manual are still in question. A solution for the process of updating will be put on hold until all changes are made and the final version is ready for review. Members will submit all updates to Gailine McCaslin and a final version will be sent out to all members and faculty for review.

- ✚ **New Faculty Orientation Policy:** A printed version of the New Faculty Orientation Program was presented to the committee. Gailine McCaslin explained that a pilot run of this process was done with recently hired faculty. The feedback received from the faculty included the following: The necessity for a staff person who is knowledgeable with this program is not currently accessible in every department. It is not very clear if this procedure is a list of things that need to be done before arriving to the College of Pharmacy, or if they are a general list of things that need to be done upon hire. A possible plan is to have an HR person with specific knowledge of each department that can facilitate in completing the forms before upon hire. New hires would then go to our ECOB office to see the HR person and turn in all of their paperwork. Mandatory training is something else that seems to need some improvement. A list of all mandatory training

and expected dates of completion would be very helpful. It would be up to the department chairs to tailor that list of trainings for each new-hire.

Meeting adjourned at 1:33pm. Next meeting will be held on Wednesday, April 23rd from 12:00-2:00pm