



Faculty Governance Council

March 12th, 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)



AGENDA TOPICS

✚ **Accept minutes from the January 29th meeting**

✚ **Policy and Procedures Manual**

✚ **Committee Elections**



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. Sihong Song (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: Drs. Segal, Sloan, Millard, and Palmieri (Dr. Song Attended)

Guest(s): Drs. Jamie Kisgen, and Eleanora Bird

✚ **Accept Minutes from the January 29th meeting:** The meeting began at 12:04pm with a couple of additions to the minutes of the January meeting.

✚ **Policy and Procedures Manual:** Dr. Meldrum asked that all members look at the current tasks they are working on. He asked that all changes be submitted by April's Faculty Governance Council meeting. The idea would be to have a finalized version of the manual by May's meeting. The manual would then be sent forward to all faculty for their review. The question of how the manual is currently being updated was raised. Our members agree that there is a flaw in the way the manual is currently being updated. Apparently, when changes are made to the manual, the date stamp is not change immediately. The date stamp is only changed every so often when the whole manual is reviewed. This causes a problem because it seems that the manual is not up to date, or that a new change has not been added. A suggestion was made that the date stamp is changed after every submission by the Chief of Staff in the Dean's Office. This person would be ultimately responsible for all updates to the Policy and Procedures Manual. Another idea is that a committee be created that can review the whole manual one section at a time, for accuracy purposes. This committee would be modeled after APHA's Policy and Procedure Manual committee.

- The Appendix C from the manual was presented to the committee. Appendix C refers to Peer Evaluation of Teaching. This was brought up because some faculty believe that a different method of evaluation is needed. Formative Evaluations are conducted by peer faculty which means that evaluations usually result in mainly positive, and rarely negative feedback. This issue will be sent back to the Faculty Development Committee and the Tenure and Promotion Committee. Additional input will be requested from our Course Review Committee and department chairs.

🚩 **Committee Elections:** Dr. Meldrum presented a list of each member and when their term with this committee is due to expire. Dr. Feild and Mr. Munyer were up for renewal last year. Drs. Sloan and Lipowski's terms will be up this year. Department chairs will be contacted shortly regarding possible members for this committee.

Meeting adjourned at 1:33pm. Next meeting will be held on Tuesday, March 12th from 12:00-2:00pm