

Faculty Assembly Executive Council (FAEC)
Minutes of the Meeting
September 16, 2015
ASB-007/008
9.45 am to 12.30 pm

Attendees: Emma Rainforth, Rebecca Root, Susan Eisner, Bonnie Blake, Ken McMurdy, Susan Kurzmann, Roark Atkinson, Eva Ogens

Excused Absences: Jonathan Lipkin

Secretary: Malavika Sundararajan

Guests: None

1. Approval of 09/09/2015 FAEC minutes

- a. The minutes of the meeting was approved

2. Discussion of updates from President Rainforth's meeting with the Provost last week; and with Graduate Council

- a. International committee will be providing a draft of what meaningful international experience is, and will share it with the faculty at the next (Sept 30) Unit Council meetings.

- b. Community Engagement (Carnegie): The process of selecting the School representatives was discussed.

i. To ensure fairness and relevance in the selection process, the FAEC members discussed the correct protocol for selecting representatives for committee work. They discussed if the Deans had the purview to choose or directly appoint the representative. The expected practice was stated to be that the Deans would only facilitate such a selection but that no fixed protocol was in place. All members agreed that it would be appropriate to suggest to all Deans to first announce any call for representatives at the Unit Council meetings or via email, then collect the names of volunteers and finally, **only** appoint a person who has been voted by the respective Unit Council to the suggested position.

- c. Discussion of the Gen Ed Implementation draft plan: The updates included that FAEC members had been requested to give feedback on the implementation plan to Vice Provost Daffron. It was stated that VP Daffron was in touch with the Gen Ed task force and GECCo to have them review the plan.

i. FAEC members mentioned that it is imperative all faculty see the implementation plan to ensure everyone understands the direction being taken by the College regarding the implementation of the Gen-Ed program.

ii. Another update included that resources would only be redistributed *within* Gen Ed depending upon the program requirements and no monies will be taken from other budgeted funds.

- iii. FAEC members felt it would be helpful to obtain clarification as to whether or not the formation of the Gen Ed Implementation Team (GEIT) was inevitable, irrespective of Gen Ed Task Force 2's success or failure and whether or not we keep the current Gen Ed Curricula or adopt the new one.
 - d. Discussion about the 4th floor classroom in ASB being given to the Krame Center as an office.
 - i. FAEC members discussed, that since we already faced issues with classroom availability, instead of providing the classroom to the Krame Center would it not be better to allot one of the vacant offices on the 4th floor of the ASB to the Krame Center. The members moved the below motion in response to the above concern:
 Given that there is a "classroom crunch", the FAEC expresses concern that a teaching space on the 4th floor of ASB has been removed from the inventory of available classrooms to be utilized instead as office space for an externally-funded entity. We request that this room be returned to classroom status, and the Krame Center be moved to individual office spaces (consistent with the Krame Center proposal of December 2013).
 The motion was approved unanimously by all FAEC members. The committee also agreed that it would need to inquire whether or not the Krame center had funded the office renovations.
 - e. Update of meeting with Graduate Council and their response to search for the Associate Vice- Provost position:
 - i. It was mentioned that two questions had been raised by the Graduate Council regarding the Associate Vice Provost's position
 - a. Why do we need this person?
 - b. What are the related reporting lines?
 - ii. FAEC members discussed whether the announcement of the search for this position went against the understanding of shared governance. It might have been advisable for the Provost's office to communicate the establishment and search of the Associate VP's position and to have sought input from the Graduate Council Chair (and group) on the job description for this position before the start of the search. Members also expressed concern over adding additional administrative lines which may impact the budget further.

5. Discussion of Gen Ed Implementation Draft and feedback for VP Daffron:

- a. FAEC members reviewed the implementation plan in great detail and put together a document which addressed their concerns and feedback about the implementation plan, which would be shared with VP Daffron. Members also indicated that care should be taken in selecting representatives for each of the categorized groups to ensure that the relevant person, with knowledge of the subjects as well as with the understanding that they represent the consensus of their subject/discipline group, is selected. The process of selecting all such representatives also needed to be transparent. Finally, a key concern, was the need

for a clear description of, who will sign off on the group's work and if they will be a group member, a program convener or a member of the governing group. FAEC members also sought clarity regarding the cap on the number of courses in each category. Members suggested that an executive summary be added to the implementation plan.

6. Discussion of Summer course evaluations, online versus paper, for next year (and maybe Winter):

- a. Following research and review of archived FA and FAEC minutes, FAEC members found that FA previously voted against having *only* online evaluations. A concern was raised regarding access to the online evaluations by individuals other than the concerned faculty (e.g. for adjuncts). Members decided to get more feedback regarding this issue from their respective Unit Councils.

7. Discussion of Full Professor Forum's update - handover to FAEC: The major issues listed were:

- a. A perceived lack of leadership and management skills (due to micro-management), subjective decision-making and ineffective management techniques. Lack of shared vision/mission and decision-making
- b. There seemed to be a loss of trust in the Provost for various reasons (lack of collegiality, transparency, civility and judgmental decisions)
- c. Overall Communication problems included, lack of both lateral and vertical communication between administrators and faculty and amongst faculty members.
 - i. FAEC members discussed possible solutions to the communication problems, some of the suggestions were:
 1. To resolve lateral communication issues: Encourage and ensure Deans provide and collect information and feedback to and from faculty at their respective Unit Council meetings. Also use faculty fora to engage lateral communication between faculty
 2. To resolve vertical communication issues: Closing the loop re faculty/administration communication. E.g., what administrators discuss with Deans can be communicated via Unit Council meetings to Faculty and then Deans can take back the information provided by faculty to administrators.
 3. It would help to invite both the President and the Provost to FAEC and FA meetings
 4. Invite the Provost to Unit Council meetings.
 5. Have the Provost, host small group gatherings of faculty for dinner/coffee, with a session led by faculty on various discussion topics.
 6. Have the Provost or President have a conversation about vision with faculty who have won College level awards of excellence as it would help interface with the faculty at a macro-level.

7. The Provost could have lunches with faculty, have open houses and open door office hours for faculty.
8. It was suggested that in the Deans' survey we add a question about the two way communication based conduit amongst Deans, faculty and administrators.

8. Discussion of Campus (classroom) safety – update

- a. It was mentioned that an application was available on all campus computers, and upon request the application could be installed on all personal laptops as well, which would send alert signals, interrupting the screen, to communicate serious situations related to safety and security.
- b. FAEC members requested to know if we could lock classrooms from inside.
- c. Members explained that they would need to wait for further updates on Alert beacons
- d. It was further suggested that the protocols for safety, be communicated to everyone across campus and following a confirmation of what the NJ State Colleges' rules for campus safety were, we conduct some drills, if necessary.

9. Discussion of Items to address at Unit Council today by the respective Unit's FAEC representatives

- a. International Education committee is meeting *next* week and they will require some time on 30th September, 2015.
- b. Regarding the Community Engagement Carnegie classification project, to explain that it is a two-stage charge – the first is a feasibility study and if found feasible following a faculty vote, the College would apply for the Carnegie Classification. Each unit is required to have a representative working on this item.
- c. To solicit feedback from Faculty on how class schedule for Spring is working and seek updates from Schedule Task Force representative.
- d. To check with faculty if they favored a switch to opt-out of online evaluations as a default state. Currently the default indicates an Opt-in (i.e. the default is paper).
- e. Seek updates from all other task force representatives.