

**Faculty Assembly Executive Council (FAEC)**  
**Minutes of the Meeting**  
**September 2, 2015**  
**ASB-007/008**  
**10 am to 12 pm**

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

**Excused Absences:** Jonathan Lipkin

**Secretary:** Malavika Sundararajan

**Guests:** Ed Shannon, Beth Barnett, Karen Booth, Eric Daffron

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- 1. Approval of the minutes of 05/20/2015 FAEC and FA**
  - a. The minutes of both meetings were approved
  
- 2. Continuation of Dr. Rebecca Root as VP of FAEC**
  - a. Dr. Root's continuation as VP was unanimously approved by all FAEC members present
  
- 3. Nomination of a Parliamentarian**
  - a. It was announced that the present secretary has to step down, so the committee would send a call out for a new secretary, ideally one who would also be willing to act as Parliamentarian. Until the new person is elected, President Rainforth would be acting Parliamentarian and help in enforcing simple rules during meetings. All members agreed that an announcement will be sent out via email as well as announced during their respective Unit Council meetings that afternoon.
  
- 4. Discussion of key points following the Retreat and Full Professors meetings, and meeting between FPF reps (Eric Karlin, Donna Crawley) and President Mercer & George Ruotolo**
  - a. President Rainforth mentioned that the essence of the meeting was (1) the importance of communication and how the College needs to work on it; the need for both lateral and vertical communication was emphasized. (2) Loss of confidence in administration was also mentioned as an area of concern. FAEC members were encouraged to think of points that will help improve communication and confidence. To be discussed preliminarily with Dr. Mercer when he visits with us later this month.
  - b. President Rainforth confirmed that Unit Council meetings will now be half an hour longer to allow FAEC representatives inform their respective Unit Councils of all the updated information/concerns/issues/announcements, and to allow dialog between units and their reps to various Task Forces and Committees. Members discussed if we really needed the entire half hour or if just 20 minutes were enough. FAEC members wondered if they should be running this portion of the meeting, but it was mentioned that since these were the Dean's meetings, that would need to be clarified with the Deans. In September and October alone, due to the extra times needed for Personnel decision, Unit Council meetings may not be able to provide the full extra half hour to FAEC representatives. Members also agreed that it would be helpful to reach a consensus on how each FAEC representative presents the information to their Unit Councils.

## 5. Guest Presentations:

- a. Dr. Ed Shannon (Chair, GE Task Force 2) announced that the Gen-Ed Task force will be holding an All-College Forum meeting at 2.15 pm that afternoon in H 129. He mentioned that he would like the FAEC to support their task force and help that meeting to proceed with decorum. Dr. Shannon mentioned that the surveys, which had 112 responses (close to the same number present at the FA meeting when it was voted down (115 responses) showed support for all the items on their report, except for the BA/BS split. All members agreed that President Rainforth would ensure that the tone of the meeting is set to be respectful and objective. It was also mentioned that the faculty needed to know that the task force was not asking for a vote today but rather only informing them of the survey responses and that they will reach out for more feedback two more times over the rest of the semester. It was asked if FAEC could unanimously say they support Gen-Ed, but members said that would be difficult as not all individual units supported the Gen-Ed report and that FAEC members must consult faculty they represent before expressing those faculty member's views. Members suggested that it may help if the Provost said the current report was implementable but required resources. Members also mentioned that Middle States requirements re: Gen Ed characteristics could be shared with faculty; Dr. Shannon indicated that this was intended at this meeting. To obtain feedback from all Faculty, it was suggested that Gen-Ed try to utilize the Faculty Development Day and/or Founder's Day for additional meetings if the post-FA meeting forums were insufficient in length or scheduling.
- b. Provost Barnett and VP Daffron
  - i. Shared documents suggesting timelines and processes of implementing the new Gen-ED program, if the Gen-Ed Task Force's recommendations were approved. The suggested timeline indicated a possible start date of Fall 2017.
  - ii. Implementation TF charge / membership: VP Daffron mentioned how the members of the steering committee would help facilitate the work of the working-groups of faculty (e.g. including working groups for the categories/courses) - similar to the original charge for GECCo. They also anticipate an enhanced role for GECCO, wherein GECCO will not only undertake assessment but also take on the role of curriculum, similar to the relationship between WAC and ARC.
  - iii. Provost Barnett mentioned that the Gen-Ed being proposed may or may not be accepted but if it is not accepted, we will spend our time revising all the current Gen-Ed courses and ensure that any such courses address all the SLOs of that category and that majority of the course time is directed towards that category alone. This would likely also result in reduction in courses. This is consistent with Middle States requirements of GE courses.
  - iv. Provost Barnett also shared the preliminary recommendations by the Peer Reviewers for our Periodic Review Report. They had 4 recommendations and 4 suggestions. (Rec. 1) She said, they will want to see us close the loop better. Since we cannot realistically assess every course in our current GE on an ongoing basis, we must try to get the revised Gen-Ed approved (in whatever final form the GETF 2 proposes). The other three recommendations were already in place and just needed to be highlighted appropriately: (2) having

the Gen-Ed and programmatic learning outcomes posted in an easily accessible location; (3) making learning outcomes and assessment tools for experiential activities and international experiences a priority and (4) disaggregation of credit load data. Provost Barnett explained that with respect to the *suggestions*: (1) we are already processing the additional orientation sessions for new faculty. To address the second suggestion of establishing quantifiable goals for faculty professional development, the Provost's office had set aside \$50,000 for full-time faculty to attend teaching and learning related conferences and \$ 25,000 for adjunct faculty to attend Faculty resource center workshops and training events. (3) We need to better report response rates on graduation / alumni data.

- v. With respect to the Spring 2016 schedule, the Mondays seem to be over subscribed. We will keep the Spring 2016 schedule in place for 2016-2017 while the Schedule TF continues to work.
  - vi. COPLAC has a program to send 2 faculty to Cuba; numerous faculty applied, the top 3 names have been supplied to COPLAC and the Provost is hoping that all 3 names will be accepted (i.e., the top 2 plus an alternate).
  - vii. The Provost also mentioned that her office is supporting the top 3 selected candidates for the Cuba international program through COPLAC, and that this year, they have set aside 15 \$2000 grants for faculty to work on anything related to Latin America and that next year the focus will be on Sub-Saharan regions. These grants will be available on a rolling basis. June 30<sup>th</sup> is the cut-off date for this fiscal year. The idea primarily originated from the International Committee and later developed at the Dean's Council. The Provost confirmed that we could continue the discussions during her visit to the FAEC meeting next week.
- c. Ms. Karen Booth presented the details of the Carnegie Community Engagement classification. Vice Provost Daffron explained how a group of faculty attended a workshop in May that provided the opportunity for our College to choose to apply for the Carnegie Classification in 2018 if we qualified based on our civic and community engagement activities across campus. Currently, VP Daffron and Ms. Booth were asking the FAEC members if they would approve of the establishment of a task-force (jointly charged by President Mercer, FA President Rainforth, and the SGA President) with Ms. Booth and Ms. Kaiden as co-chairs and with members from all College departments to gather data from across departments on campus, to see if we qualified to apply for the Carnegie Classification. FAEC members asked if the report may have any negative impact and were assured that while information was being gathered to see if we could apply, the only other outcome would be knowledge and centralization of all the activities related to civic and community engagement across campus.

## **6. Discussion of Items put forth by Guests:**

- a. FAEC members agreed that it was important that the Community Engagement task-force operate like the current Provost Task Forces, bringing all reports to the FA for a vote and that by approving the task force, FAEC was only approving the establishment of the task force to gather data and not endorsing their recommendations.

7. The committee confirmed the items to be shared at Unit Council meetings by the respective FAEC members
8. The major issues this year will include: the TFAEE report, the service report, Gen-Ed, and task force on experiential learning, and issues raised by FPF