

## Faculty Senate Board Meeting Minutes-Nov. 21, 2008

(Submitted by Luci Frith)

**Attending:** Courtney Ruffner, (President) Sherri Chejlyk, (Venice Representative) Joe Loccisano, (Instructional Assistant Representative), Susan Finlay, (Observer to the Board of Trustees), and Luci Frith, (Bradenton Representative).

- 1- Faculty Senate restructuring - Those in attendance at the faculty meeting held after Faculty Development Day supported the idea of adding a representative from each department to the Board. It was also recommended at the Board meeting that the structure of Faculty Senate Board positions include a President, Vice-President, and departmental representatives. These recommendations will be included in the survey that will be sent to the faculty in the next week.
- 2- Eligibility to serve on the Board - The Senate surveyed faculty, and they have agreed that because Counselors and Librarians are not considered full time faculty, they should not serve as a Board member of Faculty Senate; however, these colleagues are always welcome at all Faculty Senate meetings. The Senate has been advised by the Director of HR that instructional assistants are not recognized as having faculty status because they are not eligible for tenure. They can serve on the Career Employees Council and earn TOP credits. Because of this they would be ineligible to serve in any paid position in Faculty Senate. Therefore, Faculty Senate will not offer a Board position to instructional assistants after Spring 09. The Board agreed that the Senate should welcome instructional assistants to all the Faculty Senate meetings in the same collegial spirit in which they welcome counselors and librarians.
- 3- The Board recommended that the instructional assistants, extended adjuncts, adjuncts, and lecturers create a body to represent their questions and concerns. Joe Loccisano expressed an interest in communicating with these individuals and proposing to the new Vice President that this body be recognized by the administration.
- 4- President Courtney Ruffner and representative Luci Frith recommended to VPAA at their last meeting that the use of completion rates in the annual evaluation be modified so that department chairs will no longer over emphasize class completion rates by listing them individually. It was recommended and approved that only the following sentence would appear in the evaluation: "Classes did /did not fall within the established departmental ranges." Additional comments would be added only when a faculty member's average completion rate fell outside of the departmental ranges. Faculty Senate reiterated its recommendation that completion rates be removed entirely from annual evaluations.

- 5- Discussion of restructuring department chair position - VPAA and Faculty Senate will work jointly on the development of the process to be used in the spring semester. Currently, Dr. Mears and the Faculty Senate are working on researching how other Colleges in Florida structure their departments.
- 6- Signature Courses and the significant time demands in the development of these courses were discussed. Faculty agreed to make a request at VPAA for the development of a campus wide standard for defining the content design for signature courses, increased technical support, and compensation such as stipends or release time.
- 7- The administration is currently considering a protocol for informing the campus body about student deaths and the possible use of grief counselors. The Board expressed concern that we have no counseling prevention services available to students. Sherri Chejlyk suggested the Lee Garret Smith Memorial Act. Luci Frith will meet with Brad Davis to discuss potential funding sources. Susan Finlay volunteered to discuss the issue with the Wellness Committee.
- 8- In addition to the survey questions related to Faculty Senate restructuring the issues that will be queried in the survey will also include those concerns expressed by faculty to their Venice and Bradenton representatives:
  - a. Automatic withdraw of students that do not attend the first day of class.
  - b. Supporting a smoke free campus
  - c. Alternatives to a 5 day work week
- 9- The results of the survey entitled, "Enrollment Services W or WF" Of the 77 faculty members who responded, 64 voted, "Yes" and 13 "No."

The College Registrar, MariLynn Lewy has agreed to work with IT to get the programming changes in place by Spring. That means that the roster will be available to faculty to make adjustments until after the official last day of withdrawal without academic penalty.

- 10- **The next Faculty meeting will be Friday, December 5<sup>th</sup> at 2pm.** The Agenda for the meeting will include the survey results.