Coles Faculty Council
Minutes of Regular Meeting
April 28, 2010

In Attendance:
Debbie Lester, Susan Carley, Samia Siha, Bruce Clements, Don Sabbarese, Ken Harmon, Randy Stuart

Agenda Item 1: Approval of Minutes
S. Carley moved to approve the minutes; B. Clements seconded; motion passed.

Agenda Item 2: Approval of Proposed Bylaw Amendment
S. Siha moved to accept the proposed Bylaw Revision (attachment A). D. Sabbarese seconded; motion passed. The revision will be presented to the Coles College on May 5, 2010.

Agenda Item 3: Selection of Elections Officer
B. Clements moved that R. Goodwin continue as Elections officer and serve the next two year term. D. Lester seconded; motion passed.

Agenda Item 4: Administrative Review Update
The committee consisting of B. Clements, J. Tompkins and S. Carley will meet with Dr. Black to provide feedback regarding the administrative review process. If the committee finds that Dr. Black approves, Dean Harmon will share information from his review at next week’s Coles College meeting.

Agenda Item 5: Student Conduct Code
The group discussed drafting guidelines regarding classroom behavior and disruptions. Some universities are doing this now and it would cover items like use of phones and computers in class. This may or may not be a CFC role; S. Carley will send an email to faculty to see if there is interest.

Agenda Item 6: Miscellaneous Concerns

A) Shared Textbook Policy
There was discussion about necessity for using the same textbook across sections of the same course. Possible issues with AACSB accreditation should be considered. It was suggested that this be handled by the individual departments, via their DFC if that is appropriate.
B) Recording of minutes
   Everyone was reminded that minutes are a record of what was done and a meeting and
   not necessarily what was said. Discussions are summarized and names are only used
   for action items, presentations and motions.

C) Awards
   Reverting awards decisions back to the department chairs instead of a committee was
   brought up. Suggestions for improving the process are welcome.

D) Submission Fees for Journal Articles
   Discussion postponed

E) Overload Pay
   Dean Harmon summarized the policy and reminded everyone that a permission form
   needs completed before work requiring overload pay commences. Overload should not
   be assumed.

   Agenda Item 7: Other Business

   There will be discussion of the CFC role when meetings resume in the fall.

   Meeting adjourned.

   
   Recorded by L. Bauer, April 28, 2010
   Approved by CFC, October 6, 2010