COLES FACULTY COUNCIL MEETING
February 11, 2016

Attendance: R. Franz, J. Herbert, T. Miller, D. Lester, M. Whitman, S. Siha, X. Huang, and L. Oder

I. Meeting Called to order by J. Herbert at 1:02pm

II. MOTION: Motion to send both Global Issues Workshop Applications forward to Dean Schwaig by D. Lester; S. Siha moved to approve; J. Herbert seconded; all in favor

III. MOTION: Motion to disqualify applicants for newly divided Distinguished Undergraduate and Graduate Teaching Awards which had been previously awarded the Distinguished Teaching Award within the 5 year period by M. Whitman; T. Miller moved to approve; D. Lester seconded; all in favor

IV. DISCUSSIONS:

a. R. Franz
   - Work Load Document
     - Commented that there were not enough people which voted per R. Ali (68 votes)
     - The votes were overwhelmingly in favor of approving document
     - Chapter 3 usage during this cycle
     - It was suggested to look at bylaws to confirm percentage on approvals (ex: 50% + 1)
     - R. Franz stated he would verify with R. Ali
     - R. Franz confirmed that Full-Time Faculty and Permanent Full-Time Lecturers are the only ones eligible to vote
Awards
  o Updated R. Franza on submissions to date
    ▪ 2-Global Issues Workshop Applications
    ▪ 1-Career Achievement
    ▪ 3-Distinguished Research
    ▪ 1-Distinguished Service
    ▪ 1-Distinguished Graduate Teaching
    ▪ 2-Distinguished Undergraduate Teaching
    ▪ 1-Faculty Engagement
    ▪ 1-Innovation in Teaching
  o He is pleased and hopeful due to the many questions he has received regarding the awards
  o R. Franza requested that CFC send him and Dean Schwaig an email draft of a reminder to faculty of the awards and deadline
  o It was stated that the Chairs are being encouraged to speak to eligible faculty during reviews to apply for awards at the Executive Committee Meetings
  o A question was brought to the table regarding multiple awards for faculty. R. Franza stated he did not want to exclude faculty from multiple as long as they are different.
  o Reminded CFC that applicants meet criteria

Questions for R. Franza:
  o Can there be a coordinated effort for purchasing academic licenses through the College?
    ▪ R. Franza suggested checking with the following people:
      • D. Burdett – regarding installation
      • J. Paul – verify if RDC is purchasing
      • K. Vickers – verify if College has ever paid for license in the past
    ▪ No coordinated effort is foreseen in the near future

Global Issues Workshop
  o Reminded CFC to make sure applications are vetted before sending forward
o 2 maximum applicants per college
o CFC’s purpose is not to evaluate but to vet the applications
o If there are more than two applicants, the ones that are best vetted are to be sent forward to the Dean.

- Summer fees being too high is one cause for summer enrollment being lower than previous years. Stated that it was making it difficult for students to financially be able to register for summer classes.
- It was mentioned that the consolidation may have slowed the process of Enrollment Services addressing this issue.

b. Awards Process
- Reminder of the deadline of 2/15/2016 at 11:59pm
- 2/16/2016 - L. Oder to get all applications to D. Lester after the deadline
- 2/16/2016 - D. Lester to distribute envelopes to each chair personally requesting that they vet their department’s applications.
- 2/22/2016 - Vetted applications will be picked up by D. Lester
- D. Lester verifying with J. Childre of previous award winners
- CFC meeting on March 1, 2016 at 1pm to go over applications
- Applications are to be turned in to the Dean on March 1st.
- J. Herbert and D. Lester agreed to bring B. Clements up to date

c. J. Herbert talked about meeting with K. Harmon regarding Dean Schwaig’s review
- It was suggested that Dean Schwaig supply an organizational chart reflecting who is directly under her (Assistant Deans and Associate Deans)
- Would like to see job descriptions and responsibilities of those individuals
- Would like to see Dean Schwaig brief everyone on College plans
V. MOTION to adjourn meeting by J. Herbert; moved to approve by M. Whitman; all in favor

Minutes recorded by L. Oder