Coles College Faculty Council Meeting

September 15, 2010

Meeting was called to order at 1:32 PM.

Members present: Susan Carley, Bruce Clements, Deborah Lester, Kurt Schulzke, Sami Siha, James Tompkins

Brett Katzman (invited)

1. Bruce Clements was nominated and approved by vote for the chair of the Coles College Faculty Council (CFC) for the 2010-11 academic year.

2. The Coles College Strategic Planning Committee (SPC) has asked the CFC to provide a Coles faculty member to attend the SPC meetings. Potential candidates were discussed. This selection will be conducted by email vote based on solicitation.¹

3. The CFC is required to appoint the Elections Officer. Potential candidates were discussed, including non-tenured faculty² in need of a service activity prior to the tenure application. Jomon Paul was mentioned as a potential candidate and he will be contacted by James Tompkins to determine his interest.

4. The mission of the CFC was discussed in relation to certain activities of the committee in 2009-10, e.g., organizing the brown bag teaching seminar, selection of the faculty ambassador… A concern was expressed that these types of activities are not the mission of the committee. Instead, it was emphasized that the committee’s mission is an advisor to the Dean, to represent faculty interests in the Coles College to provide a voice for faculty in the decision making process and promote shared governance and transparency. Whether the CFC should have a voting role on the Coles Executive Committee (CEC) was discussed. Currently, a CFC member attends CEC meetings (academic year only, not summer), but does not vote, although it was noted that very little if any actual voting takes place at these meetings. A question was raised whether the CFC should initiate discussion and examine the structure of “shared governance” within the College and the addition of voting power at the CEC meetings. This issue was tabled for discussion and vote to go forward at the next CFC meeting.

5. The CFC currently chooses the faculty ambassador for the fall and spring semesters. The members discussed moving this responsibility to the executive committee. In addition, it was suggested that the faculty brown bag seminar presented in Spring 2010 no longer should be the responsibility of the CFC but instead part of the Brown Bag seminar series.

6. The members expressed concern about the lack of an effective process or mechanism for faculty members to express comments, suggestions, or concerns to the CFC. It was suggested that the opening Coles faculty meeting in the Fall semester and closing meeting (May) be used to provide this opportunity. The Dean will be requested to provide a 15 minute session at end of each Coles faculty meeting for faculty members to offer concerns to CFC members in attendance. The Dean, faculty chairs and other administrative faculty will be excused during this session. These comments,

¹ Coles College Committee Bylaws (V, B) indicate the SPC representative must be a “CFC representative, elected by the CFC.”
² Coles College Committee Bylaws (X, C) indicate the EO must be a tenured, full-time faculty member shall be appointed by the CFC and shall serve a term of two years which may be renewed.
suggestions, or concerns will then be addressed by the CFC and appropriately communicated to the Dean.

7. The Spring 2010 brown bag on classroom behavior issues generated discussion regarding whether student behavior expectations/policies should be formally adopted by the Coles College. This will be discussed as an agenda item at the next CFC meeting (10/6/10) and with consensus, will be presented to the Dean/CEC.

8. The Ken Harmon faculty evaluation results were reviewed by a three-member sub-group of the CFC in Spring 2010 (Susan Carley, Bruce Clements & James Tompkins). The results of this review were then presented to Len Black followed by a meeting between Len Black, Susan Carley and Bruce Clements to discuss the findings and recommendations of the sub-group. Based on his review of the results and the CFC sub-group’s input, Dr. Black communicated the results to Ken Harmon. It was noted that the evaluation results themselves are available publicly in the KSU archives. However, Len Black specified that the letter itself (since technically still in draft form) was restricted and available only to the members of the CFC that originally reviewed Dr. Harmon’s evaluation results.

9. A conflict was noted between the Coles bylaws and the university faculty manual regarding the departmental elections for college positions. The Coles bylaws specify these positions have a 3-year term while the university manual provides for a 2-year term. This conflict will be discussed with the executive committee for possible revision of the bylaws to conform with the university manual.

10. The Research and Development Committee (RDC) currently selects Coles College award winners for teaching, service and research. The award process at the college and university level was discussed and it was noted that the college selections should be made early in the fall to provide better opportunities for college winners to compete for university-wide awards. Originally, the CEC chose the award winners. Members discussed concerns with the current process of using the RDC:
   a. Committee members may be junior faculty without sufficient knowledge of the accomplishments of the various faculty in the three award areas
   b. Committee members may not have the best source of evaluation materials to make the most educated choice for the awards, since the only input is a letter/narrative submitted by the interested faculty

   It was suggested that the old system of CEC is more effective in choosing award winners, since chairs have actual faculty evaluation data and are more familiar with each faculty member’s results in their department and the interests of the faculty in general will be represented by the CFC member. The change in selection will require a change in bylaws\(^3\), which will be discussed at the 10/6/10 meeting.

11. The second meeting of the CFC was set for October 6, 2010, at 1PM (Wednesday).

12. The meeting was adjourned at 3:05.

I’ve included the bylaws of the CFC on the following page (Coles CFC Bylaws)

Minutes approved by CFC, October 6, 2010

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\(^3\) A change in bylaws requires a majority vote from all full-time members of the Coles College faculty.
III. College Faculty Council (CFC)

A. Role and Purpose of the Faculty Council

1. The CFC is advisory to the Dean, who holds decision-making authority at the college level.

2. The purpose of the CFC is to promote collegiality and effective shared governance of the college by increasing the transparency and two-way communication between the faculty and the Dean with regard to the development of policy and to increase communication about the implementation of policy. The following areas are examples of issues upon which the CFC may advise the Dean. Additional areas may be determined on a yearly basis through discussion between the Dean and the CFC.

   - Strategic planning
   - Annual budgeting
   - Hiring
   - Space and resource allocation
   - Reassign-time
   - Salaries and raises
   - Appointment and reports of ad hoc committees

3. Recommendations of individual members of the CFC are to reflect what each believes to be in the best interests of the College as a whole.

B. CFC Membership

The CFC will consist of one tenured member from each Department Faculty Council (DFC) and two at-large tenured representative elected by a majority secret ballot of the permanent, full time Coles College faculty.

1. Elections for DFC membership will take place within each department no later than April 30 each year. Method of selection of a DFC representative for service on the CFC will be left to the discretion of each Department Faculty Council.

2. The names of DFC members selected to represent their departments on the CFC will be provided to the Coles Election Officer by May 15. The at-large representatives will be elected during the April election session specified in the Coles College Bylaws.

To ensure continuity, elections will be conducted on a staggered basis. A three-year rotation schedule is illustrated below:

<table>
<thead>
<tr>
<th>Election</th>
<th>ACCT &amp; ECON/FIN</th>
<th>MKTG &amp; MGMT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2009</td>
<td>Election to 1-year term</td>
<td>Election to 2-year term</td>
</tr>
<tr>
<td>Spring 2010</td>
<td>Election to 3-year terms thereafter</td>
<td></td>
</tr>
<tr>
<td>Spring 2011</td>
<td></td>
<td>Election to 3-year terms thereafter</td>
</tr>
</tbody>
</table>

3. A department may recall a representative by a 2/3 secret ballot vote.

4. The Dean shall be an ex officio non-voting member of the CFC.
5. Only permanent, non-administrative faculty are eligible to serve on the CFC.

6. Departmental CFC representatives are permitted to authorize tenured-faculty proxies for any meeting. If necessary, non-tenured faculty proxies may be authorized. In the event of a representative’s complete absence (meaning without proxy coverage) from two CFC meetings in succession, his/her respective department will be notified and asked to select a replacement representative. The replacement will serve until the end of the academic year.

7. The at-large CFC representatives are permitted to authorize tenured-faculty proxies for any meeting. If an at-large CFC member misses two meetings without proxy coverage or an at-large member resigns, the CFC will replace that member using the following policy:
   a. Nominations for replacements are taken from the tenured Coles College faculty.
   b. CFC members elect a replacement from the submitted nominations.
   c. The CFC replacement will serve until the end of the academic year.

C. CFC Leadership

1. The CFC Chair and Secretary are elected by the CFC, and each must be an elected CFC representative.

2. The CFC Chair must have served on the CFC for one year during five preceding academic years. However, this year of service requirement is waived for the first CFC Chair.

D. CFC Operation

1. At its discretion, the CFC may, as necessary, meet by open, properly notified conference call.

2. The CFC will hold an executive session at the end of each scheduled meeting. The CFC chair will make available a summary of issues raised in the executive session.