COLES FACULTY COUNCIL MEETING
November 9, 2015

Attendance: R. Franza, J. Herbert, T. Miller, D. Lester, M. Whitman, B. Clements, and L. Oder

I. Meeting called to order by J. Herbert at 1:40 p.m.

II. MOTION: Motion to approve April 2015 minutes by J. Herbert; D. Lester moved to approve; T. Miller seconded; all in favor

III. MOTION: Motion to approve October 2015 minutes by J. Herbert; T. Miller moved to approve; B. Clements seconded; all in favor

IV. DISCUSSION:
   a. Coles College Faculty Awards
      • Would like to start process early in the case that the individual would like to move on to University Award application
      • All are in agreement that streamlining the process is needed
      • It was confirmed that anyone can apply for Distinguished Professor Award
      • D. Lester presented The Coles College Faculty Awards document which had the application deadline of February 5, 2016 at 11:59 p.m. This document explained the criteria and eligibility
      • Issues presented:
         ○ How to make more attractive in order to have more applicants
         ○ There seems to be some confusion regarding the Research and Faculty Awards
         ○ It is believed that some are less willing to apply due to amount of award – some have stated that they are not has trusting of process changing to a 2-page document
         ○ All agreed that the amount of the award should be increased and that the amount should be communicated when awards are advertised
         ○ It was suggested that there be a flow chart with all awards
         ○ It was suggested that the Distinguished Teaching award be separated out into a Distinguished “Undergraduate” Teaching Award and Distinguished “Graduate” Teaching Award
         ○ A suggestion was mentioned to add Part-Time Faculty Awards and questioned whether this had been done at the University level
         ○ More money for “Distinguished” awards was suggested
         ○ Allowing the Chairs to nominate faculty with a letter of recommendation for distinguished awards was suggested. Chair could mention this to faculty member in review to encourage them to apply for award.
b. R. Franza

- Committee presented to R. Franza the following changes/additions to awards and the process:
  - Splitting the Distinguished Teaching Award into two awards – Distinguished “Undergraduate” Teaching Award and Distinguished “Graduate” Teaching Award
    - R. Franza agreed that it was a good thing to do
  - Change “Distinguished” award to $3,000 and other awards to $2,000
    - R. Franza stated that if more money was awarded he would like to see more applicants
  - Gaining input from Chairs on the faculty from their department which are applying
    - R. Franza agreed that this was a step in the right direction and could be discussed in the Chairs meeting
- R. Franza requested that chair nominations be put on the agenda for the Executive Committee Meeting
- R. Franza stated that the increase in award and chair nominations would hopefully increase applications
- A plaque along with award was suggested
- It was approved by R. Franza to proceed with adding the division of the Distinguished Teaching Award into two separate awards: Distinguished Undergraduate Teaching Award and Distinguished Graduate Teaching Award
- R. Franza stated that attendance at the Faculty Forums was not very good. His plan is:
  - Send out new draft for Chapter 3
  - Request email feedback
  - Hold two additional faculty forums
  - Goal:
    - To get Chapter 3 approved by end of semester especially work load document
    - New track in place for annual review cycle for FPA purposes
- R. Franza stated that there would be no more faculty forums at this time. Only emails due to holidays. If there is controversy, it will be approved but addressed in the next round of forums.

c. Work Load Document

- It was suggested that the faculty choose when their publications were counted. Date of publication or acceptance
- Frustration of not being able to contact students through D2L was discussed and can committee do anything to encourage changes

V. **MOTION** to adjourn meeting by J. Herbert at 2:58; seconded by D. Lester; all in favor

Minutes reported by L. Oder