COLES FACULTY COUNCIL MEETING
October 10, 2016

Attendance:  R. Franza, T. Miller, D. Lester, X. Huang, S. Gupta, J. Herbert, and T. Kolenko

I. Meeting called to order by J. Herbert at 1:01pm

II. DISCUSSION:

1. R. Franza
   a) Requested that the first item for the new CFC be to review the proposed Conflict of Interest clause, which is to be added to the Coles bylaws, provided by Dean Schwaig
   b) Making CFC aware of discussions currently underway with FRC regarding the work load document and stated that this would allow for continuity between college document and university document
      i. FRC being requested to review Chapter 3 of work load document
      ii. Requirements for scholarly academics under review
      iii. Sink work load documents with faculty handbook and guidelines of tenure and promotion
      iv. Due to complaints from Chairs – Requesting that citizenship be codified (ex: participation at events such as graduations, Tetley Series, Beta Gamma Sigma receptions, president and provost visits to college, and department meetings):
         1. What is the bar and how many events is one required to attend
         2. Penalties for not meeting citizenship requirements proposed (a) downgrade marks on annual review, (b) reduce opportunities for extra pay
   c) R. Franza confirmed that no changes would be made without the faculty’s input at faculty forum
   d) It was suggested that incentives and not just penalties be put in place for lack of citizenship and service
   e) R. Franza requested the CFC to provide input to individual departments and FRC chair
   f) ACTION ITEM: R. Franza to email copy of FRC document to CFC

III. MOTION: Motion to approve March 22, 2016 minutes by D. Lester; T. Miller seconded motion; moved to approve by J. Herbert; all in favor
IV.  **MOTION:** To appoint J. Herbert as Chair of CFC by T. Miller, seconded by T. Kolenko; moved to approve by D. Lester; all in favor

V.  **ACTION ITEM:** Remaining meetings to be scheduled in November and December on Mondays from 1:00 p.m. – 2:00 p.m. Schedule to be communicated to J. Herbert no later than the end of business on October 10, 2016. Once approved, schedule will be communicated to CFC and Dean Schwaig via email.

VI.  **Agenda items to be discussed at next meeting:**

a.  Coles Faculty Awards process (1st Priority)

b.  Date for announcement to be sent to faculty with deadline and link to application

VII.  **Discussion on change in leadership at Kennesaw State University**

a.  It was suggested that everyone make assessments from individual departments and see if there are any actionable items

b.  There was a question whether leadership in Coles would change

c.  It was confirmed that Wednesday, October 12, 2016 was the date for the vote on the new president for Kennesaw State University

VIII.  **ACTION ITEM:** J. Herbert to report Dean’s review committee representatives which are to gather submitted comments on Dean Schwaig, report comments to CFC for review, and submit final report to Provost, Dr. Ken Harmon

a.  J. Herbert suggested the representatives remain the same as last year which were J. Herbert, D. Lester, and X. Huang

i.  T. Kolenko was suggested as a fourth volunteer making the final committee members to consist of: J. Herbert, D. Lester, X. Huang, and T. Kolenko

IX.  J. Herbert to request that Dean Schwaig follow up on description of dean’s organizational chart to include associate and assistant deans

X.  **The subject of an intervention be taken with regard to the absenteeism of CFC members at meetings**

a.  J. Herbert to address individual about this absence

XI.  **MOTION to adjourn meeting at 2:10 p.m. by J. Herbert; S. Gupta seconded; all in favor**

Minutes recorded by L. Oder