COLES FACULTY COUNCIL MEETING
Monday, October 5, 2015

Attendance: R. Franza, J. Herbert, X. Huang, T. Miller, S. Siha, K. Tudor (for D. Lester), M. Whitman, L. Oder

I. Meeting called to order by J. Herbert at 1:32 p.m.

II. DISCUSSIONS:
1. R. FRANZA –
   a) Teleworking
      • Less demand for space than originally expected
      • Between 6-10 people currently using BB476 as their office
      • Six faculty members currently in Education building due to lack of space in Burruss
      • Goal is to have everyone in Burruss
   b) Work Load Document
      • Received 12 comments from review that were sent out
      • Faculty Forums tentatively scheduled for: October 26 & October 29, 2015 no time has been set yet
      • Goals for Chapter 3 changes:
         o Work load tracks to capture engagement
         o Open forum discussions on Chapter 3 to discuss journal ranking (A+, A, B, & C) and process
         o Vote on changes end of November 2015
         o Revision of Chapter 3 is due in January
         o Any rule changes will not negatively affect anyone

2. IS BREAK ROOM -
   • There were inquiries as to why IS had their own break room when no other department does
   • It was stated that the space became available when ITS left the Burruss Building. IS inherited this space and worked with facilities to design the space to better suit their needs
3. AWARDS -
   - There were four awards that were not applied to out of the 10 offered
   - Awards are to motivate people to do things and award them with money to motivate positive behavior and actions. Frustration was expressed due to the lack of applications
   - It was discussed and agreed upon that the awards for Coles College needs more synchronization
   - CFC was tasked by R. Franz to:
     o Find out what University Awards are offered, are they fed by Coles Awards and to inform faculty
     o Find out what needs to be done to make sure there is adequate awareness of awards and the process
     o Motivate faculty to apply for awards and eliminate cynicism
   - It was discussed that more applicants could resolve the issues around the election process and with more applications a 2nd place winner is an option
   - Suggestions were made to:
     o Make the five and two page applications more uniform and preferably two pages for all awards
     o Supply hot links for ease of use and without the need of logging in on intranet to eliminate confusion and make process easier
     o Reminder emails 3-4 weeks and 1-2 weeks before application deadline
     o Add responsibilities to chairs in the election process. They could recognize award behavior during annual review along with encourage and motivate faculty member to apply
     o Speak with J. Paul about combining emails
     o More emails may be read if emails regarding awards come only from Dean or Sr. Associate Dean, R. Franz
     o Find out from Marketing if it is possible to move application to non-intranet access
     o T&P Committee to evaluate applications and give to CFC
   - CFC to report to R. Franz as soon as possible when the issues are addressed and final suggestions created. He is willing to meet one on one, if necessary
   - S. Siha to share chart with CFC and inquire about feeder awards

4. DAY FOR MEETINGS:
   - All agreed that meeting on Monday’s was a good choice

III. OFFICER ELECTION:
   1. Motion to elect J. Herbert to continue as Chair of CFC by K. Tudor; M. Whitman seconded; all in favor; Motion passed

   2. Motion to elect L. Oder to continue as Secretary by X. Huang; T. Miller seconded; all in favor; Motion passed

Motion to adjourn meeting at 2:44 by J. Herbert; seconded by all attendees.

Minutes reported by L. Oder