Coles College Faculty Council (CFC) – Meeting Minutes, Thursday, November 01, 2012

Present: R. Ali; B. Clements; J. Herbert (+proxy for S. Siha); D. Lester; T. Miller; T. Mathews; R. Franza;

Agenda
1. Approval of October minutes
2. Rick Franza
3. Coles Awards (Process)
   a. New Awards
   b. Committee Selection
4. Faculty Performance Agreement
   a. Brett Katzman request to add, “Variations to the workload document in the coming year are as follows.”
5. Uniform Textbook Policy

D. Lester called the meeting to order at 3:30.

1. Approval of the Oct 2012 minutes: Two changes “Matthews” to “Mathews” and “Jamon” to “Jomon”. T. Miller asked R. Franza about his comfort with the notes based on his remarks from the previous meeting. R. Franza said that L. Bauer had contacted him to confirm. A motion was made, seconded, and passed unanimously pending the changes.

2. Associate Dean R. Franza attended to update the group on the latest of the ACCSB-new tracks for the College of Business. D. Lester shared that R. Franza will attend every meeting for the first few minutes to address any arising matters on behalf of the Dean’s Office.

   R. Franza reiterated his remarks from the October meeting that AACSB requirements have changed some standards for faculty qualifications. Faculty qualifications assess academic preparation, professional experience, and academic status maintenance;
   * The Coles College of Business will adopt 4 statuses: Research Academics (RA), Applied Academics (AA), Scholarly Practitioners (SP), and Teaching Practitioners (TP). In addition, Clinical Faculty status is new and needs defining.

   R. Franza shared that he had tasked the Cole College FRC with visiting the Workload document for modification. He encouraged the CFC members to communicate the information with their constituents;

   D. Lester asked about a timetable. R. Franza said that if the vote were taken at the April 2013 College meeting will be a reasonable goal. T. Miller asked about the deadline for AACSB; R. Franza said that it would be January 2013 is the start of the process for the 2014 accreditation cycle. R. Ali asked R. Franza to inform the rest of the College to help facilitate the process. T. Miller asked him to note that the changes were AACSB-driven.
D. Lester asked R. Franza about Summer fees. She shared that many students ask about having so many fees for non-existing activities. R. Franza said the University’s President and Provost are looking into this.

T. Miller asked R. Franza about the College’s approach to existing policies whether they need to be posted. R. Franza said that the Textbook and Graduation policies are in existence. He asked the members to check with their respective departments.

3. The discussion moved to the process of awards and recognition. R. Franza had asked the CFC to look at this and help produce a better process and more awards to help recognize a larger number of individuals around the College. The CFC member elaborated on this after R. Franza had left the meeting. D. Lester asked for ideas; she asked R. Ali to explore the process and provide some ideas. R. Ali agreed and shared that he would bring back to the next meeting.

4. For the Faculty Performance agreement, there was a request from B. Katzman, the Interim Chair of EFQA to add, “Variations to the workload document in the coming year are as follows.” The CFC discussed briefly their constituents’ take on the matter. A motion was made, seconded, and passed unanimously.

5. Regarding the textbook policy, D. Lester sent a document that included the policy prior to the meeting. It stated:

- The same text should be used in all sections of a core course in a given term.
  - The Department should establish a policy for periodic review of the common text (i.e., continue to use or change).
  - In most cases, the same text should be used for at least 2 terms to reduce student cost and faculty inconvenience.

Because the policy was in place, the members considered that this matter could be put to rest. T. Miller suggested that the policy be forwarded to the College Curriculum Committee. D. Lester thought that the CFC could work on the document before any forwarding. T. Miller volunteered to modify the document and would bring back in the next meeting to the group for voting.

A motion was made, seconded, and unanimously approved to adjourn the meeting at 4:30.

**Next meeting, December 6, 3:30 p.m., BB 270**

Submitted by R. Ali

Approved December 6, 2012