



**2014-2015**

## **FGCU Faculty Senate Annual Report**

**May 15, 2015**

**Submitted by Faculty Senate's Elected Officers:**

Shawn Felton (CHPSW) President  
Sandra Pavelka (CAS), Vice President  
Penny Finley (Library), Secretary  
Arie Van Duijn (CHPSW), Parliamentarian

## **Introduction**

The purpose of the Faculty Senate Report is to document the efforts, deliverable products, and achievements of the FGCU Faculty Senate during the 2014-2015 academic year. The Faculty Senate Report also provides context and reflection on the effectiveness of the Faculty Senate Governance System in the shared governance of Florida Gulf Coast University.

## **Background**

The Florida Gulf Coast University Faculty Senate was created as “a system of collegial faculty self-governance that ensure[s] the rights of faculty are supported and the responsibilities of faculty in fulfilling the mission of the university are met” The Faculty Senate Governance System comprises the [Faculty Senate](#), the Senate’s Elected Officers, all [standing teams](#) and [committees](#), and the [Senate Leadership Team](#) (which is composed of facilitators from each standing team).

As outlined in the [Faculty Senate Governance Document](#), the “Faculty Senate is the decision-making body for FGCU faculty governance. The standing teams make recommendations to the Senate, which has final authority. The Senate may enact resolutions on any matter affecting the academic mission of the University, and speaks for the faculty on matters of concern. It is the responsibility of the senators to communicate with and get feedback from the constituents in their unit. The means of communication [are] determined by the senate representatives in each unit.

“The Faculty Senate engages in collegial dialog with the President of the University, the Provost/Vice President for Academic Affairs and others in positions of administrative leadership in order to pursue and refine the mission of the University. Collaborative and shared leadership among all university constituents is critical to creating a campus environment conducive to advancing student achievement. Fairness, mutual respect, continuous improvement, an informed faculty, and collegial decision-making are the hallmarks of the governance structure.”

## **Standing Teams and Committees**

*Standing Teams:* The Standing Teams of the Faculty Senate are responsible for direct oversight of key areas of faculty responsibility and involvement. These include curriculum, program review, grants and research activities, institutional and faculty affairs, and other domains related to curriculum, instruction, and faculty governance. The composition and scope of team responsibilities are described in the [Faculty Senate Bylaws](#). Teams receive and/or identify agenda items from three primary sources: the team’s elected faculty membership, the Faculty Senate’s Elected Officers

(either acting as a relay for concerns from the faculty at large or conveying action from the Faculty Senate), and ex-officio administrative members of the committee.

Each Team documents its workload and progress on a Work Plan that tracks goals, action steps, timeline, membership responsibilities and the final status of or accomplishments related to each goal. Appendix 1 compiles this year's Work Plans for standing teams and details the associated goals and results.

*Standing Committees:* Additionally, [standing committees](#) of the Faculty Senate provide peer review of competitive or selective grant, sabbatical, and excellence awards administered through the Office of the Provost and Vice President for Academic Affairs and/or implemented as part of Collective Bargaining Agreement between the Administration and the United Faculty of Florida-FGCU chapter.

## **Leadership Initiatives**

In addition to its regular business handled through Standing Teams and Committees, the Faculty Senate this year focused on several Leadership Initiatives coordinated by the Faculty Senate's Elected Officers. In addition to the Leadership Initiatives identified, the Faculty Senate's Elected Officers led efforts to continue to improve the function and role of the Senate Leadership Team (SLT). Collectively, SLT members and the Faculty Senate's Elected Officers worked to ensure SLT meetings were meaningful and essentially represented a defacto steering committee for Senate Business. These efforts were critical to the strategic direction of the Senate. The dialogue and engagement contributed greatly to the Senate as a larger, more meaningful body.

### *1. Future Direction on Quality Online Education Initiative*

The group was created to form a position by the FGCU faculty on defining quality online education at FGCU and to further identify strategies that would enhance and ensure quality. The preliminary work of this committee was driven by the Future Direction on Quality Education ad hoc team from the 2013-14 Senate which examined the Florida Board of Governors (FLBOG) Performance Based Funding Model. Due to timing and work on performance based funding, efforts needed to cross into the 2014-15. The Senate's ad hoc committee was extremely inclusive of faculty and university staff. The committee began with surveys polling both faculty and selected students to develop a census of the various on groups on what defined quality online education. Once the survey data was collected and analyzed, a formal report was developed identifying general themes related to quality online education and further providing recommendations to maintain and improve quality in online education.

This report was unanimously adopted by the FGCU Faculty Senate and was shared with FGCU Administration. The report was also shared with the

University Board of Trustees and the Advisory Council of Faculty Senates. Furthermore the efforts of the FGCU faculty Senate supported Faculty Senate President in his efforts as the only faculty member appointed to the Florida Board of Governors Online Education Strategic Plan Taskforce. Dr. Felton was able to utilize the report in his role as member on the Taskforce and Chair of the Quality subgroup.

The ad hoc group consisted of the following members: Dr. Rosann Spiegel, Chair (CHPSW), Morgan Paine (CAS), Dr. Charles Fornaciari (LCOB), Dr. Duane Dobbert (CAS), Elspeth McCulloch (Web, E-Learning, and Publication Services), Dr. Scott Anstadt (CHPSW), Dr. Michele Stork (COE), and Jennifer Macbeth (CAS), and ex officio and liaison to Senate Leadership, Dr. Shawn Felton (CHPSW)

Appendix # 2 outlines the final document and survey created by this group.

With the report generated and supported by the Faculty Senate, it will be important for the Senate to continue to examine the recommendations of the ad hoc committee. As the FL BOG committee finalizes the work on the State's strategic plan it will also be extremely important to monitor local effects. Lastly as FGCU finalized the online education strategic plan, the recommendations provided in the Senate report will need to be monitored.

## 2. Senate Review of Professional Development Fund Guidelines

The Professional Development Fund Committee under the chairship of Dr. Masami Sugimori critically evaluated the distribution of professional development funds supported by Academic Affairs. A spreadsheet outlining the data analysis can be found [here](#). Following the review, the PDFG committee suggested several changes to the award and process. The committee recommended and, was approved by the Senate, an accountability report being provided by the faculty who is awarded the fund. Also, the per event cap was lowered to 1,500 with a fiscal year cap of 2,000.00. The work was extremely progressive of the committee and will further add accountability and foster ongoing professional development for the FGCU faculty.

## 3. Senate Review of Faculty Excellence Awards

This year, efforts led by then Senate Vice President Billy Gunnels, collaborated with the chairs of each excellence committee. The committee streamlined the process and introduced the use of an electronic portfolio with the assistance of Web and E-learning and specifically Elspeth McCullough. This was well received by the nominees and the actual committee members. As we continue to evolve at FGCU it will be important to continue to ensure the awards and the criteria still represent the essence of the award.

4. Review of the Role of Instructor at FGCU

The role of the instructor has been an item of concern the FGCU Senate has been discussing for at least three years. This year formal action was taken with the creation of an ad hoc Team. The team is made up of the following: Dr. Arie Van Duijn (Senate Parliamentarian), ex officio, Dr. Jacqueline van Duijn (CHPSW), Kevin Allen (CAS), Dr. Ahmed Elokda (CHPSW), Dr. Jackie Greene (COE), Andy MacDiarmid (LCOB), Rita Rubin (WCOE), Dr. Eric Strahorn (CAS). The team began work and had ongoing meetings once the ad hoc team was created in March of 2015. Work will continue with this team into the 2015-16 Academic Year. The results/conclusions of the workgroup will be shared with administration and UFF – FGCU Chapter for ongoing contractual discussions.

5. Review and Study of Feasibility of Universal Promotion Document at FGCU

At the outset of the 2014-15 Senate, the Provost and Vice President for Academic Affairs engaged in a conversation with Senate Leadership about the feasibility of a universal promotion document. After ongoing discussion with the Senate, it was decided that an ad hoc committee should be formed to investigate the feasibility and the ramifications of developing such a document. The ad hoc team is being chaired by Senate Vice President, Dr. Sandra Pavelka, where she is also serving as ex officio and liaison between the Elected officers of Senate and the ad hoc team. Other members of the team include: Dr. Hulya Yazici (LCOB), Anjana Bhatt (Library), Dr. Win Everham (CAS), Andrew Wilkinson (CAS), Dr. Vanja Petricevic (CAS), Dr. Robert Triscari (COE), Dr. Shirley Ruder (CHPSW), Dr. Fernando Gonzalez (WCOE).

The team began work and had ongoing meetings once the ad hoc team was created in March of 2015. Work will continue with this team into the 2015-16 Academic Year. The results/conclusions of the workgroup will be shared with administration and UFF – FGCU Chapter for ongoing contractual discussions.

6. Re-administration of the Survey of Faculty Perceptions of Chairs' and Deans' Performance.

This initiative continued from the original efforts that began in 2011-12 working jointly with our partners in the administration to refine and implement a version of a survey developed by the Faculty Senate's Faculty Affairs Team and adopted by the Senate in Spring 2011. This year's re-administration of the survey contributed to ongoing shared governance and allowed faculty opportunities to respond to a survey about their perceptions of chairs' and deans'. The data collected, from the survey, were reviewed and utilized by the Provost, the Deans, and the Chairs as part of the annual review process and thereby provided important information with regard to professional performance and growth.

As this initiative continues it will be important to monitor the time of the year that the survey is released to ensure the largest participation and to ensure results are returned prior to the end of the Spring Semester. Again this year, results were released during the final week of the spring semester. This becomes challenging to ensure all parties are actually viewing and interpreting the results. It will be imperative to develop a timeline that allows for earlier reporting is followed for 2015-16. Also, the current form of the survey is the same that has been in use since 2011. It may be time to review the instrument and ensure the type of feedback being solicited is still of value and examine what changes may need to be considered.

### **Other Initiatives and Efforts**

The Faculty Senate was forward thinking throughout the year and responsive when needed. To note the FGCU Faculty Senate was deeply engaged in Board of Trustee actions. The level of engagement by the 2014-15 Senate was paramount in the active process of Shared Governance of the University. The Senate passed several motions and resolutions and engaged in several other initiatives.

1. Led by a resolution presented to the Senate from Patrick Niner, (Senator CAS), the FGCU Faculty Senate unanimously reaffirmed FGCU' faculty position on no concealed weapons on campus. The resolution passed by the Senate was a model utilized by the Advisory Council of Faculty Senates (ACFS) (State Faculty Senate Council represented by two members from each SUS institution). The final resolution can be found [here](#).
2. Led by the Senate's Institutional Affairs Team and in collaboration with the FGCU University Office of the Register, the Senate endorsed and completed four years of academic calendars. This was a monumental accomplishment for the University and marks the first time that four years of future academic calendars have been approved by the FGCU Faculty Senate.
3. This year's Senate was requested by the Provost at the outset of the academic year to explore the feasibility of an earlier start time to the class day. The Senate was presented with two proposed schedules. Following initial debate on the topic, the Senate elected to charge an ad hoc team comprised of faculty members representing each college and academic unit and representation from the Staff Advisory Council and Student Government. The Senate endorsed the proposal that moved the start time 30 minutes earlier to 7:30 AM. The feedback was provided to the Provost and changes to the daily class schedule will go into effect for the 2016-17 Academic Year. The report from the Senate and motion of support can be found [here](#) , [here](#) , and [here](#).
4. The Senate was extremely responsive to other action within the Florida State

legislature this past year. This was evidenced by the engagement of involvement of the Senate's IAT and the response to proposed textbook legislation. The IAT provided a document endorsed by the Senate supporting accountability in textbook adoption but also ensuring the effect of any legislation passed would have minimal impacts on faculty related to annual assignment. The Document outlining the recommendations can be found [here](#).

5. The Senate heard from Dr. Nicola Foote and Dr. Kris Del Welde related to an idea to create an Eagle Advocacy and Resource Center. Background information was presented to the Senate and following the presentation, the Senate suspended rules to pass a motion of support for the idea. The motion of support can be found here. This motion of support and further background information has been provided to senior administration for further consideration. It is also of note that the Staff Advisory Council passed a similar notion of support. If the University administration supports the idea and center, it will be important to ensure the branding of the Advocacy Center is not confused with Eagle Advocacy and legislative efforts.
6. As customary and good practice, The Faculty Senate approved a number of bylaw changes to ensure the Senate continues to be responsive to the evolving needs of the University. Some highlights of the bylaw changes included updating the role of the Program Review Team and ensuring the alignment with the Florida Board of Governor Regulation, ensuring the Intuitional Affairs Team charge was consistent with the governance of FGCU currently, and the Grants and Research Team was updated to align with current practices at FGCU.
7. The Faculty Senate's Elected Officers once again provided letters from the Senate President documenting the service of each Senator, Senate Alternate, Team and Committee Facilitator, and members of the Senate Teams and Committees and the Planning and Budget Council and committees, which has become a customary practice over the past few years. Over 150 letters were distributed. The Faculty Senate's Elected Officers received administrative support from Academic Affairs in the printing of letters.
8. The Faculty Senate's Appointments Team continued to strengthen the representation of faculty members on all university-wide committees. The process has become widely respected by all constituents on campus and has allowed improved representation on committees, which has also improved shared governance.

One item to consider as we move forward is to continue to streamline the process and ensure when nominees are not selected that formal communication is provided back to the nominees to enhance the process and

communication line.

9. In response to work of the Senate's Graduate Affairs Team working in collaboration with the Office of Research and Graduate Studies, the Senate supported the General Graduate Academic Policies. A link to the document endorsed by Senate can be found [here](#).
  
  10. The Faculty Senate continued the use of Adobe Connect to record presentations and visitors to expand the transparency of the Senate. This allowed for a detailed transcript of actual events and video archives are available in the 2014-15 Senate archives.
- Finally, the senate sponsored or participated in several events:
    - Senate co-sponsored the annual promotion workshop with the Office of the Provost and Vice President for Academic Affairs.
    - Senate hosted President Bradshaw two times this year and on one occasion, Board of Trustees Chair, Madam Chair Robbie Roepstorff joined President Bradshaw. This marked the second time in the history of FGCU that another member of the Board of Trustees met with Faculty Senate.
    - Senate hosted Founding President Roy McTarnagahn. A video archive of his presentation can be found [here](#).
    - The Staff Advisory Council (SAC) and the Senate formalized a communication process where two SAC members attended each Senate meeting and was provided an opportunity to deliver a standing report. IN comparison, the Senate President attended each SAC meeting was provided the same courtesy of delivering a standing report. These efforts enhanced collaboration and further fostered Shared Governance of FGCU.
    - Senators participated in a lunch meet and greet hosted by Student Government.

## **Ongoing Issues Carrying Forward**

### **1. Future Direction of Higher Education Ad hoc Committee:**

As noted in the Senate initiatives the ad hoc team was reconvened to examine the distance education modality and to ensure quality online instruction. The work of this committee has and will continue to greatly inform what quality education looks like at FGCU. It will be important for



the Senate to examine and determine how the recommendation should be implemented. Furthermore, the Senate will need to remain informed related to the Online Strategic Planning Process currently being guided by the Florida Board of Governors. Lastly, the Senate must remain apprised of the possibility of a Common Learning Management System for the state of Florida and the potential impacts to delivery of distance education at FGCU.

2. *Graduate Studies and the Graduate Affairs Team (GAT)*

The 2014-15 Senate will need to critically analyze and consider several items currently being reviewed and updated by the Senate's Graduate Affairs Team. Two updates are extremely timely and include the guidelines for graduate faculty status. At the conclusion of the 2014-15 Senate, the guidelines were presented to the Senate at the last meeting and were reviewed but several Senators had concerns related to the specificity within the document. The 2015-16 Senate needs to address these concerns and finalize a document that will be inclusive of all of the dynamics within the University. Furthermore, several policies need to be reviewed to ensure practices within Graduate studies match policies and practices with the addition of new graduate programs at FGCU.

3. *FGCU Annual Research Day and Grants and Research Team (GRT)*

The Faculty Senate's Grants and Research Team has continued to develop and strengthen bylaws and practice not limited to faculty input on Centers and Institutes and FGCU's Annual Research Day. With the development of the QEP, Undergraduate Research and the Student Journal Aquila, it will be imperative for the GRT and ORGS to work with the other entities on campus to foster a Research Day and the original intent to foster and highlight our great students at FGCU. It will be imperative to minimize the extra burdens placed on students and faculty as evidenced by the 2015 Research Day.

4. *Faculty Performance Evaluation Document (FPED) and the Faculty Affairs Team (FAT)*

The 2014-15 FAT team worked diligently and relentless on the FPED. One major task prior to the SACSCOC visit in late March was to ensure all nomenclature was consistent with current practice. While examining the FPED for nomenclature changes, the FAT proposed some substantive changes to the FPED. However, after much debate on the proposed substantive changes, the 2014-15 Senate did not pass any changes and only approved the mentioned nomenclature changes. It will be imperative for the 2015-16 FAT and Senate to reevaluate the FPED and

proposed changes to ensure alignment with the likely newly adopted 3 year Collective Bargaining Agreement. This work will need to be completed in the early part of Fall 2015.

5. Regarding Further Exploration of Select Panel on Growth and Quality:

By the Senate adopting the Panel's report in 2013, ongoing Senates should review the recommendations within the report. As has been indicated throughout this report, some of the recommendations have been addressed, especially related to online learning and strategic planning. However, it is important for the Senate to continue to monitor the changes at FGCU, the state of Florida, especially related to the Board of Governors, and nationally as they relate to the recommendations outlined in the Panel's report. Furthermore, the recommendations could further outline leadership initiatives for upcoming years such as the investigation of online learning.

6. Enhancing the role of the Senate Planning and Budget Advisory Committee (SPBAC) and General communication:

The formation of the SPBAC four years ago has strengthened the faculty governance structure especially connecting the PBC and its affiliate committees to the Senate in a more formal way. Development and communication of information has continued to improve. However, efforts are still needed to ensure representation is strengthened. This will be an important area for the Senate to address at the outset of the academic year with many new members appointed to the PBC and six affiliated committees.

7. General representation and faculty's ownership of shared governance:

The 2015-16 Senate must continue to build on the positive direction of prior Senate with the level of engagement that has been seen over the past three years. Further ideas to enhance communication include but not limited to:

1. Continue with the expanded length of Senate Meetings from 9:30 – 11:30 to 9:30 – 12:00.
2. Prioritize the Senate agenda to ensure President report is delivered.
3. Expanding time for Caucus meetings at the end of Senate meetings.

4. Senators from individual colleges developing regular ways to solicit faculty input on potential items. I would caution faculty to monitor these methods to ensure that the information being sought is meaningful to decision making.
5. Expand the orientation period at the first Senate meeting or create a stand-alone orientation meeting prior to the first Senate meeting to help acclimate new Senators, and explore a strategic planning session to identify initiatives and or general direction for the Senate.
6. Continue to collaborate with all stakeholders including staff and students and further explore collaboration with the Council of Chairs.
7. Explore the feasibility of initiating an annual work place satisfaction survey.

8. *Regarding University Strategic Planning:*

Continuing into the 2015-16 academic year, the University Board of Trustees will likely finalize the strategic planning process for the next five years. The members of the PBC and affiliated committees must be timely in providing information on the process. The Senate will need to be responsive in its efforts as well.

9. *SACSCOC and Implementation of QEP*

The SACSCOC visit was completed in late March 2015. The final report will be provided to the institution in December 2015 during the annual meeting. Prior to the final report, work will be underway under the director of the QEP Director, Dr. Billy Gunnels. It will be imperative for the Senate to remain engaged and ensure periodic updates related to QEP implementation and any follow-up needed once the SASCOC report is released.

## **AY 2014-15**

At its last meeting of the year, the Faculty Senate elected three of the four officers to the Executive Leadership positions. The election for the 2015-16 Senate Secretary will need to commence at the first meeting of the Fall 2015. Officers reelected are:

Shawn Felton (CHPSW), President  
Sandra Pavelka (CAS), Vice President  
Vacant, Secretary  
Arie Van Duijn (CHPSW), Parliamentarian

## **APPENDICES**

Appendix 1: 2014-15 FGCU Faculty Senate Leadership Team Work plans, April 2015  
Appendix 2: Future Direction on Online Quality Education Document