



**2015-2016**

## **FGCU Faculty Senate Annual Report**

**May 15, 2016**

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

Shawn Felton (CHPSW) President  
Sandra Pavelka(CAS), Vice President  
Tom Felke (CHPSW), 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 2015-16 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. Faculty Promotion Document 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 the Senate about the feasibility of a universal promotion document. After ongoing discussion with the Senate, it was decided that an ad hoc committee needed to be formed to investigate the feasibility and the ramifications of developing such a document. The ad hoc team was chaired by Senate Vice President, Dr. Sandra Pavelka, where she also served as ex officio and liaison between the Elected officers of Senate and the ad hoc team. Other members of the team included: 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 in March of 2015 and completed the report and presented

to the Senate with adoption of the document with a majority vote of 14 to 7 with 3 abstentions. The results/conclusions of the workgroup was shared with administration and UFF – FGCU Chapter for ongoing contractual discussions. The approved document can be found in Appendix # 2

2. *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 the past four years. This year formal action was taken by the presentation of the report of the ad hoc team. Members of the the adhoc Team included 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 report was presented to the Senate and approved by a majority vote of 10 to 8 with 7 abstentions. The results/conclusions of the workgroup was shared with administration and UFF – FGCU Chapter for ongoing contractual discussions. The approved document can be found in Appendix # 3

3. *Faculty Performance Evaluation Document (FPED) Revisions*

One of the largest work products deriving from the Senate’s Faculty Affairs Team was revising the FPED to ensure congruence with the Collective Bargaining Agreement that went into effect after ratification in July 2015. The FPED had several major revisions including the deadlines for annual PDP’s and the establishment of a *Pre-promotion Criteria* as defined and ratified in the CBA. As defined, the process will become effective in 2017-18. Senate minutes clarifying the year in which the criteria goes into effect can be found here. After thoughtful and extensive discussion and debate, it was approved by the 2015-16 Senate to delegate the establishment of the needed pre-promotion criteria to the individual colleges/units. The current approved and in effect FPED can be found here.

4. *Syllabus Guidelines Revisions*

The FAT was also extremely involved in the revision of the approved Faculty Senate syllabus guidelines. The guidelines were revised and adopted by the Senate. The newly approved syllabus guidelines can be found [here](#).

5. *Graduate Faculty Status Classification Document*

Led by the Senate’s Graduate Affairs Team, the 2015-16 Senate approved an updated Graduate Faculty Status Classification Document. The final approval of the document was a carryover item from the 2014-15 Senate. The major revision of the newly approved document delineated much of the criteria

development for graduate faculty status to the Colleges. Essentially a minimum requirement was established for the University and further delineations were left to individual colleges. Appendix # 4. This document can be found [here](#).

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'. This year through the encouragement by the Senate's elected officers, the survey was extended to allow Academic Advisors an opportunity to evaluate his or her immediate supervisors. In prior administrations of the survey, academic advisors only had the opportunity to evaluate the respective Dean. The administration of the advisor survey commenced over the Summer of 2016. 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.

7. *Employee Satisfaction Survey*

At the outset of the 2015-16 Senate session an initiative for the Senate and the elected officers was to incorporate an employee satisfaction survey. As indicated, the Senate Leadership team and Administration discussed this but action was not completed. This will need to be examined and be a potential priority for follow-up in the 2016-17.

## 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 2015-16 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 2014-15 Senate, the 2015-16 FGCU Faculty Senate unanimously reaffirmed FGCU' faculty position on no concealed weapons on campus. The resolution passed by the Senate was shared with 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 in Appendix # 5. In addition to the above action, the Senate was extremely responsive to other action within the Florida State legislature this past year.
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 the 2019-2020 academic calendar. This continues to ensure that four academic calendars are developed and approved.
3. 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.
4. 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.
5. 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. This was especially evident in the selection of faculty representation for the Presidential Search and Screen Committee.

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.

6. 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 2015-16 Senate archives. Links to the recordings can be found within the agenda items
- 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 once this year and on another occasion, Board of Trustees Chair, Chair Dudley Goodlette joined the Senate for a Q and A session. This marked the second time in the history of FGCU that another member of the Board of Trustees met with Faculty Senate.
    - Senate hosted other guest including Director of Government Relations Jennifer Goen, Chief of Police Chief Steven Moore
    - The Staff Advisory Council (SAC) and the Senate formal continued to strengthen the 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 remain engaged related to initiatives from the Board of Governors related to distance education, specially the implementation Online Strategic Plan and the faculty development resources being developed.

2. Review of Senate Teams/Committees/Bylaws

This initiative began approximately three years ago through the work of the Senate Team Review Ad hoc team. Several recommendations were identified to strengthening the engagement and functioning of the Senate. It may be helpful for this 2016-17 Senate to review these recommendations ensuring the current structure of the Senate is the most responsive and adequately representative of our faculty.

3. 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.

4. 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. Expanding time for Caucus meetings at the end of Senate meetings.
3. 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.
4. Continue to collaborate with all stakeholders including staff and students and further explore collaboration with the Council of Chairs.



5. Explore the feasibility of initiating an annual work place satisfaction survey.

6. Presidential Search

5. *Regarding University Strategic Planning:*

Continuing into the 2016-17 academic year, the University Board of Trustees will finalize the strategic planning process for the next five years at the September 2016 meeting.

6. *SACSCOC and Implementation of QEP*

The SACSCOC visit was completed in late March 2015. The final report was provided to the institution in December 2015 with no recommendations. It will be essential this year for the Senate in collaboration with the Director of the QEP to continue with implementation and ensure periodic updates related to QEP implementation and recognize any needed follow-up.

7. *Internationalization Ad Hoc Committee*

An initiative that was vetted by the Faculty Senate and Faculty Senate Leadership Team was to focus on enhancing internationalization opportunities for the faculty. It was decided by the 2015-16 Senate to employ an Ad hoc team to essentially perform a SWOT analysis and make needed recommendations. The Ad hoc team did not develop due to timing. The 2016-17 Senate will need to address this action.

## **AY 2015-16**

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 2015-17 Senate Secretary will need to commence at the first meeting of the Fall 2016. Officers elected or reelected are:

Shawn Felton (CHPSW), President  
Sandra Pavelka (CAS), Vice President  
Vacant, Secretary  
Patrick Niner (CAS), Parliamentarian

## **APPENDICES**

Appendix 1: 2015-16 FGCU Faculty Senate Leadership Team Work plans, April 2016

Appendix 2: Faculty Promotion Ad Hoc Team Report

Appendix 3: Faculty Senate Report on Instructor Classifications

Appendix 4: Graduate Faculty Classification Guidelines

Appendix 5: Concealed Weapons Resolution