<p style="text-align:center">**Florida Gulf Coast University**
Faculty Senate Leadership Team Meeting Draft Notes
October 31, 2008
Everyone please check for accuracy! Thanks.</p>

Attendance:
Anne Nolan, Chuck Lindsey, Claude Villiers, Dianne Schmidt, Doug Harrison, Halcyon St. Hill, Heather Walsh-Haney, Hudson Rogers, Kazuo Nakatani, Martha Rosenthal, Mary Hart, Patrick Greene, Tom Bevins

President's Report
- H. St. Hill reported that the Senate Leadership Roster is complete except for the Excellence in Advising Committee.

Meeting Notes Review/Approval
- 10/3/08 Senate Leadership Meeting Notes were approved with minor corrections

Old Business
- Follow-up on Team Bylaws Changes. The following Bylaws Changes were discussed and will go to the next Senate meeting:

Section 3.01 Role of the Senate
- 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 to be determined by the senate representatives in each unit.

Section 3.03 Officers of the Senate
- Any instructor, assistant, associate, or full professor with at least one year's experience as a faculty member at FGCU can be elected to the office of faculty senate secretary or parliamentarian. Any associate or full professor with at least two year's experience as a faculty member at FGCU, plus at least one year's experience in the FGCU faculty senate can be elected to the office of faculty senate vice president or president.

Items Needing Immediate Attention from Status Reports
- Program Review Team:
- Viability of Academic Goals and Outcomes
    - Due to budget constraint, not enough staff for grading and writing to teach Humanity 2510. Although the intent is to continue the course as it, cut was made on the amount of writing requirements. Concern on programs where HUM 2510 is the only writing requirements; concern of the goals and program outcome to be minimized. Lack of process on who oversees the curriculum. For example, HUM 2510 - who will assess the impact on the university wide impact on goals and outcomes?
    - Discussion ensued regarding the need for a process to review University Student Learning Goals and Outcomes. Since these matters that relate to curriculum, a faculty responsibility,

discussion ensued regarding the use of Senate curriculum teams to review the issue versus creating a new team. H. St. Hill suggested the formation of a new team that would have faculty representation, the chairs from the university curricula teams (UCT and GCT), PRT, and the General Education Council, and in light of shared governance members of academic affairs who are involved with curriculum. Further discussion ensued about creating the membership and representation on the team which would be called the Student Learning Outcomes/Goals (SLOG) Task Force. Task force is not assigned to make changes to curricular matters.

- Motion was made by Tom to create a task force with representative across all the colleges and units across the university. The team should consist of a representative from General Education Council, Undergraduate Curriculum Team, Graduate Curriculum Team, Program Review Team, Office of Curriculum and Instruction, Planning and Institutional Performance, Provost and VPAA Appointee (one faculty member who holds administrative status appointed by the Provost & VPAA), College of Arts and Sciences, College of Business, College of Education, College of Health Professions, College of Professional Studies, and Library. Faculty representatives will be elected using the process for electing senators. Motion carried unanimously.
- After further discussion it was decided that the SLOG Task Force charge will begin as:
  - Define the collaborative process between the FGCU faculty and administration for reconsidering undergraduate and graduate students' learning outcomes and goals.
  - Proceed with the review of the existing university graduate and undergraduate students' outcomes/goals within an acceptable time frame.
- H. St. Hill described follow up on initiating the SLOG Task force as follows. First, H. St. Hill will draft a SLOG Task Force document that lists membership and charge and circulate this document to the Senate Leadership Team for review. Once approved by the Leadership Team, H. St. Hill will send e-mails and the SLOG Task Force document to General Education Council, Program Review Team, Graduate and Undergraduate curriculum teams chairs, each college/unit, and Academic Affairs to identify the representative for their respective areas. The Leadership Team indicated that a deadline of 11/14/08 should be included with the request for representatives; this would give units enough time to elect faculty representatives.
- Process for Overseeing Curriculum & Communication Across Teams
  - Program changes – submit with program outcomes.
  - Mary Hart and Dennis Hunt to address linking of: (a) program outcomes, (b) university learning goals/outcomes, in the university review process for all new courses and programs, and program revisions and course changes. Also review proposed Bylaws changes for curriculum teams.
- Student Code of Conduct – follow up and enforce rules. Revisions to be discussed – Student Affairs report back to next leadership meeting.

Graduate Curriculum Team Bylaws
- ° Composition

  The composition of the Graduate Curriculum Team should be as follows:
  - Elected members (2-year terms, elected by the in-unit faculty members of their respective units); one faculty member with graduate faculty appointment representing each College; one faculty member representing Library Services who is the liaison to a graduate program.
  - Ex-officio member: Director of the Office of Graduate Studies; one representative from the Office of Curriculum and Instruction; Ex-officio members as appropriate to the Team's task appointed by the Team's facilitator (1-year term); one graduate students representative appointed by the SGA President (1-year term).
  - Members of the Graduate Curriculum Team shall elect a facilitator from among the Team's facility members.
  - Responsibilities and Duties
    - The Graduate Curriculum Team will review proposed changes in, addition to, and deletions from the graduate curriculum, course descriptions, and catalog information and forward recommendations to the Office of Academic Affairs. The Graduate Curriculum Team is responsible for developing policies and procedures associated with the creation, maintenance and revision of graduate curriculum. In addition, the Graduate Curriculum Team is responsible for regular collaborations with the Undergraduate Curriculum Team facilitator and the Graduate Affairs Team facilitator.

- Date of Next Meeting – Scheduled for 12/5/08.

- Meeting adjourned